SOUTHWESTERN ILLINOIS COLLEGE

2010–2011 CATALOG

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SOUTHWESTERN ILLINOIS COLLEGE 2010–2011 CATALOG SWIC.edu

SOUTHWESTERN ILLINOIS COLLEGE
2010-2011 CALENDAR

FALL SEMESTER 2010

Faculty Opening Week	Monday-Friday, August 16-20
Campus Classes Begin	Saturday, August 21
Labor Day (College Closed)	Monday, September 6
Spring 2011 Graduation Application Deadline	Wednesday, September 15
Veterans Day (College Closed)	Thursday, November 11
No Classes - College Open	Wednesday, November 24
Thanksgiving Break (College Closed)	Thursday-Sunday, November 25-28
Last Day to Withdraw from Classes*	Wednesday, December 1
Final Examinations for Friday-only Classes	Friday, December 10
Final Examinations for Evening Classes	Friday-Thursday, December 10-16
Final Examinations for Day Classes	Saturday, December 11
	Monday-Thursday, December 13-16
Grades Due	Noon, Monday, December 20
Christmas Break (College Closed)	Wednesday-Sunday, December 22, 2010-January 2, 2011

SPRING SEMESTER 2011

College Reopens	Monday, January 3
Faculty Opening Week	Monday-Friday, January 10-14
Campus Classes Begin	Saturday, January 15
Martin Luther King Day (College Closed)	Monday, January 17
Lincoln's Birthday (College Closed)	Friday, February 11
Summer 2011 Graduation Application Deadline	Tuesday, February 15
Spring Break (College Closed)	Monday-Sunday, March 14-20
College Closed	Friday-Sunday, April 22-24
Last Day to Withdraw from Classes*	Wednesday, May 4
Final Examinations for Day Classes	Thursday-Wednesday, May 12-18
Final Examinations for Evening Classes	Thursday-Wednesday, May 12-18
Graduation	Thursday, May 19
Grades Due	8:00 AM, Monday, May 23
Memorial Day (College Closed)	Monday, May 30

SUMMER SESSION 2011

Campus Classes Begin	Monday, June 6
Fall 2011 Graduation Application Deadline	Wednesday, June 15
Independence Day (College Closed)	Monday, July 4
Last Day to Withdraw from Classes**	Friday, July 22
Final Examinations	Wednesday-Thursday, July 27 and 28
Grades Due	8:00 AM, Monday, August 1

*Applies only to 16-week classes. For classes less than 16 weeks, the last day to withdraw is the Friday preceding the last week of the class.
**Applies to 8-week summer classes only.

Board Approved October 21, 2009

Quantities of this catalog are limited. Please keep this catalog for further review or view updates of the catalog online at SWIC.edu/catalog/.

This publication provides information about Southwestern Illinois College with primary attention to its academic programs, rules, regulations and procedures. Material herein is subject to modification and its inclusion in this document is not intended to and does not constitute a contract.

Steps to Enrolling for New Students

Step 1

☑ **Submit a New Student Information Form**

- Contact the Enrollment Services Office at the Belleville, Sam Wolf Granite City or Red Bud campuses to request a New Student Information Form, and to schedule a campus tour.

  OR

- submit the New Student Information Form online at estorm.SWIC.edu.

Step 2

☑ **Apply for Financial Aid**

- Contact Financial Aid and Student Employment for information on the Free Application for Federal Student Aid (FAFSA) to apply for loans, grants, scholarships or campus employment.

Step 3

☑ **Send Previous Transcripts**

- Have official high school and/or previous college transcripts sent to the Belleville Campus Enrollment Services Office.

Step 4

☑ **Participate in MISSION SUCCESS**

- Contact the Counseling Center to participate in MISSION SUCCESS (welcome/college information session, COMPASS assessment program for course placement and individual counseling session). Required for all degree-seeking students.

  OR

- For an individual appointment for academic, career and personal assistance (for those not required to participate in MISSION SUCCESS).

Step 5

☑ **Register for Classes**

- Register in person at any of the three campuses or register by telephone at 618-235-2700, ext. 5455.
- Submit a copy of proof of residency to an Enrollment Office at any campus.

Step 6

☑ **Participate in SWIC Know Orientation Online**

- Visit estorm.SWIC.edu and click on the SWIC Know logo.

Step 7

☑ **Set Up eSTORM and SWIC E-mail Account**

- Have your SWIC Student ID Number, Social Security Number and date of birth available to set up your account at estorm.SWIC.edu

Step 8

☑ **Make Payment Arrangements**

- Contact the Business Office to pay tuition and fees or to make payment arrangements, or pay online through eSTORM.

Step 9

☑ **Purchase Textbooks**

- Have your final schedule with you when you go to the bookstore to buy textbooks.
- You can purchase textbooks online at SWIC.edu/services/bookstore.jsp.

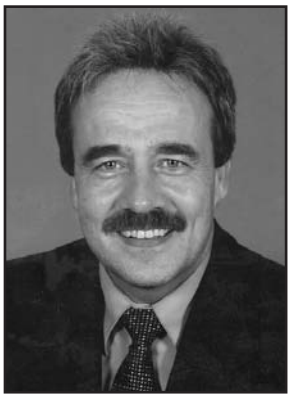
Step 10

☑ **Obtain Your Student ID and Parking Sticker**

- Contact Public Safety to get your free parking sticker (required) and your FREE Student ID, and MetroLink Pass.

SOUTHWESTERN™
ILLINOIS COLLEGE

Board of Trustees



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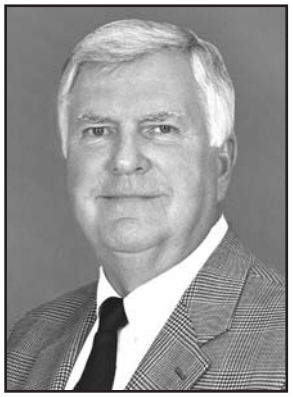

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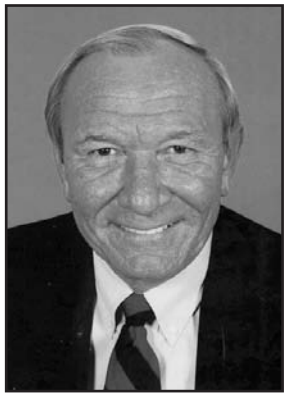

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Dear Incoming or Returning Student:
A recent national news magazine poll revealed these "10 Reasons to Pick a Community College." After each one you can compare how Southwestern Illinois College stacks up:

Affordability – Boasting one of the lowest tuition rates in the state and the nation, two years at SWIC costs less than half the national state-university tuition average. We call that value SWIC-enomics.

Convenience – SWIC offers three campuses and 20-plus off-campus sites, Distance Learning, light-rail and bus route access, online registration, and college e-mail accounts, to name only a few of the conveniences.

Open Access … at SWIC anyone with a high school diploma or equivalent can be admitted; and our Adult Basic Education program has already helped more than 10,000 students earn the GED they need in life, or to continue school.

Teaching Quality – SWIC faculty boasts more than 150 full-time professors, most with doctoral or master's degrees, complemented by 800 adjunct faculty members … with no teaching assistants here.

Class Size – The SWIC student-faculty ratio of 19-to-1 is well below survey findings touting that "most community college classes have fewer than 35 students."

Support Services – From admission evaluation to veterans benefits, SWIC offers a catalog full of support options, including Enrollment Services, Financial Aid and Student Employment, Counseling, and Success Centers, to name only a few.

Choices – Detailed in this catalog, SWIC offers 150-plus degree and certificate programs … and counting.

Diversity – The SWIC Minority Transfer and Multicultural Student Services Center and College Activities routinely collaborate with faculty to help every student fit right in from day one.

Modern Technology Access – From "smart" classrooms to state-of-the-art technology in every field of study to free computer access at each campus, SWIC has this one covered.

Good Company … Famous community college graduates range from Walt Disney to Eileen Collins, NASA's first female space shuttle commander. Our own NASA Astronaut, Sandra Magnus, Ph.D., started her college career at SWIC (then Belleville Area College); and it's equally important to note a majority of our alumni firefighters, police officers and health care professionals stay and serve in Southwestern Illinois.

Comparing these national survey results with all we offer at Southwestern Illinois College, it's no wonder one in every four high school graduates in Community College District 522 "Pick SWIC," or that 6 of 10 will take classes here by age 30. At the other end of our "Lifelong Learning" spectrum, it's equally no surprise that our noncredit Community Education classes and our Programs and Services for Older Persons programs are equally magnetic.

So if anyone ever asks if you've made the right choice to start or continue your postsecondary education, you can produce this list … you can show them this catalog … and you can challenge them to name a better option than Southwestern Illinois College.

Pay It Forward,

Georgia Costello Ph.D.

Georgia Costello, Ph.D.
President
Southwestern Illinois College

Mission

Southwestern Illinois College upholds the dignity and worth of all people and believes that learning is a lifelong process which enhances the quality of life. The college provides for individual growth through educational excellence and active partnerships with students and the community.

Values

As a people, as a learning community, and as an institution, we will reflect and practice those values integral to higher education and to the well being of our region:

Student Success We recognize that student success is the ultimate measure of our effectiveness. We will achieve this end by providing an environment that nurtures learning and meets students' needs.

Respect for People We will treat each other with dignity, fairness, and understanding; value open discussion; and respect the ideas and opinions of others.

Value of Education We will promote the value of education throughout our institution and our communities by providing quality programs and services that empower learners to achieve their goals, strengthen their self-esteem and independence, and provide the means for improving their economic well-being and quality of life.

Integrity We will strive to ensure that our actions are in accord with our standards, that we are honest with one another, and that we follow through on our promises and obligations.

Excellence We will at all times do our best to merit recognition as a premier community college and will recognize the excellence that is attained by our faculty, staff, and students.

Fairness We will practice fairness by establishing clear standards and expectations for students, faculty, and staff and ensuring that those standards are applied uniformly.

Lifelong Learning We believe that education does not end when a degree is earned and that not all learners seek a degree. We will therefore strive to create a learning community that is open-ended and committed to providing opportunities for continuous learning.

Affordability We will provide a high-value, affordable education that does not compromise on quality. We will make a collective effort to be value-minded stewards using resources with wisdom and promoting appropriate community partnerships.

Accountability We are accountable for our performance. We will establish high standards of academic, institutional, and personal professional practice and will commit ourselves to the regular evaluation of our effectiveness and to a regular program of development and self-improvement.

Every program of study at Southwestern Illinois College has educational purposes and goals that reflect the institution's mission. The college is dedicated to a continuous process of assessing and improving student learning.

Three campuses – One mission

Belleville Campus

Belleville Campus

The Belleville Campus is located at 2500 Carlyle Ave., on the east end of Belleville at the intersection of Carlyle Avenue/Illinois 161 and Green Mount Road. The largest and most established of the campuses offers more than 100 University Transfer and Career/Technical programs ranging from Accounting to Welding. The new 40,000-square-foot Liberal Arts Building was added to the campus in spring 2009. Services and facilities at the campus include:

- Allied Health laboratories
- Music Technology courses and a recording studio
- Newly remodeled Art department
- New Liberal Arts Building
- Kids' Club child care service
- A self-guided SculpTour of outdoor sculptures, beginning at the William & Florence Schmidt Art Center
- Free MetroLink and MetroBus rides for students

Sam Wolf Granite City Campus

Sam Wolf Granite City Campus

The Sam Wolf Granite City Campus is located at 4950 Maryville Road, on the northeast end of Granite City near the intersection of Maryville Road and Illinois 203. The campus was named to honor college trustee and long-time legislator Sam Wolf. The campus, which meets the academic needs of the northern part of the college district, as well as the work force training needs of local industry, recently has undergone a transformation of the interior and exterior structure to upgrade technology. Unique programs offered at the campus include:

- Industrial Technology
- Automotive Collision Repair Technology
- Aviation Maintenance Technology
- Certified Cisco Networking Academy
- Culinary Arts and Food Management
- Honors Program courses
- Free Madison County Transit rides to campus

Red Bud Campus

Red Bud Campus

The Red Bud Campus, located at 500 W. South Fourth St., is in the heart of Red Bud, two blocks west of Illinois 3. The diverse offering of credit classes is aimed at helping you transfer to a four-year college or university or gain skills to move directly into the work force. The campus also offers a variety of noncredit courses for fun and personal enrichment. Programs and facilities at the campus include:

- Fast-Track Electronics
- Nurse Assistant
- Photography and Drawing classes
- Certified Cisco Networking Academy
- Southern Illinois University System Service Center
- Friday-Only Class option
- Block Scheduling
- Monroe-Randolph Transit offers specific routes to campus

For directions to the Belleville, Sam Wolf Granite City or Red Bud campuses refer to the inside back cover of this catalog or visit the college's Web site at SWIC.edu/aboutus/maps.

Faculty Member of the Year

2009-2010

Tina Dierkes, Ph.D.

Professor of Office Administration and Technology

Office Administration and Technology Program Coordinator Tina Dierkes, Ph.D., is a shining example of the dedication to success possessed by instructors at Southwestern Illinois College.

Dierkes, who joined SWIC in 2000, credits her passion for teaching and her students for this award.

"This award is such an honor. I love what I do and to be given an award for doing something you love is truly humbling. I dedicate this to all my past, present and future students. For without them, none of this would have been possible," says Dierkes.

Colleagues say her commitment to her work in and out of the classroom should serve as the mark for which other faculty members strive.

"Dr. Dierkes is the consummate professional, both in and out of the classroom. She does not give of herself just in the classroom, but as the sponsor of the SWIC chapter of Phi Beta Lambda as well," said Dean of the Business Division Janet Fontenot. "As she accompanies students to conferences and professional meetings she teaches them how to be leaders in their chosen field."

Since starting her SWIC career, Dierkes has served on the Academic Quality Improvement Program Committee and the Office Administration and Technology Advisory Committee. She also has served on the Computer Literacy Assessment, Communications Assessment and the General Education Outcomes Assessment committees; in addition to her work on Opening Week festivities and the iPod Innovators Committee.

Dierkes is the second vice president for the Illinois Business Education Association and serves as a member of numerous professional organizations including: the National Business Education Association, Delta Phi Epsilon, the Association for Career and Technical Education, the Illinois Association for Career and Technical Education, the Illinois Coordinating Council for Career and Technical Student Organizations and the Future Business Leaders of America – Phi Beta Lambda Professional Division. She also serves as the chair of the FBLA – PBL National Board of Directors.

Dierkes earned her Associate in Applied Science from Kaskaskia College and her Bachelor of Science and Master of Science degrees from Eastern Illinois University. In 2007, she received her doctorate from Southern Illinois University Carbondale.

Dierkes and her husband, Carl, have two children: Ashlyn, 13, and Erin, 9.

Adjunct Faculty Member of the Year

2009-2010

Sue Vaughn

Senior Adjunct Instructor of Medical Assistant

Though Senior Adjunct Medical Assistant Faculty Member Sue Vaughn didn't start her career as an educator, after becoming an instructor at Southwestern Illinois College, teaching quickly became her passion.

It is her love of teaching and helping students realize their dreams that earned Vaughn the Adjunct Faculty Member of the Year award.

"I have loved every minute of teaching here at SWIC," she said. "Teaching, while always challenging, has become my passion."

Vaughn started her career in health care as a licensed practical nurse in 1972. But, after raising a family and traveling the world as an Air Force wife, she was ready to start fresh with a new career in education. Since 1999, she has taught Medical Assistant courses such as Medical Office Clinical Procedures, Health Care and Patient Communication, Medical Pathology I and II, and Office Practicum at SWIC.

"I would like to thank all of the adjunct instructors here at SWIC for their hard work and for setting the bar really high," she said. "As well, I hold my boss Cheryl Hutchison and Dean Julie Muertz in highest esteem. Their support makes us all successful and allows us to maintain great morale. My coworkers in the MA program are the best with which anyone could ever hope to work."

In addition to her teaching duties, she contributes to the success of the Medical Assistant program by helping other instructors with syllabus revision and test writing. Vaughn also serves as the assistant for the SWIC Faculty Development Adjunct Academy.

She is a member of the Faculty Development and E-Portfolio committees and serves as the secretary for the adjunct faculty union.

"Sue Vaughn has mentored many students over the years and helped them be successful in their medical assistant careers," said Medical Assistant Program Coordinator Cheryl Hutchison. "Sue is an adjunct faculty member with integrity and has the admiration of her students and co-workers."

She earned her Practical Nursing Degree from Madison Area Technical College in 1972. From 1996-1997, she attended SWIC, then Belleville Area College, to prepare for transfer to Southern Illinois University Carbondale where she earned her Bachelor of Science degree in Workforce Education Development in 1999.

Vaughn is a member of Delta Kappa Gamma, the professional women educators sorority, and is active with St. George Episcopal Church in Belleville.

She and her husband, Robert J. Vaughn, a retired U.S. Air Force Lt. Colonel, have two children, Matthew, 30, and Bethany, 24; and one grandson, James.

FOUNDATION
SOUTHWESTERN
ILLINOIS COLLEGE

Our Mission

The Southwestern Illinois College Foundation exists to maintain and enhance the quality of life by developing friends and funds for support of the educational, cultural and service goals of Southwestern Illinois College.

The SWIC Foundation promotes excellence by securing gifts for special education and cultural activities that are not part of the college budget.

Foundation Scholarships

More than 200 scholarships funded by businesses, individuals and organizations in the community are awarded through the college Foundation every year.

Visit SWIC.edu/foundation to apply!

Board of Directors

Carol Bartle, Chair; Chuck Unger, Vice Chair; Darryl Collins, Barbara Constance, Harlan Ferry Jr., Gary Graham, Bruce Holland, Dana Howard, John Ingalls, Dennis Jacknewitz, Benjamin Kirchoff, Roger J. Lowery, Patrick B. Mathis, Richard C. May, Sharon Seminerio-Cox, Dede Strano

Ex-Officio Members:

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Belleville Campus
Main Complex – Room 2240
SWIC.edu/foundation

At the 2009 inaugural "Thanks-For-Giving" event, the SWIC Foundation paid tribute to the late Jack Giannini, a longtime scholarship donor. Members of Giannini's family, on hand for the event, learned of a $500 Foundation contribution to the Roger A. Giannini Memorial Scholarship, established by Giannini in honor of his son. Pictured are, left to right, back row, Jeff and Leigh Bonifield; and front row, Stephanie Rosenstengel, Marguerite Giannini and Janet Rosenstengel.

Congressman Jerry and Dr. Georgia Costello Scholarship recipients Brandy Kempfer, second from the left, and Troy Kueker, second from the right, were all smiles as they posed with Foundation Board Member Dana Howard, left, and SWIC President Georgia Costello, Ph.D., at the "Thanks-For-Giving" event. The new Foundation initiative was meant to thank the donors of the more than 200 scholarships funded by businesses, individuals and organizations in the community, which are awarded through the college Foundation. Donors also had an opportunity to meet the students benefitting from their commitment to "Pay It Forward."

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Glossary of College Terms

Academic Counselor: A trained professional who helps students decide what courses to take, clarifies degree requirements, and aids in assessing progress toward degree and/or certificate completion. Academic counselors are available to assist students in the Counseling Centers at all three campuses.

Adjunct Instructor: A faculty member who is employed by the college to teach on a part-time basis. These instructors often currently work in the field in which they are teaching.

Accreditation: The certification that a school or program meets a set of quality standards. Southwestern Illinois College is accredited by the North Central Association, one of six regional accreditation associations in the United States. In addition, many Southwestern programs are individually accredited by professional organizations.

Admission Requirements: The educational background and/or academic abilities that a student must demonstrate before being fully admitted into a particular instructional program. PLEASE NOTE THAT ADMISSION REQUIREMENTS DO NOT PREVENT A STUDENT FROM ENROLLING AT SOUTHWESTERN ILLINOIS COLLEGE. For more information about admission requirements, see the *Admission Information* section in this catalog.

Adult Basic Education: Courses and programs designed to enable students to achieve a high school equivalency level in basic academic skills, in vocational training or in English usage for foreign language speakers. Adult Basic Education credit is not applicable toward transfer, or associate degree or certificate at Southwestern Illinois College.

Advanced Placement (AP): A program of college-level courses offered to advanced high school students that leads to a final exam administered by the College Entrance Examination Board. Southwestern Illinois College often grants credit to students who achieve specific scores on the final exams. See the *Advanced Placement* section of this catalog for more details.

Articulation Agreements: An arrangement between two educational institutions that defines a process for the equating of their courses for transfer purposes. Southwestern Illinois College has articulation agreements with many colleges and universities and with several high schools as well.

Associate Degree: A type of college degree offered by community colleges throughout the United States. At Southwestern Illinois College, associate degrees require a minimum of 64 semester credit hours and consist of three parts: general education requirements, major requirements, and electives.

Associate in Applied Science (AAS): An associate degree that is designed to prepare students to enter the job market immediately after graduation. Students in "career" or "occupational" programs are generally working toward the completion of AAS degrees.

Associate in Arts (AA): An associate degree that provides the first two years of study for students who plan to pursue a bachelor's degree in the areas of Communications, Education, Humanities, or the Social Sciences.

Associate in Arts in Teaching (AAT): An associate degree that provides the first two years of study for students who plan to pursue a bachelor's degree in Education and become school teachers.

Associate in Engineering Science (AES): An associate degree that provides the first two years of study for students who plan to pursue a bachelor's degree in the area of physics or engineering or another closely related field.

Associate in Fine Arts (AFA): An associate degree that provides the first two years of study for students who plan to pursue a bachelor's degree in the areas of Art, Music Education, or Music Performance.

Associate in General Studies (AGS): An associate degree for students whose interests and educational objectives do not fall within either a traditional transfer or occupational program.

Associate in Science (AS): An associate degree that provides the first two years of study for students who plan to pursue a bachelor's degree in areas such as Biology, Business, Education, Engineering, Mathematics, Chemistry or Physics.

Bachelor's Degree: A degree awarded by a college or university to a person who has completed undergraduate studies in a specific subject. Often known as a four-year degree.

Career Programs: One- or two-year occupational programs leading directly to employment. Students completing one-year career programs receive Certificates of Completion; students completing two-year programs receive the Associate in Applied Science degree.

Career/Technical Programs: Academic programs that prepare students to enter the work force immediately after graduation.

Certificates: Academic programs ranging from two to fifty semester credit hours that provide students with the basic skills necessary to gain entry-level employment in a specific career field.

College Level Examination Program (CLEP): A series of exams administered by the College Level Examination Board that is designed to assess students' college level knowledge and skills. CLEP exams are of two types, General and Course Specific. The conditions under which Southwestern Illinois College will accept CLEP exams are described in the *CLEP* section of this catalog.

Compact: An agreement between SWIC and many senior institutions guaranteeing the AA and AS recipients junior standing and satisfaction of all lower level division general education requirements.

COMPASS: An untimed, computerized assessment of students' reading, writing and math skill levels that is intended to assist in the placement of students into courses appropriate to their current academic abilities.

Coordinator: A faculty member who is designated as the academic and administrative leader of a specific set of career programs.

Counselor: A trained professional who assists students with academic counseling, career and personal counseling, interest and aptitude testing, and study skills enhancement.

Course: A particular component of a subject selected for study. A course is identified by a course number: for example, English 101 or Psychology 151.

Course Description: Information about a course, including its semester credits, prerequisites (if any), general requirements, and the subject areas it covers. Course descriptions can be found in the *Course Index* section of this catalog.

Glossary of College Terms (continued)

Course Fee: A charge in addition to tuition costs to cover supplies or equipment usage in a classroom.

Course Load: The number of semester credit hours a student carries in a given semester.

Curriculum: A group of courses planned to lead to some specific competence in a field of study and to a certificate or associate degree. For example, a computer science curriculum.

Dean: The administrative leader of the faculty for a specific academic division of the college.

Department Chair: A faculty member who is designated as the academic leader of the faculty in a transfer-oriented college department.

Distance Learning: College level courses of study that are conducted outside of the traditional classroom, laboratory or studio. Distance Learning is offered at Southwestern Illinois College through Online Instruction ,Telecourses, and Video Conference. For more information, see the *Distance Learning* section of this catalog.

- **Online Instruction:** College courses taught over the Internet. Online courses are taught with instructor-led communications taking place electronically via the Internet. Students enrolling in online courses can conveniently complete coursework in the comfort of their own home--submitting assignments online. Some on campus attendance may be required for specific courses as assigned by the instructor.
- **Hybrid Instruction:** Courses combining classroom and online learning as an alternative to fully online courses. Hybrid courses are a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of on campus classroom attendance is reduced.
- **Telecourses:** A distance learning course option that substitutes lectures on videotapes, CD's or DVD's for classroom attendance. Telecourses are an especially viable alternative for students whose personal and/or professional schedules make it difficult or impossible for them to attend classes on a regular basis.
- **PACE Courses:** Accelerated telecourses which are eight weeks in length. Two sessions are offered during the fall and spring semesters and one session is offered during the summer semester.
- **Holiday Break Courses:** Accelerated telecourses which are four weeks in length and are considered to be spring semester courses. Courses typically begin in December and end in January.
- **Video Conference Courses:** College-level courses that are taught simultaneously at multiple sites and linked through two-way audio and video communication. The instructor of a video conference class teaches directly to students at one site while students at other sites participate fully in the class via telecommunication connections.

Drop for Nonpayment: Failure to pay in full or to make the required down payment for tuition and fees by a specified due date may result in your class(es) being dropped.

Dual Credit: A college-level course often taught at a high school in which the student can earn both college credit and high school credit at the same time. SWIC does not charge a fee for the course. Dual Credit classes are usually offered at the high school during the regular high school day for students 16 years and older.

Dual Enrollment: When a high school student 16 years of age or older is enrolled in high school classes and the SWIC college-credit courses, all college fees are applicable.

Elective: Any course not specifically required for a program of study but counting as credit toward a degree or certificate.

ESL: An acronym for English as a Second Language. Describes courses or programs designed to develop proficiency in the use of English for person whose first language is not English.

eSTORM Services: The **S**outhwestern **T**otal **O**nline **R**ecords **M**anagement service allows students to log on and enroll, drop or swap classes, make a payment, view or print their course schedule, enrollment verification, final grade report, unofficial transcripts and account statement.

Financial Aid: Scholarships, monetary grants, loans, and student work opportunities intended to provide students with the financial resources necessary to enable them to pursue the college level program of study of their choice. Information about financial aid programs at Southwestern Illinois College can be found in the *Scholarships and Financial Assistance* section of this catalog.

Financial Aid Advisor: A trained professional who assists students in applying for financial aid and interpreting financial aid information.

Full-time Student: A student enrolled in at least 12 semester credit hours during the fall or spring semester, or at least six semester credit hours during the summer term. For financial aid purposes, 12 semester credit hours is considered full-time during the summer term.

GED: A certificate of educational achievement that is considered the equivalent of a high school diploma. Students can prepare for the GED test at Southwestern Illinois College at the Belleville, Sam Wolf Granite City and Red Bud campuses, the East St. Louis Community College Center and at additional off-campus sites throughout the district.

General Education: The required component of each associate degree program that develops breadth of knowledge and the communication skills essential to more complex and in-depth learning throughout life. The academic disciplines comprising the general education curriculum are communications, mathematics, the physical and life sciences, the humanities and fine arts, and the social sciences.

Grade Point Average (GPA): A student's grade point average is a measure of a student's academic achievement in college-level courses. A student's GPA at Southwestern is calculated by multiplying the credits each course is worth by the grade points (A=4, B=3, C=2, D=1, F=0) earned for the course, then dividing the total grade points earned by the total number of hours attempted, excluding those courses in which a grade of I, W, WP, WX, PR, AU, CR, PC, SC and P was received. Note that courses numbered below 100 are not considered when calculating the Southwestern Illinois College cumulative grade point average regardless of the grade received.

Graduation Requirements: The designated set of courses that must be successfully completed in order for a student to earn a particular associate degree or certificate.

Grant: Financial aid in the form of an outright award of funds, usually based on need, which does not have to be repaid. See the *Scholarships and Financial Assistance* section of this catalog for more information.

Glossary of College Terms (continued)

High School Academy: The High School Academy (HSA) is a Community Education summer program for high school students to earn high school credit. The course selection varies each summer and classes are held at selected sites in the district. Students can use these classes to make up credit for a failed class or to work ahead so that additional classes can be taken while in high school. A referral form from the high school counselor is **required** for participation.

Honors Program: Honors-level sections of certain courses are offered, at the Sam Wolf Granite City Campus only, for students who want a more challenging academic experience. Honors Credit is given for successful completion of the course work.

Human Well-Being: A field of study that emphasizes increasing knowledge, applying skills, and developing lifelong habits for health.

Illinois Articulation Initiative (IAI): A statewide agreement that facilitates the transfer of general education and major course credits between two- and four-year colleges and universities. For more details about the IAI, see the *Transfer Information* section of this catalog.

Loan: A loan may be federal, state, short-term or an emergency awarding of money to a student in need of financial assistance; it must be repaid.

Major: A field of study in which a student specializes.

MISSION SUCCESS: An advisement, college information, and counseling program designed to assist students with entry to SWIC.

Off-Campus Sites: A location separate from the SWIC three campuses, such as a high school or community center, within Community College District 522, where the college offers college-credit and noncredit courses.

Part-time Student: A student enrolled in less than 12 semester credit hours during the fall or spring semester, or less than six semester credit hours during the summer term.

Peer Advisor: A Southwestern Illinois College student who has been chosen and trained to assist other students and the public in a general information and resource capacity.

Refund Period: A limited time frame in which students may officially drop classes and receive a full or partial refund/credit. Specific information may be found each semester online at eSTORM.SWIC.edu or under the "Refund Policy" in the current class schedule.

Prerequisites: Requirements that must be met and/or courses that must be taken prior to enrolling in a specific course. Prerequisites for each course are listed as part of its course description in the *Course Description Guide* of this catalog.

Registration: The process of selecting courses, completing college forms, and paying tuition and fees, all of which should be completed prior to the beginning of classes each semester. For more information, see the *Registration* section of this catalog.

Scholarships: Monetary awards given to students in recognition of outstanding academic achievement and/or financial need. More information about scholarships is available in the *Scholarships and Financial Assistance* section of this catalog.

Semester: An academic period of study. At Southwestern Illinois College, fall and spring semesters are each 16 weeks in length. Summer terms, on the other hand, are only eight weeks long because weekly class times are doubled.

Semester Credit Hours: Units of measurement of academic credit, usually determined by the number of hours a class meets per week, earned at Southwestern Illinois College during periods of study that are 16 weeks in length or the equivalent, such as the accelerated summer session.

Student Loan: A federal, state or college-financed awarding of money to students in need of financial assistance that must be repaid. For more details about student loans, see the *Scholarships and Financial Assistance* section of this catalog.

Syllabus: A summary or list of the main topics of a course of study, text or lecture usually given to students by each instructor at the beginning of each semester.

TBA (To Be Arranged): Courses for which the meeting days, times, and/or locations have not been established at the time the Semester Class Schedule goes to print. Students should contact the applicable instructor, department, or program to obtain more information about courses listed as TBA.

Transcript: An official document that is the record of a student's academic performance. It includes the courses taken, the grades earned, and the cumulative grade point average.

Transfer Student: A student who plans to transfer to a four-year college or university in order to earn a bachelor's degree. While at Southwestern Illinois College, transfer students generally pursue either the Associate in Arts, the Associate in Fine Arts, the Associate in Science, Associate in Engineering Science or Associate in Arts in Teaching degree.

Tuition: The amount of money charged to a student for each class, usually per semester credit hour. For more information about tuition, see the *Tuition* section of this catalog.

University Transfer: A degree that is the first two years of study toward a bachelor's degree. It is designed to transfer credits in a specific field of study to a four-year academic institution.

Work-Study: A program funded by the federal government and the college in order to provide part-time student work opportunities at each campus. Full-time and part-time students in need of financial assistance may apply for work-study. More details about work-study are available in the *Scholarships and Financial Assistance* section of this catalog.

Frequently Called Telephone Numbers at the College

Belleville Campus.....235-2700
Red Bud Campus.....282-6682
Sam Wolf Granite City Campus.....931-0600
East St. Louis Higher Education Campus.....874-6592

Scott Air Force Base Education Office.....746-4200
Programs and Services for Older Persons 234-4410
Belleville Campus TDD 234-3347
TOLL FREE FROM ILLINOIS.....866-942-SWIC (7942)

OFFICE	EXTENSION
Accounting courses	5487
Administration of Justice courses	5653
Adult Basic Education	5323/7397/874-8778
Apprenticeship courses	5252/7452
Art Center, William & Florence Schmidt	5278 (5ART)
Art courses	5325/7452
Athletics	5450
Auto Collision Repair Technology courses	7314/7475
Aviation Maintenance courses	7361
Aviation Pilot Training/Aviation Management courses	5683
Behavioral Sciences	5409/5309
Bookstore (Belleville)	5334
Bookstore (Sam Wolf Granite City)	7379
Business Administration courses	5487
Business Office	5367/6640/8114
Cisco Networking Academy	7374
Career Activities & Employment Center	5562/7338/8126
College Activities	5561/7342/8113
College Honors Program	7385
Community Education	5393/7344
Computer-Aided Drafting courses	5252/7475
Computer Information Systems courses	5502/5382
Construction Management Technology	5209
Counseling department Belleville Campus	5206
Counseling department Sam Wolf Granite City Campus	7333
Counseling department Red Bud Campus	8114
Culinary Arts and Food Management courses	7389
Distance Learning	5200
Dual Credit for High School	5141/5142
Early Childhood Education courses	5593/5309
Electronic Publishing courses	5382
Electrical/Electronics Technology courses	5432/7456
EMT/Paramedic courses	5343
English, Literature, Journalism courses	5413/5327
Enrollment Services	5660/6615/8114
Faculty Development	5440
Faculty Technology	5581/5774/5756
Foreign Language, Philosophy, Speech courses	5586/5327
Financial Aid	5288/6610/8126
Fire Science courses	234-5138
Foundation scholarships	5215/5647
GED Program	5525/7397/874-8778
Graphics Design courses	5382
Health Information Technology courses	5385
Horticulture/Agriculture courses	5135

OFFICE	EXTENSION
Human Services Technology courses	5309/7386
Industrial Technology Center	7475
Kids' Club Child Care	5543
Library Belleville Campus	5204
Library Sam Wolf Granite City Campus	7354
Library Red Bud Campus	8190
Life Sciences, Health & Physical Education	5607
Management courses	5434
Manufacturing Technology courses	5252/7475
Marketing courses	5434
Massage Therapy courses	239-6400
Mathematics courses	5611
Medical Assistant courses	5332/7326
Medical Laboratory Technology courses	5386
Music courses	5379/5327
Network Design and Administration courses	7374
Nursing Education courses	5263
Office Administration & Technology courses	5321
Paralegal Studies courses	5494
Payment Information	5367
Physical Sciences courses	5422
Physical Therapist Assistant courses	5390
Police Academy courses	5396
Precision Machining Technology	7457/6710
Programs & Services for Older Persons	7011
Public Information and Marketing	5258
Public Safety	5221/7342
Radiological Technology courses	5303
Real Estate Appraisal courses	5434
Registration Information	5217/6615/8114
Respiratory Care courses	234-8911 ext. 1989
Schmidt Art Center	5278 (5ART)
Selsius™	5202
Sign Language Studies courses	877-445-4064
Social Science courses	5410 or 5309
Special Services Centers	5368
Success Centers	5495/7307/8134
Technical Education courses	5252/7475
Telephone Registration	5455/6615/8114
Testing Centers	5551/7364/8134
Transcripts	5216
Tuition information	5367/5474/6640/8114
Veteran Services	5226/7336
Web Development and Administration courses	5382
Welding courses	5377/7423

Frequently Asked Questions

- ***Am I required to take any assessment testing?***
  Yes, for all students who indicate that they are degree-seeking, unless college-level math and English courses have been taken and a grade of "C" or better was received at another college or university, OR, classes are being taken that do not require math or English prerequisites or course competency requirements. For more details, see the *Student Assessment/ Course Placement* section in this catalog.

- ***How much is tuition at the college?***
  The in-district tuition rate is $90 per semester credit. All students will be charged a $3 fee per semester credit also. See the *Tuition and Fees* section of this catalog for additional information.

- ***What other costs are there?***
  Other expenses to consider are individual course fees and textbook costs. More information is available in the *Fees* section of this catalog.

- ***Will my classes transfer to another college or university?***
  Many Southwestern courses are intended to transfer. These courses are identified in the *Course Description Guide* with the letter "T". For specific information about transferring, see a Counselor prior to choosing your classes each semester. Also see the *Transfer Information* section in this catalog for additional information.

- ***How can I get help with college expenses?***
  Refer to the *Scholarships and Financial Assistance* section in this catalog to check eligibility for SWIC scholarships, community scholarships, transfer scholarships, veterans' services, student employment and/or state and federal financial aid.

- ***Where can I go for assistance in finding a job while I'm a student?***
  Assistance is available from both the Financial Aid Office (on-campus jobs) and the Career Activities and Employment Center (off-campus jobs). The Career Center provides job search assistance and online job leads.

- ***Are tutoring services available?***
  Free tutoring is offered in the Success Centers at all three campuses and the East St. Louis Community College Center. Tutoring is provided in a variety of academic areas and on a walk-in basis. Tutor schedules are available at each of the five Success Centers or on the Web site at SWIC.edu/successcenter

- ***How do I request accommodations for a disability?***
  Southwestern Illinois College is committed to providing equal access to qualified students with disabilities. Contact the Special Services Center to request and receive accommodations and support services.

- ***What types of extracurricular activities are offered?***
  Educational and cultural events and a wide variety of clubs and organizations are available at SWIC for students, faculty, staff and the community. A broad range of intercollegiate and intramural athletics are available also.

- ***What are the different types of degrees offered at the college?***
  The degrees available to students who plan to complete a bachelor's degree after transferring to another college or university are the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching Secondary Math, Associate in Engineering Science, and Associate in Science. The degree available to students who plan to enter the work force immediately upon graduation is the Associate in Applied Science. For additional information about degrees as well as certificate programs, see the *Southwestern Illinois College Programs* section in this catalog.

- ***Are child care services offered?***
  Child care is available at the Belleville Campus. The Kids' Club Child Care Center provides affordable and convenient child care to the children of students while they are on campus.

- ***What is the average class size at SWIC?***
  While class sizes vary, the student/teacher ratio is 19-to-1, which makes it easy to get individual attention from your instructors.

- ***How do I know which classes to take first?***
  Academic counselors are available to assist in selecting classes each semester.

- ***Are academic, career and personal counseling available and, if so, do I need to set up an appointment?***
  A full range of counseling services is available to SWIC students. While appointments are not always required, they are recommended.

- ***How do I get a student ID number?***
  Your student ID number will be issued at the time of registration with appropriate identification. If you do not remember your student ID number, you can bring a photo ID to the registration window, or fax or mail the Student ID Request Form, available on the SWIC Web site. You need a student ID number to access your student email.

Frequently Asked Questions (continued)

- ***Do I need a student ID card and, if so, where do I get one?***
  Southwestern Illinois College students are entitled to an Identification Card. The Identification Card is optional but is required to receive the following services: Library Card/ Internet Access, Open Computer Lab access, discounts at the Bookstore and Food Court (when offered), College Activities reduced purchases, free pass to Athletic events, ridership on the St. Clair County District Transit Authority MetroBus and MetroLink, Madison County Transit Bus System, Book Buyback, etc. Identification cards are available through the Public Safety office at the Belleville and Sam Wolf Granite City campuses, and at the main offices at the Red Bud Campus.

- ***How do I get my transcript?***
  Students may request transcripts in person at each of the three campuses, by printing a request form from the college web site, (SWIC.edu), or by written request submitted by mail or fax. Students can also request an official transcript via eStorm services. For more information, see the *College Transcripts* section in this catalog.

- ***What is E2campus SWIC alert?***
  E2campus (SWIC Alert) is a text messaging program available to students and employees. Students or employees may choose to opt-in to receive text messages and/or e-mails for selected campus emergencies or college closures. The program is no cost to the student or employee, except the cost their cell provider charges for receiving text messages.

- ***How do I sign up for E2campus SWIC alert?***
  If you are a student, faculty, or staff member, please click on Emergency Notification System at SWIC.edu under your eStorm/ iStorm account and enter your information.

- ***How can I find out if the college is closed or has a delayed opening due to inclement weather?***
  In the event of poor weather conditions, SWIC could take one of the following actions:
  - Follow the "Snow Schedule" and open at 10 a.m.
  - Cancel day classes and reopen for evening classes.
  - Be open for day classes, but close for evening classes.
  - Cancel both day classes and evening classes.

  See the *College Closing Policy* section of this catalog for more details.

  Information regarding the use of the Snow Schedule or closure due to weather conditions will be posted on the college's homepage and broadcast on these stations:

Television	Radio	Web Site
FOX 2 (KTVI)	KMOX-AM 1120	SWIC.edu
KMOV-TV Channel 4	WHCO-AM 1230	www.ksdk.com
KSDK-TV Channel 5	WIL 92.3	

  See the *College Closing Policy* section of this catalog for more details.

  Also, students may sign up on eSTORM for SWIC Alert, an emergency alert system designed to notify students and employees by e-mail or text message of campus closure due to inclement weather or other emergencies. Inclement weather information is also available at www.facebook.com/SWIC.edu.

- ***Can I take college classes if I'm still in high school?***
  High school students age 16 and older who have authorization to participate in college courses and programs may enroll. See the *General Admission* section in this catalog for more information.

- ***What is HSA?***
  The High School Academy (HSA) is a Community Education summer program for high school students to earn high school credit. The course selection varies each summer and classes are held at selected sites in the district. Students can use these classes to make up credit for a failed class or to work ahead so that additional classes can be taken while in high school. A referral form from the high school counselor is **required** for participation.

- ***Where do I get a parking permit?***
  For students, faculty and staff, parking is by permit only on the Belleville and Sam Wolf Granite City campuses. Permits are free and are issued by the Public Safety departments on those campuses or through the Student Development Office at the Red Bud Campus. For more information, see the *Parking/Traffic Enforcement* section in this catalog.

- ***When do I apply for graduation?***
  Students need to apply for graduation by the following dates: June 15, 2010 for fall 2010 graduation; Sept. 15, 2010 for spring 2011 graduation; Feb. 15, 2011 for summer 2011 graduation.

The William and Florence Schmidt Art Center

The William and Florence Schmidt Art Center opened to the college and community in February of 2002 to exhibit art that inspires, informs and connects. The Schmidt Art Center features changing exhibits of visual images from the College/Foundation collection, works of regional and national artists, and traveling exhibitions. The exhibits in the four galleries provide the setting for classes, musical performances and lectures. The art center is open to the public, free of charge, during hours of operation. The galleries and conference room are available for rental. The Schmidt Family Gardens are part of the campus' Missouri Botanical Gardens Metro East Signature Garden, a collaboration with the horticulture department and college's physical plant. Contact the art center for hours of operation, to arrange a group tour or for information about membership, exhibits or a rental brochure. 618-222-5ART (222-5278)

SWIC Core Values: Student Success and Accountability

Student Success

Southwestern Illinois College is dedicated to student success, which occurs when students identify and achieve educational goals and acquire lifelong learning skills within an encouraging environment of quality instruction and effective student support services. Thus, student success is a partnership between the institution and the student to foster an environment in which:

- Students are assisted in defining and accomplishing realistic academic, personal, and career goals for the present and the future.
- Students are inspired to become self-motivated lifelong learners who are ultimately responsible for their learning.
- Students are taught proficiencies in communication, reasoning skills and citizenship needed to function competently in an increasingly interdependent, culturally diverse world.
- Students are provided support services to enhance their educational process and quality of life.
- Students are encouraged to explore a diverse range of ideas and experiences.
- Students become more knowledgeable about themselves and their communities.

The college is committed to regular evaluation of our effectiveness and the assessment of student learning is an integral component of the educational experience at Southwestern. To ensure that the needs of the students and the community are met, the college conducts classroom, program and college-wide studies of student attitudes, achievement, and satisfaction. In addition, the college regularly assesses its educational programming and services. To conduct useful institutional analysis, all students who are randomly selected for these assessments are expected to participate. When possible, the college will provide feedback about the student's individual performance, along with other data available, such as local and national norms. Full participation helps Southwestern meet our core values of educational excellence and student success.

Accreditations

Accreditation means Southwestern has met the standards identified by the agencies/boards listed below and assures the public that our curricuum prepares competent graduates.

Southwestern Illinois College has been approved as a Class I Community College by:

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

Southwestern Illinois College education programs are accredited or recognized by:

- American Culinary Federation Educational Institute
- American Design Drafting Association
- American Society of Clinical Pathologists
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, 727-210-2350
- Commission on Accrediation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax St., Alexandria, VA 22314, 703-706-3245, www.apta.org/CAPTE
- Commission on Accreditation for Health Informatics Management Education
- Committee on Accreditation for Respiratory Care (CoARC)
- Federal Aviation Administration
- Illinois Department of Finance and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, 1-312-814-4500
- Illinois Department of Public Health
- Illinois Department of Transportation
- Illinois Local Governmental Law Enforcement Officers Training and Standards Board
- Illinois State Fire Marshal
- Joint Review Committee for Education in Radiologic Technology
- National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacls.org
- National Institute for Metalworking Skills
- National League for Nursing Accrediting Commission, 3343 Peachtree Rd, NE, Suite 500, Atlanta, GA 30326, 404-975-5000

Southwestern Illinois College is a member of:

- American Association of Community and Junior Colleges
- American Association of Paralegal Education
- Illinois Consortium for International Studies and Programs
- Metro East St. Louis Regional Council on Interinstitutional Cooperation
- Network of Illinois Learning Resources in Community Colleges
- Southern Illinois Learning Resource Cooperative
- Southwestern Illinois Partnership for College and Career Success

North Central Association of Colleges and Schools

Southwestern Illinois College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). The college has held this accreditation since 1961. The Commission is located at 30 North LaSalle St., Suite 2400, in Chicago, Illinois, 60602-2504. The commission's telephone number is 312-263-0456.

Southwestern is a member institution of the Academic Quality Improvement Project (AQIP) sponsored by the commission and this affiliation extends our accreditation through the 2016academic year. The AQIP process focuses on continuous quality improvement and gives the College the opportunity to show that it meets the Higher Learning Commission's accreditation standards through the pursuit of well focused quality improvement projects. For further information regarding AQIP, visit the Web site at www.AQIP.org.

Equal Opportunity and Affirmative Action

Southwestern Illinois College is committed to equal educational and employment opportunity and affirmative action. Southwestern administers its programs, services, and employment opportunities without regard to race, creed, color, sex, religion, national origin/ancestry, disability, sexual orientation or age. Affirmative action is taken as appropriate. In addition, it is the policy of Southwestern to make every reasonable effort to accommodate individuals with special needs.

The college complies with federal and state legislation which includes but is not limited to, Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Titles VII and VIII of the Public Health Service Act, the Illinois Human Rights Act, The American with Disabilities Act, the University Religious Observances Act, and related state laws.

Inquiries regarding equal opportunity and affirmative action in student services, academic affairs, and employment issues are handled by the same office for all campuses and instructional sites within the community college district. Specific information may be obtained by contacting: Human Resources office, Southwestern Illinois College, Room 2080, Belleville Campus, 2500 Carlyle Ave., Belleville, Illinois 62221, 618-235-2700, ext. 5255.

Notice of Non-discrimination

Southwestern Illinois College ensures that equal educational opportunities are offered to students regardless of race, creed, color, sex, religion, national origin/ancestry, disability, sexual orientation or age. Questions in reference to equal educational opportunities may be directed to the Human Resources office, Room 2080, Southwestern Illinois College, 2500 Carlyle Ave., Belleville, Illinois 62221, 618-235-2700, ext. 5254.

Educational Guarantees

Southwestern Illinois College issues educational guarantees applicable to graduates of the Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that approved courses will transfer to the four-year institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through Counseling Services for programs covered by the educational guarantee.

The Successful Student General Education Core Competencies

When you graduate from Southwestern Illinois College, you will have practiced these skills in many of your classes:

Reasoning Skills: The ability to organize, evaluate, and apply information in order to express ideas in a useful form.

Communication Skills: The ability to convey information verbally, electronically, or in written form, in a manner that is clear and appropriate to the circumstances, and that increases understanding in the audience.

Citizenship: The ability to recognize how our actions/behaviors impact oursleves and the community in which we live.

Tuition and Fees

Tuition

Residents of Community College District 522	$90 per semester hour
*Residents of Community College District 522 age 60 and over	$85 per semester hour
**Residents of Illinois outside of Community College District 522	$215 per semester hour
**Out-of-state residents	$353 per semester hour

Tuition and fees are subject to change at any time.

All students will be charged a $3 fee per semester hour. Some college-credit classes require an additional course fee for supplies. These fees are indicated in the "Course Listing" section of the class schedule each semester.

To determine your tuition cost per semester, multiply the number of semester hours you are taking by the appropriate tuition rate. You will need to add $3 fee as well:

*(a) Persons who are age 60 or older and who are residents of Community College District 522 will be charged tuition at the rate of $5 per credit hour less than the standard tuition rate.

(b) Residents of Community College District 522 who are age 60 or older, and who document their annual income to be less than $14,000, are eligible to apply for free tuition. Applications are available at the Financial Aid Office.

Out-of-district or out-of-state persons who receive training from and are employed at least 35 hours per week by an entity located within District 522 may be eligible for in-district tuition rates. See **Employer In-District section in this catalog.

Tuition is subject to change at any time by action of the Southwestern Illinois College Board of Trustees. Contact the Business Office for information on the tuition rate. Tuition is based on the cost of instruction and usually changes each school year. The above figures were accurate at the time this catalog was printed.

Southwestern Illinois College Tuition and Fees

$93 (In-District Rate + $3 fee)
x 16 semester hours
= $1,488 (average tuition and fees per semester)

$1,488 average per semester
x 4 semesters
= $5,952 (average tuition and fees for two years)

Fees

Fees are subject to change at any time by action of the Southwestern Illinois College Board of Trustees.

Course fees are charged to cover the cost of supplies or equiment usage in a classroom. Fees will be printed in the schedule of classes published each semester.

Students who are dropped from a class for nonpayment will be responsible for payment of 10 percent of the tuition amount.

Consumer Statement

In accordance with the Higher Education Act of 1965 and the Higher Education Opportunity Act of 2008, SWIC provides specific consumer information to current and prospective students through the college Web site and printed materials. The SWIC Catalog can be found at SWIC.edu/catalog and the Student Handbook is located at SWIC.edu/student-handbook. Printed copies of the catalog can be obtained in Enrollment Services, Belleville Campus, Information Sciences Building, Room 1050; and the handbook can be obtained through the office of the assistant vice president for Student Development, Belleville Campus, Main Complex, Room 1246A. Textbook information can be found at SWIC.edu/bookstore or by visiting the Barnes & Noble bookstores at the Belleville or Sam Wolf Granite City campuses.

Financial Responsibility

By registering for classes at Southwestern Illinois College the student is accepting financial responsibility for the costs of and related to the student's registration at the college and/or other college services. Failure to pay a past due debt may result in the account being referred to a collection agency and/or legal action may be authorized for the collection of the debt. The student is then responsible for all fees and costs incurred by the college in the collection of the past due debt, including collection fees and/or attorney fees.

Tuition Payment and Payment Plans

Payment may be made in person, online, by mail, or by phone. Tuition payment plans are available. Contact the Business Office for details.

GED Classes

Free GED (High School Equivalency), ABE (Adult Basic Education/Reading), ESL (English as a Second Language) and vocational classes are offered by the Adult Basic Education Department. Tuition and fees for these classes are provided by grants from the Illinois Community College Board.

Tuition and Fees (continued)

Chargebacks for In-District Residents

Residents of Community College District #522 desiring to enroll in a curriculum or program not available at Southwestern may apply for tuition assistance (chargeback) to attend another community college in Illinois which offers that curriculum. For more information, refer to the Interdistrict Cooperative Agreement section of this catalog. Students who request this support must:

- Request support for enrollment in a degree or certificate program not offered by Southwestern. Approval of enrollment in individual courses without enrollment in a degree or certificate program will not be considered.
- File a request for chargeback support with the secretary to the Board of Trustees of Southwestern Illinois College who is located on the Belleville Campus at least 30 days prior to the beginning of any semester.

Chargebacks/Joint Agreements for Out-of-District Residents

Out-of-district students who have received chargeback tuition authorization from the community college district in which they live, will pay Southwestern in-district tuition. Students must contact the community college district in which they live for chargeback authorization at least 30 days prior to the beginning of any semester. Out-of-district students attending Southwestern without chargeback authorization will pay out-of-district tuition.

Out-of-district students who attend Southwestern Illinois College under the terms of a joint agreement between Southwestern and another community college district will pay Southwestern in-district tuition. For more information, refer to the Interdistrict Cooperative Agreement section of this catalog.

Residency

Proof of Residency

New students and those changing from an out-of-district to an in-district address will be required to provide proof of residency.

Residency status may be validated by evidence of occupancy of a dwelling in the college district and at least one of the following showing district residency: voter-registration card, real estate tax bill, utility receipt, drivers license, automobile license registration, or other notarized documents that verify residency. Any student claiming residency in District #522 may be required at any time to furnish to college officials evidence supporting his or her claim.

Residency for students under age 18 shall be considered to be that of the parent or legal guardian, unless the student is self-supporting. A self-supporting student is one who was not claimed as a dependent on the most recent federal income tax form submitted by his or her parent or guardian.

In-District

A student is considered to be in-district if the student's legal residence is within the boundaries of Community College District #522. In-district residency must be established 30 days prior to the beginning date of the student's earliest class of the semester.

Out-of-District

A student living outside District #522, who is a resident of the state of Illinois and does not attend Southwestern under the terms of a joint agreement or chargeback agreement, will be designated an out-of-district student and will be charged the appropriate tuition.

Out-of-State

Any student who is a resident of another state or country will be considered an out-of-state student and will be charged the appropriate tuition. International students who have been issued an I-20 to attend Southwestern may not establish eligibility for in-district tuition rates.

Employer In-District

Out-of-district and out-of-state students who receive training from, and are employed at least 35 hours per week by, an entity located within District #522 may qualify for in-district rates. Interested students may obtain the required form at the Enrollment Services Office. The in-district employer must complete a new form each semester. This form must be submitted before the midterm date of the affected class(es).

Refunds

Refunds for classes officially dropped (See "Dropping Courses") within the refund period will be issued to the student.

For complete information regarding the refund policy, refer to the "Refund Policy" and "Withdrawal From Class" sections in the current class schedule. The refund policy is subject to change without notice.

Refunds for Selsius™ seminars will be given if the registration is cancelled at least two business days before the start of the seminar.

Return of Funds Policy for Financial Aid Recipients

The tuition and fees return of funds policy for financial aid recipients differs from the Southwestern Illinois College refund policy as listed above.

1. **Return of Funds Policy**
   Students at Southwestern Illinois College who are receiving Title IV financial aid (Federal Pell Grant, FSEOG, ACG, FFELP), and who withdraw completely on or before the 60% point in time of the enrollment period for which they were charged, will be subject to the return of funds policy. For further information, specifics regarding return of funds policy and/or examples of refunds, contact the Director of Financial Aid and Student Employment.
2. **Return of Funds Distribution Policy**
   The distribution of any return of funds is prescribed by law and regulation* and is as follows:
   1. Unsubsidized Federal Stafford Loan
   2. Subsidized Federal Stafford Loan
   3. Federal Plus Loan
   4. Federal Pell Grant
   5. FSEOG
   6. ACG
   7. Other Title IV aid programs
   8. Other Federal sources of aid
   9. Other state, private, or institutional aid
   10. The student

*Federal programs that the institution does not participate in are not included in this distribution list.

Scholarships and Financial Assistance

Student handbook is available at SWIC.edu/finaid/handbook

Academic, Activity, Athletic Scholarships

Tuition scholarships are available to entering freshmen graduating in the top ten percent of their district high school classes and to outstanding sophomore students. Home-schooled students and GED graduates who meet established criteria may also be eligible. Tuition scholarships are also available to students who excel in athletics and activities such as the performing arts, journalism and student activities. For information on academic tuition scholarships, students should contact their high school counselor or principal.

For athletic and activity tuition scholarships, contact the appropriate dean in the area of interest, including directors of college activities and athletics. The Financial Aid and Student Employment Office can also give students information on the tuition scholarships.

Southwestern Illinois College Foundation Sponsored Scholarships

Scholarships are awarded through the Southwestern Illinois College Foundation. These scholarships are sponsored by a variety of sources including individuals, local businesses and service organizations.

Specific criteria vary for each scholarship but are generally based on merit. Apply on line at www.foundation.swic.edu.

Community Scholarships

Local industries, service and civic groups, and individuals offer scholarships to Southwestern Illinois College students. Specific criteria are designated by the donor. Financial assistance may be available for a student's chosen field of study. Some governmental organizations provide funding for certain students. For information about specific awards, contact your high school counselor or the Financial Aid and Student Employment Office.

Transfer Scholarships

Illinois State ROTC Scholarships:

Three state ROTC scholarships per year are available to qualified Southwestern students transferring to eligible four year institutions. The scholarships are awarded after the student transfers to a four year institution. The scholarships cover tuition for as long as the student remains enrolled in ROTC. They can be awarded to students who are Illinois residents, attend a state land-grant university, and have demonstrated leadership ability (e.g., the ACT). Contact the Assistant Director, Financial Aid and Student Employment Office for further information.

Veterans Services

Southwestern Illinois College maintains a Veterans Service Office to assist eligible veterans and their dependents with their Federal and State education benefits. Education benefits through the Department of Veterans Affairs provide a monetary payment directly to students working towards an approved program of study. Dependents of veterans may also be eligible for benefits if the veterans' total disability is permanent and service related or death occurred while on active duty or as a result of a service related condition.

The Illinois Veterans Grant/MIA/POW scholarship pays in-district tuition for eligible students. Recipients of either of these programs who are out-of-district should obtain a chargeback letter or letter of denial from the community college in their district. This should be obtained at least 30 days prior to start of the currently enrolled semester. (See Chargebacks for Out-of-District Residents).

All students using veteran's benefits must maintain a 2.0 grade point average each semester to meet Standards of Progress. Recipients must check with the Veterans Service Office at Southwestern Illinois College for details.

Applications for all education benefits can be obtained thru the Veterans Services Office (at the Belleville or Sam Wolf Granite City campus of Southwestern Illinois College). Both Federal and State benefits can be used simultaneously. Please note that all veterans and recipients of all benefits must register with our office every semester. For more information, contact the Veterans Service Office.

Student Employment

All students interested in working through the student work program at Southwestern Illinois College should apply through the Financial Aid and Student Employment Office. This program differs from the Federal Work-Study Program in that financial aid eligibility is not required. However, Financial Aid Satisfactory Academic Progress Standards do apply.

Federal and State Financial Assistance

Financial aid is available to help college students and their families meet college costs. All students enrolled in an eligible degree or certificate program should apply for a Federal Pell Grant and an Illinois Student Assistance Commission (ISAC) Monetary Award. Students enrolled in less than six semester hours may be eligible for some form of financial aid.

Students planning to attend Southwestern Illinois College may apply for federal and state financial aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at www.fafsa.ed.gov.

If the student needs additional financial assistance, the student may visit the Financial Aid and Student Employment Office to inquire about other financial aid sources. **Check with the Financial Aid and Student Employment Office to make sure your program is eligible for financial aid purposes.**

Financial Aid Satisfactory Academic Progress Requirements

To be eligible for financial assistance at Southwestern Illinois College, students must meet the financial aid satisfactory academic progress requirements set by the college. Each financial aid applicant/recipient must be enrolled in an eligible degree or certificate program, complete 67% of the cumulative hours attempted, and maintain at least a 2.0 cumulative grade-point average (on a 4.0 scale). The standards are cumulative; all prior academic work will be considered. In addition, students have a maximum timeframe to complete a certificate or associate program. The maximum timeframe for certificate programs is 46 attempted hours; the maximum timeframe for an associate degree program is 96 attempted hours. The student may contact the Financial Aid and Student Employment Office for specific requirements for meeting Financial Aid Satisfactory Academic Progress standards.

Students who do not meet Financial Aid Satisfactory Academic Progress Requirements or who fail to complete any hours during a semester, will be placed on Financial Aid Probation. Students on Financial Aid Probation can continue to receive grants, loans and scholarships and can continue to be a student worker during the Financial Aid Probation period. If, after the Financial Aid Probation semester, the student's cumulative completion rate is 67% of the hours attempted and the cumulative GPA is 2.0 or better, the student will be removed from Financial Aid Probation. If the

Scholarships and Financial Assistance (continued)

cumulative completion rate and/or cumulative GPA requirements are not met but the student completes 100% of the semester hours attempted with a semester GPA of 2.0 or better, the student remains on Financial Aid Probation. If both the cumulative and semester requirements are not met, the student will be placed on Financial Aid Suspension and will not be eligible to receive financial aid at Southwestern Illinois College.

A student on Financial Aid Suspension may re-establish financial aid eligibility after he/she has completed 67% of the cumulative hours attempted with a cumulative GPA of 2.0 or better without the benefit of financial aid.

Students who have been suspended from financial aid or exceeded the maximum timeframe may make a written appeal. See the Financial Aid Office for more information.

NOTE: Financial Aid applicants/recipients need to be aware that the Financial Aid Satisfactory Academic Progress Requirements differ from the institution's Scholastic Warning/Probation/ Suspension policy.

Federal Programs

Federal Pell Grant

Applying for the Federal Pell Grant is the first step for all students who need financial aid. Eligibility is established by the Department of Education. Students must submit applications annually; applications are available in January for the following academic year. For information, applications and assistance, visit the Financial Aid and Student Employment Office at Southwestern Illinois College, your local high school counselor, or the Educational Opportunity Center in your area.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a Federal Grant that is awarded by the Financial Aid and Student Employment Office to the most needy Pell eligible students. FSEOG funds are limited and consideration for this grant requires processing of the FAFSA by the college's published priority deadline.

Federal Work-Study

Federal Work-Study is an employment program provided by the college partially with funds received from the federal government. Students who are eligible for this program on the basis of financial need may seek employment situations at Southwestern Illinois College. To determine eligibility, students must apply for federal student aid. There may be an opportunity to perform community service as part of the Federal Work-Study program. Information and applications are available from the Financial Aid and Student Employment Office.

Federal Family Education Loan Program

To participate in the loan programs, Southwestern Illinois College students must be enrolled in a minimum of six eligible credit hours, meet Financial Aid Satisfactory Academic Progress requirements and be in Good Standing.

Educational loans are available to students through approved lenders. Many banks, savings and loan associations, and credit unions in the state participate in this program. Students may borrow subsidized and/or unsubsidized Federal Stafford Loans, dependent upon financial need and college policy. A total subsidized and unsubsidized maximum of $6,125, ($2,625 as a freshman and $3,500 as a sophomore) may be borrowed, during their entire attendance at Southwestern Illinois College. All prior borrowing, including that at other schools, is included in the $6,125 maximum. The federal government pays the interest on the subsidized Federal Stafford Loans while the student is in college. Repayment, with a low interest rate, begins six months after the borrower ceases to be at least a half-time student.

Non-need based loans available are the unsubsidized Federal Stafford Loan and Federal Parental Loan for Undergraduate Students (PLUS). For more information on any of these loan programs, contact your lender or the Financial Aid and Student Employment Office.

Illinois State Programs

Illinois Student Assistance Commission (ISAC) Awards

The Illinois Student Assistance Commission Monetary Award Program (MAP) provides grants to eligible Illinois residents attending Illinois colleges. These grants pay up to 100% of tuition costs for eligible students. Grants are awarded on the basis of need as determined by federal and state need analysis. The Illinois Incentive for Access Grant provides a one-time $500 award to freshman students that are Illinois residents and have a zero Expected Family Contribution figure. To apply, students must annually submit the Free Application for Federal Student Aid (FAFSA).

Workforce Investment Act (WIA)

WIA provides training funds for eligible dislocated workers and adults who meet WIA eligibility guidelines. Applicants attend an eligible full-time program, and meet the financial aid satisfactory progress requirements set by the college. For more information on WIA funding call Selsius™ at 618-235-2700, ext. 5686.

Southwestern Illinois workNet Center - Resource Room

The Resource Room may be used by the public to create online and paper resumes, receive training and GED information, search job and career web sites such as Illinois workNet, register in web job banks including Illinois Skills Match, and search for financial aid and scholarship availability. Information on WIA job training is available. Skill assessment is available so job seekers can check their typing speed, 10 key, Microsoft Word, Access, Excel and PowerPoint skills. The Resource Room has tutorials to practice skills before interviewing. The Resource Room is located on the Belleville Campus in the Information Sciences building in Room 1140. For information call 618-235-2700, ext. 5183.

Admission Information

Academic, Career and Personal Counseling

All students should confer with a counselor when they first enroll at Southwestern Illinois College.

Courses and programs should always be carefully selected with the assistance of a counselor to ensure applicability toward the student's program requirements and the most effective fulfillment of the student's educational goals.

All areas of Counseling work together to provide students and potential students with the best possible service and assistance. Counseling services are both educational and therapeutic and are designed to foster academic, personal, and career success.

General Admission

Southwestern Illinois College has an open-door admission policy.

Admission

Individuals seeking admission to the college are encouraged to submit a New Student Information form to the Enrollment Services Office, Southwestern Illinois College, 2500 Carlyle Avenue, Belleville, Illinois 62221 or complete the form online at SWIC.edu. All applicants will be required to provide proof of residency as detailed under **Residency**.

Individuals eligible for admission to the college include:

- Graduates from a state-recognized high school or individuals with a GED certificate.
- Individuals 18 years of age or older and no longer enrolled in high school.
- Transfer students from other colleges and universities who meet one of the above criteria.
- Individuals younger than 18 years of age who have quit attending high school and have authorization to participate in college courses and programs from appropriate high school officials. These students will be evaluated through the use of an assessment program to determine their appropriate English, reading, and math placement levels.
- High school students age 16 and older or who are juniors or seniors who have authorization to participate in college courses and programs from appropriate college and high school officials (using the dual enrollment form). Students may enroll only in the course(s) authorized on the dual enrollment form.

Students attending high school and college in the same semester will receive a letter from the college explaining the terms and conditions of their participation in college-level courses.

Admission to the college does not guarantee entrance into a particular course or program of study. The college reserves the right to establish selective admission procedures and to give preference to residents of Community College District 522. Students wishing to be admitted to the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science, or selected allied health programs must meet special admission requirements.

Transcripts

All students are encouraged to submit official copies of high school transcripts. In addition, students who have attended other postsecondary institutions are encouraged to have official college transcripts submitted. Students who will be required to submit transcripts are those students who fall into one of the following categories:

- Students applying to enter the Associate in Arts (AA), Associate in Fine Arts (AFA), Associate in Arts in Teaching (AAT), Associate in Engineering Science (AES), Associate in Science (AS) Degree or Associate in General Studies (AGS).
- Students wishing to apply college credit earned at other postsecondary institutions toward Southwestern Illinois College degrees or certificates.
- Students intending to use federal veterans benefits.
- Students needing to provide proof of course prerequisite requirements.

Official transcripts must be sent directly from the issuing institution to the Southwestern Illinois College Enrollment Services Office.

The admission, degree and certificate requirements that are published in this catalog should be used as a guide for students who begin their course of study at Southwestern Illinois College in the 2010-2011 school year.

Admission to Associate in Arts, Fine Arts, Arts in Teaching, Engineering Science and Science Degree Programs

To apply to the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science or Associate in Science Degree program:

A. Students are encouraged to complete a Southwestern Illinois College New Student Information form (available in District #522 high school guidance offices and at each Southwestern campus).
B. Submit the New Student Information form to: Enrollment Services, Southwestern Illinois College, 2500 Carlyle Avenue, Belleville, IL 62221 or complete the form online at SWIC.edu, or fax to 618-222-9768.
C. Students are encouraged to contact their high school, and request their transcript be sent to the address above. Students currently enrolled in high school should wait to send their high school transcript until after their graduation.
D. Transfer students must submit transcripts from all colleges and universities attended.
E. Participate in the Mission Success Advisement and Counseling program.

Admission Information (continued)

Completion of the following high school units (years) is required for full admission to the AA, AFA, AAT, AES or AS Degree programs.

Units/ Years	Subjects
4	English (written and oral communications)
2	Mathematics (geometry plus one year after geometry)
3	Social Studies (emphasizing history, government, geography, others also apply)
3	Science (two of which must be laboratory sciences)
1	Electives (Foreign Language, Music, Art, or Vocational Education)
2	Additional course work from any of the above

Please note: Students enrolled at the college prior to the Fall 1993 semester are EXEMPT from the admission requirement process.

Students graduating from schools not recognized by a State Board of Education, home schooled students and GED completers may demonstrate completion of admission requirements in one of the following ways:

A. Take a placement test and achieve scores at a high school graduation equivalency level; or
B. Submit an official ACT composite score that is at the 50th percentile or higher; or
C. Submit an SAT II score report that reflects scores at the 50th percentile or higher in social science and natural science; or
D. Fulfill the assessment and remediation requirements as outlined below in English, Math, Social Studies, and Science.

Assessment and Remediation

Students who are unable to provide a high school transcript or do not meet the requirements above will be provisionally admitted subject to assessment/remediation of deficiencies as outlined as follows.

English and Math

All students seeking to enter the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science or Associate in General Studies Degree program will be assessed and placed in English and math classes through the MISSION SUCCESS program. Assessment scores identify which English and math classes the student will be required to complete. Information regarding assessment is available in the Counseling Center, 618-235-2700, ext. 5302.

Social Science

Students who are lacking appropriate high school courses in social science will be required to meet the AA/AFA/AAT/AES/AS admission requirement by achieving a minimum grade of "C" in a college social science course.

Science

Students who are lacking appropriate high school courses in science will be required to meet the AA/AFA/AAT/AES/AS admission requirements by achieving a minimum grade of "C" in a college life science course with a lab **and** a college physical science course with a lab.

MISSION SUCCESS

MISSION SUCCESS is an orientation, assessment and counseling program designed to assist the student with successful entry to Southwestern Illinois College. MISSION SUCCESS is a three-step process including College Information/Welcome Session, Assessment/Course Placement, and Individual Counseling.

Step 1: College Information/Welcome Session

This session provides the student with information about the college, as well as the resources and services available to each student. Students will also have the opportunity to meet other students who are starting their college careers at Southwestern. Information provided during the College Information Session can help each participant to become a more successful student.

Step 2: Assessment/Course Placement

The main goal of the assessment process for future Southwestern Illinois College students is to gather information about current skills.

The assessment process, a component of MISSION SUCCESS, tells the student the proper level to start math and English classes.

Starting in the right classes can lay the groundwork for success in future classes. Math is a discipline that exercises thinking and reasoning skills. English addresses reading, comprehension, grammar and writing skills. Improving reasoning, reading, and writing skills will be necessary as the student climbs the educational ladder. Also, these skills can be of great importance throughout life.

Because assessment is simply an indicator of skill level, students cannot pass or fail this program. Assessment will not prohibit a student from entering the college. However, some of Southwestern's Allied Health programs may require assessment or additional testing before entering the programs.

COMPASS, the computerized assessment tool, is available at each of Southwestern's campuses. The program is not timed, so students can proceed at their own pace.

COMPASS identifies skill levels in math, reading and language usage.

Step 3: Individual Counseling

Discuss your assessment results, individual needs, academic plans and class schedule with your counselor at a scheduled time.

Admission Information (continued)

An appointment is required for MISSION SUCCESS.
Call:
618-235-2700, ext. 5182, BC/IS
618-931-0600, ext. 7333, SWGCC
618-282-6682, ext. 8114, RBC
618-874-6593, ESLCCC

Who Will Be Assessed?
Entering students who indicate they are seeking a degree.

- New students taking three or more college credit classes.
- Students taking a first-time college-level English or math course.
- Students wishing to enroll in classes which require specific English and/or math competency levels.
- Students applying for admission to the AA, AFA, AAT, AES, AS, or AGS degree program.
- Students taking any Electrical/Electronic Technology course except Electrical/Electronic Technology 100.
- All students MUST be assessed prior to accumulating more than 12 baccalaureate credit hours.
-

Who Will Be Exempt?

- Students who have taken college-level math and English courses and received a grade of "C" or better at another college or university.
- Students taking certificate programs or some classes that do not require college credit math or English, unless specified elsewhere.
- Students who receive a 24 or higher on the English portion of the ACT are exempt from the English component of COMPASS.

If students are exempt, they must see a counselor to obtain written permission before enrolling. Documentation of previous coursework (transcript, grade report, etc.) is required. Assessment scores remain current for a two-year time period. Any questions should be addressed to a counselor at the Belleville, Sam Wolf Granite City or Red Bud Campuses.

Admission to Allied Health Programs

Special Application for Admission forms (available in District #522 high school guidance offices and at each Southwestern campus) are used to apply for the following programs:

- Medical Assistant
- Medical Laboratory Technology
- Health Information Technology
- Nursing Education
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

Specific information for each program is available in the Career Education Section of this catalog (Blue Pages).

International Student Admission

International students will be considered for admission to Southwestern Illinois College upon receipt of the following documents at least 90 days before the start of the semester in which they plan to enroll. In addition, refer to the "Steps to Enroll" section in this catalog.

- A completed New Student Information form.
- Official secondary school and college transcripts with notarized English translations.
- Official Test of English as a Foreign Language (TOEFL) scores. The minimum score accepted for admission is 500 on the written exam which equates to 173 on the computer-based TOEFL or 61 or above on the Internet-based TOEFL. Information about the TOEFL exam may be obtained by writing to: Test of English as a Foreign Language (TOEFL), Educational Testing Service, Box 899, Princeton, New Jersey 08540, or at www.toefl@ets.org.
- An affidavit stipulating that adequate finances are available to cover all expenses during the period of study at Southwestern Illinois College.

If admission is approved, Form I-20 A-B will be mailed to the applicant with directions regarding how to proceed with requesting his/her visa. Home country address must be provided prior to issuance of I-20.

International students who have completed coursework at a regionally accredited college or university in the United States or elsewhere may request that their credit be evaluated toward a degree or certificate at Southwestern. To request an evaluation, please follow these steps:

1. Complete a Transcript Evaluation Request form and submit it to the Enrollment Services Office.
2. Submit an official transcript recorded in English from each institution attended to the Enrollment Services Office. Course descriptions and/or course syllabi recorded in English should accompany each transcript.

Admission Information (continued)

Readmission

Degree Completion Requirements

If a student is readmitted after having no enrollment for three consecutive semesters, (excluding Summer term), the student will be required to complete the degree/certificate requirements published in the catalog at the time of re-enrollment. Students who attend continuously will have six years to complete the degree/certificate requirements outlined in the catalog at the time of original entry or any catalog published throughout the course of continued enrollment. Regardless of continuing enrollment status, students may never follow any catalog that is older than six years.

The above terms do not apply to the following Allied Health programs: Health Information Technology, Medical Assistant, Massage Therapy, Medical Laboratory Technology, Nursing, Paramedic, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care. Requirements for completion of these programs are outlined in the respective Student Handbooks and/or course syllabi distributed to students upon admission or enrollment in program.

Forgiveness Clause

The Enrollment Services Office may forgive the three lowest grades (D, F) if the student's cumulative grade point average is less than 2.0 when readmitted to Southwestern Illinois College after more than a three-year break. Students must be enrolled in the current semester. Courses and grades that are forgiven will not be factored in the grade point average or applied toward degree and/or certificate requirements; however, the grades will continue to be part of the permanent record. Forgiveness cannot be granted until after two weeks into each semester. To be considered for this option, a student must submit a Forgivenss Clause Application to the Enrollment Services Office.

Registration

General Information

Day, evening, and weekend classes are available at the Belleville, Sam Wolf Granite City, and Red Bud Campuses, and at other locations throughout the community. Telecourses, video conference and online courses are also available. Students may register in person or by telephone at any one of our three campuses or online via eSTORM.

Although Southwestern Illinois College uses Student ID numbers as the primary method of identification in our student records system, students are required to submit their social security number upon initial registration at the College. As of January 2003, all colleges and universities are required to submit information to the Internal Revenue Services (IRS) on each student in attendance and include information such as the amount of tuition paid, scholarships received, refunds received, etc. Social Security Numbers are required to transmit this data to the IRS.

Students should register for classes before the beginning of the semester. Contact the Enrollment Services Office or Counseling Center for information regarding mid-semester classes. Class availability can be viewed online at SWIC.edu.

Routine information concerning college business may be provided to students by written communications to their addresses of record, via email, or via telephone.

Course Numbering System

Courses numbered 100 to 199 are first-year or freshman-level courses. Courses numbered 200 to 299 are second-year or sophomore-level courses. Courses numbered below 100 are preparatory, general studies or refresher courses and do not count toward graduation requirements. Credit may not be earned beyond the number of hours indicated.

Course Credit

Credit is awarded as semester credits. The number of hours earned for completion of each course is indicated with the course description in this catalog.

To ensure that credit earned is applicable to a specific degree or certificate program, check with a counselor. In addition, colleges and universities have individual policies for the acceptance of credit. Check with transfer institutions and/or counselors to ensure the transferability of credits.

Course Load

A student who is registered for 12 or more semester hours during the Fall and Spring semesters or 6 or more semester hours during the summer is considered a full-time student. For financial aid purposes, 12 semester credits is considered full-time during the summer term. A normal full-time course load is 15 to 18 semester hours. Registration for more than 18 semester hours during Fall and Spring semesters and 9 semester hours during the summer semester must be approved by a counselor. Students with a grade-point average of 3.0 (B) or better generally are considered for such approval.

The Veterans Administration and some other funding agencies designate minimum course loads for qualification purposes.

Your ability and how many hours you work should be taken into account when you determine your course load.

College Honors Program

The Honors Program at the Sam Wolf Granite City Campus of Southwestern Illinois College seeks to enrich the experiences of intellectually curious students by providing an academically rigorous learning environment that can offer a challenging academic experience. The intent of the program is to provide a stimulating environment, which will expand critical and creative thinking skills, as well as enhancing opportunities for intellectual growth. Students in the program have the opportunity to enroll in specified Honors Courses or the option of Honors Contracts in disciplines such as literature, music, business, history, political science, psychology, or sociology. In all Honors course work, students and faculty alike seek and expect excellence.

For further information, contact Dianna Shank, Honors Program Coordinator at the Sam Wolf Granite City Campus, at 618- 931-0600, extension 6685.

Admission Information (continued)

Auditing Courses

Auditing a course means that a student will attend the class but will not receive credit for attendance or work performed. The instructor may or may not allow participation in class assignments, testing, classroom discussion and/or other class activities the instructor deems appropriate. Students auditing courses should discuss their audit status with the instructor.

Southwestern Illinois College courses fall into three categories—those which may not be audited (see listing following), those which may be audited with the approval of the department (see listing following) and those which require no approval to audit (any credit class NOT listed may be audited without departmental approval).

Non-Audit Classes

All apprenticeship classes (BLA, CCA, CMA, IDM, IDP, IDW, IEW, IML, IMW, IWA, PDA, SMA)
All internship classes

AGRI	All course
AOJ	All courses
ATY	All courses
BIOL	All courses
BUS	205
CHEM	All courses
CIS	296, 297
CISC	All courses
CSA	All community service activity classes
EMTP	All courses
ES	All courses
GE	All courses
GEOG	143
GS	All general studies classes
HIST	154
HLTH	All courses
IND	296
RAPP	178
MA	195, 236, 237, 243, 255
MATH	All courses
MLT	245, 275
MT	All courses
OAT	260, 293
PE	All courses
PHYS	All courses
PTA	170, 270, 280

Audit by Permission Courses

ACRT	All courses
CAD	All courses
EET	All courses
FS	All courses
HORT	All courses except internships
HRO	105, 115, 167, 299
HVAR	All courses
MA	All courses except 195, 236, 237, 243, 255
MLT	150, 200, 210, 220, 240, 250, 260, 270
HIT	All courses
PARL	All courses
PTA	All courses except 170, 270, 280
NE	All courses
RC	All courses
RT	All courses
SLS	All courses
WLDT	All courses

Enrolling for Audit Status

Students wanting to audit a course must wait until after the class has begun to register. Audit registration must be completed in person at one of the three campuses or at Scott AFB, as an Audit Request Form must be completed by the student.

If the student wishes to register for an Audit By Permission Course s(he) should visit the appropriate department and request approval of the Department Chair or Program Coordinator and the Dean using the Restricted Audit Approval Form which is available in that department.

There is no difference in tuition or fees when auditing a class. Once a student is registered, changing from audit to credit status and vice versa is not permitted. Closed class cards will not be issued to audit status students. Audit classes are not considered for financial aid eligibility.

Please remember that audited classes cannot be used at a later date for college credit or to fulfill admission or graduation requirements.

Admission Information (continued)

Repeating Courses

Courses may be repeated in an attempt to improve a grade. When a course is repeated, only the most recent grade is averaged into your grade point average at Southwestern Illinois College. However, all attempts will remain part of your permanent academic record at Southwestern. It is important to note that each school has its own policy on the way that repeated courses are calculated into a grade point average. Check with transfer institutions prior to admission in order to determine calculation rules.

It is important to note that some classes have been identifed by Southwestern and approved by the Illinois Community College Board as "repeatable" classes. In this case, the class would be factored into a student's grade point average each time it is repeated. As stated in the previous paragraph, it is important to check with transfer institutions prior to admission in order to determine calculation rules.

Dropping Courses

It is the student's responsibility to withdraw from classes when not in attendance. Failure to properly withdraw could result in a failing grade. Please note: Instructors can assign a W (Withdrawn) or WF (Withdrawn Failing) grade before the published last date to withdraw from a class.

Students may drop a course by notifying Enrollment Services in writing, or through eSTORM by completing an official Drop/Add/Section Change form. Forms are available at the Red Bud and Sam Wolf Granite City campus offices, at the Belleville Campus Enrollment Services and at the Counseling Center.

Students wishing to withdraw must submit notification to Enrollment Services no later than two weeks prior to the last date of class for 16-week classes or the Friday before the last week of class for reduced length classes. A grade of "W" will be recorded for withdrawals initiated by the student.

Graduation Information

Southwestern Illinois College awards degrees at the end of each academic term (Fall, Spring, and Summer). Students should apply for graduation by June 15 for fall graduation, September 15 for spring graduation, and February 15 for summer graduation. Students can apply for the degree and/or certificate through the Enrollment Services Office or through eSTORM services.

Degrees

Prior to receipt of an Associate in Arts, Science, Fine Arts, Teaching-Secondary Mathematics, Engineering Science, Applied Science or General Studies degree, you must:

- Complete all degree requirements as outlined in the curriculum guides for the Associate in Arts, Science, Fine Arts, Teaching -Secondary Mathematics, Engineering Science, Applied Science or Associate in General Studies degrees.
- File a Graduation Application with Enrollment Services by the timeframe indicated below. Applications can be submittted through eSTORM services or through Enrollment Services. A student may apply for more than one degree on an application. Students are encouraged to meet with a Counselor and process their degree audit before submitting their application for graduation. All required coursework for the degree must be completed by the end of the term in which the student plans to graduate. To be considered a candidate for a specific term, applications must be received by Enrollment Services by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

- Clear all financial obligations to the college.
- Ensure that official documents (high school transcripts, college transcripts, approved requirements substitution forms, etc.) used to satisfy degree requirements are received by Enrollment Services by the last day of the term in which you plan to graduate.

Certificates

Students at Southwestern Illinois College can earn certificates in a variety of occupational programs ranging from two semester credit hours to fifty semester credit hours in length.

- Complete all certificate requirements as outlined in the Career Programs section of this catalog (Blue Pages).
- A minimum of 25% of the required credit hours must be completed through courses offered by Southwestern Illinois College. Consent of the program coordinator/department head, dean, and instructional vice president is necessary for any variance from this requirement.
- Achieve a minimum of a 2.0 cumulative grade point average in courses required for the certificate.
- Submit a Certificate Application form to Enrollment Services at the beginning of the term in which requirements will be completed.

Commencement

Students who complete requirements for a degree during the spring term and graduates from the previous summer and fall terms will be invited to participate in a graduation ceremony which is held once a year in May. The specific date of the ceremony is listed on the college calendar on the inside cover of this catalog. Diplomas are mailed directly to students at the end of each semester after successful completion of coursework is verified by the Enrollment Services Office.

Commencement Honors

At the annual graduation ceremony held each spring, students who have achieved a cumulative grade point average of 3.5 or higher will be eligible to wear a blue tassel, which represents the achievement of high honors, rather than a black tassel. The grade point average that determines this achievement is the cumulative average through the fall term. Spring grades do not affect commencement honor status.

Transfer Information

Acceptance of Credit

Transfer Credit

Students who have previously completed college coursework with a grade of "D" or better can request to have their transcripts evaluated toward a degree or certificate at Southwestern Illinois College. Transfer credit grades are not included in the cumulative grade point average (GPA). Transfer credit may be accepted from another college or university that is regionally accredited by any of the following associations:

MSA	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NEASC-CIHE	New England Association of Schools and Colleges Commission on Institutions of Higher Education
NEASC-CTCI	New England Association of Schools and Colleges Commission on Technical And Career Institutions
NCA-HLC	North Central Association of Colleges and Schools The Higher Learning Commission Northwest Commission on Colleges and Universities
SACS	Southern Association of Colleges and Schools Commission on Colleges
WASC-ACCJC	Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
WASC-ACSCU	Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

Steps to having your transcripts evaluated:

a) Submit a new Student Information Form to Enrollment Services
b) Request official transcripts be sent to Enrollment Services from each institution attended
c) Submit a Transcript Evaluation Request Form to Enrollment Services.

When the required documentation is received, an official evaluation of the students' coursework will be completed. Evaluation Results will be emailed to your SWIC student e-mail account.

A course that meets general education requirements at Southwestern Illinois College will be accepted in transfer to meet comparable general education requirements. College-level courses that are not direct equivalents will be evaluated for elective credit. Credits accepted in transfer do not necessarily apply to all certificates or degree programs. International students should refer to the International Student Admissions section of the catalog.

Proficiency Examinations

Proficiency examinations may be taken in some courses or programs upon petition by the student. These examinations may be taken only with the approval of the instructor/coordinator, dean and vice president for Instruction. They are available to those students who, in the judgment of the responsible college officials, possess the requisite background knowledge as a result of previous course work, experience, or a combination of course work and

experience. Students authorized to take proficiency examinations will be required to pay a non-refundable 50% tuition charge. If the student is successful, the 50% tuition charge will apply to his total tuition for the course. This fee is payable at the time they submit their applications.

Students who successfully complete proficiency examinations will have the credit recorded on their college transcripts with the designation PC (proficiency credit). A letter grade will not be recorded and the credits will not be included when computing grade-point averages, however they may be applied toward graduation requirements. **A student can earn a maximum of 16 semester hours of credit through proficiency examinations.**

Information about specific proficiency examinations is available from the dean of the division to which the academic program is assigned.

Proficiency examinations are given in accordance with the following restrictions:

- They may not be taken to raise a grade, remove a final grade of "F" or replace an incomplete (I).
- They may not be taken before a student is officially admitted to Southwestern Illinois College.
- They may not be taken more than once in the same course.
- They may not be taken in a course that is below the level of previously completed course work.
- They may not be taken in a course which a student has previously audited or in which a student has been enrolled. Seminars may not be used as a basis for proficiency examinations or credit.
- They may not be taken prior to receiving written consent from the appropriate instructor, dean and the vice president for Instruction.
- They may not be taken prior to receipt of the non-refundable fee. Exceptions to these policies may be approved only by the Dean of Enrollment Services.
- Please understand that it is the students' responsibility to check with transfer institutions regarding transferability of proficiency credit.

Transfer Information (continued)

Advanced Placement

Southwestern Illinois College will grant credit to students who score sufficiently on College Board Advanced Placement Examinations. In order to be considered for credit, an official score report must be sent directly to Enrollment Services from the College Board. The following is a list of Advanced Placement exams that Southwestern Illinois College accepts:

Subject Exam	Course Credit	Score
Art + General	ART 101	4, 5
Art History	ART 104 and ART 105	4, 5
Biology	BIOL 101	4, 5
Calculus AB	MATH 203	3, 4, 5
Calculus BC	MATH 203 and MATH 204	3, 4, 5
Calculus BC	MATH 203	2
Chemistry	CHEM 105 and CHEM 106	4, 5
	CHEM 101	3
Comparative Government and Politics	POLS 240	4,5
Computer Science A	MATH 170	3, 4, 5
Computer Science AB	MATH 170 and 270	3, 4, 5
Economics		
Macroeconomics	ECON 201	4, 5
Microeconomics	ECON 202	4, 5
English Language & Composition	ENG 101	4, 5
English Literature & Composition	LIT 113	4, 5
European History	HIST 151	4, 5
French Language	FREN 201 and 202	4, 5
German Language	GERM 201 and 202	4, 5
Government & Politics: U.S.	POLS 150	4, 5
Physics B	PHYS 151 and PHYS 152	4, 5
	PHYS 151	3
Physics C		
Mechanics	PHYS 204	4, 5
Magnetism	PHYS 205	4, 5
Psychology	PSYC 151	4, 5
Statistics	MATH 191	3, 4, 5
Spanish Language	SPAN 201 and 202	4, 5
U.S. History	HIST 180	4, 5

Please understand that other educational institutions may require a higher score for certain subjects than what is required for credit at Southwestern Illinois College. In this situation, other institutions may not recognize advanced placement credit issued from Southwestern Illinois College.

College Level Examination Program (CLEP)

Southwestern Illinois College will grant credit for the successful completion of College Level Examination Program (CLEP) Tests under the following conditions:

- All college transcripts must be received by Southwestern Illinois College before CLEP credit will be awarded.
- CLEP General Exams must be taken before completion of 15 semester credits of college level work.
- A maximum of 30 semester hours may be awarded as a result of CLEP general and/or subject examinations.
- Credit will not be granted for laboratory science courses as a result of CLEP general or subject examinations.
- Credit will not be granted for ENG 101 and/or 102 as a result of CLEP general or subject examinations.

Southwestern will grant credit for CLEP examinations as specified in the following list. To ensure an evaluation, a Transcript Evaluation Request form should be completed and an official score report must be sent directly to Southwestern from The College Board. With the consent of the appropriate dean, credit may be granted for subject exams not listed. These requests will be reviewed on an individual basis.

CLEP General Examination	**Course Equivalent**	**Score**
Humanities	General Humanities	500
Natural Sciences	General Elective	500
Social Sciences & History	Social Science	500

Subject Examinations	**Course Equivalent**	**Score**
History of the United States I: Early Colonization to 1877	HIST 180	50
Analyzing & Interpreting Literature	Humanities	50
English Literature	Humanities	50
French Level 1	FREN 101	50
French Level 2	FREN 102	75
German Level 1	GERM 101	50
German Level 2	GERM 102	75
Introductory Psychology	PSYC 151	50
Introductory Sociology	SOC 153	50
Principles of Macroeconomics	ECON 201	50
Principles of Management	MGMT 214	50
Principles of Marketing	MKT 126	50
Principles of Microeconomics	ECON 202	50
Principles of Supervision	MGMT 214	50
Spanish Level 1	SPAN 101	50
Spanish Level 2	SPAN 102	75
Western Civilization I: Ancient Near East to 1648	HIST 101	50
Western Civilization II: 1648 to the Present	HIST 102	50

Please understand that other educational institutions may require a higher score for certain subjects than what is required for credit at Southwestern Illinois College. In this situation, other institutions may not recognize college level examination program credit issued from Southwestern Illinois College.

Transfer Information (continued)

Military Service Credit for Health and Physical Education

Any current member of the U.S. Armed Forces, U.S Reserves, National Guard, or eligible veteran who has successfully completed basic training may be granted two hours of credit for health (HLTH 151 or HLTH 152) and two hours of credit for physical education upon submission of his or her form DD-214 or the equivalent thereof.

Servicemembers Opportunity College

Southwestern Illinois College has been designated as an institutional member of Servicemembers Opportunity College (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. As a SOC member, Southwestern Illinois College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (ASSCU) and the American Association of Community Colleges (AACC). For more information, call 618-235-2700, ext. 5357.

Eligibility for Transfer

Universities and colleges set standards of eligibility for admission of transfer students. Usually a student can transfer from Southwestern Illinois College to a four-year college or university after one or more semesters of work with a grade-point average of "C" or better and if courses count toward a degree at the applied college. Students should decide as soon as possible where to transfer and check that college's admission and course requirements with the Counseling Center.

Transfer Information (continued)

Recommended Steps and Timeline to Transfer to Four-Year Institutions

Do you hope to transfer from Southwestern Illinois College to a four-year college or university?

Whether you are enrolling in your first SWIC course or applying to graduate, the Counseling Center can help you prepare for a successful transfer - please see a counselor for further information on these "Steps to Transfer to Four-Year Institutions."

Step 1

☑ **Determine your transfer plans and major/career goals (0-16 credit hours)**

- Meet with a SWIC counselor to create an outline of your SWIC coursework. Learn about degree requirements and transfer guides for transfer institutions you are considering. At four-year institutions, most majors prefer that you complete your prerequisities before you transfer.
- Attend Career Decision-Making Workshops. See the Counseling Center for a schedule.
- Visit the Career Activities and Employment Center to research careers and find a career mentor.

Step 2

☑ **Explore your transfer options (0-32 credit hours)**

- Meet with a SWIC counselor to discuss admission requirements, course transferability, majors, size, location, diversity, cost, etc. of the transfer institutions you are considering.
- Visit the Counseling Center to review catalogs and brochures from transfer institutions.
- Meet with college representativies visiting SWIC. See the Counseling Center for a schedule.
- Participate in colleges visits with the Minority Transfer and Multicultural Student Services Center.
- Attend the Metro East Baccalaureate College Fair in February at SWIC.
- Visit www.itransfer.org to research Illinois colleges and the IAI (Illinois Articulation Initiative - a statewide agreement that facilitates transfer between Illinois colleges and universities).
- Use the Internet to research colleges:
  Petersons Guide--www.petersons.com
  College Zone--www.collegezone.com

Step 3

☑ **Apply to your transfer institution(s) and complete your SWIC graduation application (33-48 credits hours; 9-12 months in advance)**

- Submit your SWIC Graduation Application; See Enrollment Services for an application
  Fall deadline - June 15
  Spring deadline - September 15
  Summer deadline - February 15
- Select 4-6 transfer institutions that best "fit" your needs and apply early.
- Follow directions and submit neat, complete applications. Search online applications. Ask if you must apply BOTH for general admission and for your specific major. Keep a copy of all materials. Follow-up to ensure your applications is complete.
- Pay transfer application fee, if applicable.
- Request that official transcripts be sent to the transfer schools from your high school, SWIC, and any other institution(s) you have attended. Request a copy for your records. After your last SWIC semester, send a final transcript. Remember the fees and waiting periods.
- If required, ask for letters of recommendation. Provide all materials to your references, including a stamped envelope.

Step 4

☑ **Apply for financial aid and scholarships (33-48 credit hours)**

- Complete a Free Application for Federal Student Aid (FAFSA) after January 1st (of the year in which you will transfer) listing the FAFSA code(s) for each transfer institution you are considering.
- Research and apply early (deadlines may be months in advance) for any scholarships offered by your transfer institution(s) as well as your employer, civic/church groups, and private organizations. Free scholarship searches are available at:
  www.salliemae.com
  www.collegezone.com
  www.collegeboard.com

Step 5

☑ **Choose your college or university and enroll (48-64 credit hours)**

- Register for classes, purchase/rent textbooks, obtain a student ID, etc.
- Attend orientation, locate housing, find a job, and explore your new college or university.

Transfer Information (continued)

Transfer to an Illinois College or University

Illinois Articulation Initiative

Southwestern Illinois College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that facilitates transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). The following IAI codes identify qualifying general education courses:

- IAI C (Communications)
- IAI F (Fine Arts)
- IAI H (Humanities)
- IAI S (Social/Behavioral Sciences)
- IAI M (Mathematics)
- IAI P (Physical Sciences)
- IAI L (Life Sciences)

The Illinois Articulation Initiative also includes recommended freshmen and sophomore-level programs of study for specific majors in the *Illinois Baccalaureate Majors' Curricula.* The Baccalaureate Majors' Recommendations build on the transferable General Education Core Curriculum by identifying major and prerequisite courses that students need to complete to transfer as a junior (that is, with a minimum of 60 transferable semester credits) into the specific major. Each major recommendation explicitly encourages community and junior college students to complete an AA or AS degree prior to transfer.

A database has been compiled for the IAI that contains all of the statewide articulated courses at each participating institution. Students who plan to transfer at some point during their college career should see a counselor for additional information and can access the IAI on the World Wide Web—www.iTransfer.org.

General Education Core Curriculum Requirements

Students completing the following general education courses will be considered as having met the Illinois General Education Core Curriculum at Southwestern. The list of courses is effective as of February 2010; check with a counselor for updated information or check the IAI web site for updated listings at Southwestern and the 100+ other Illinois institutions that are IAI participants.

Communication:
3 courses (9 semester credits)
A two-course sequence in writing (6 semester credits),
One course in oral communications (3 semester credits).

ENG	101	Rhetoric & Composition I, with a grade of "C" or better (IAI – C1 900)	3
ENG	102	Rhetoric & Composition II, with a grade of "C" or better (IAI – C1 901R)	3
SPCH	151	Fund of Public Speaking (IAI – C2 900)	3

Mathematics: 1 or 2 courses (3 to 6 semester credits)

BUS	205	Economic & Business Statistics (IAI – M1 902)	4
MATH	106	Math for Elementary Teacher II (IAI – M1 903)	4
MATH	107	General Education Statistics (IAI – M1 902)	4
MATH	111	Liberal Arts Mathematics (IAI – M1 904)	4
MATH	113	Finite Math (IAI – M1 906)	4
MATH	191	Intro to Statistics (IAI – M1 902)	4
MATH	203	Analytic Geom & Calculus I (IAI – M1 900-1)	5
MATH	204	Analytic Geom & Calculus II (IAI – M1 900-2)	5
MATH	205	Analytic Geom & Calculus III (IAI – M1 900-3)	4
MATH	213	Calculus for Bus & Soc Sci (IAI – M1 900-B)	4
MATH	292	Linear Algebra (IAI – M1 906)	3

Physical and Life Science: 2 courses (7 to 8 semester credits)
One course selected from Life Sciences,
One course from Physical Sciences.
At least one laboratory course must be included. Courses that include a lab component are marked with an asterisk (*).

Life Science

*BIOL	100	General Biology: Ecology, Evolution and Genetics (IAI-L1 900L)	4
*BIOL	101	Principles of Biology (IAI – L1 900L)	4
*BIOL	108	General Ecology (IAI – L1 905L)	4
*BIOL	151	Fundamental Botany (IAI – L1 901L)	4
**BIOL	106	Environmental Science (IAI – L1 905)	3

**Does not apply to the Associate Degree requirements at Southwestern Illinois College

Transfer Information (continued)

Physical Science

*ATY	101	Astronomy (IAI – P1 906L)	4
*CHEM	100	Chemistry in Everyday Life (IAI-P1 903L)	4
*CHEM	101	Introductory Chemistry (IAI – P1 902L)	5
*CHEM	105	General Chemistry I (IAI – P1 902L)	5
*ES	101	Earth Science (IAI – P1 905L)	4
*ES	102	Physical Geology (IAI – P1 907L)	4
*ES	180	Historical Geology (IAI – P1 907L)	4
*PHYS	101	General Physical Science (IAI – P9 900L)	4
*PHYS	151	College Physics I (IAI – P1 900L)	5
*PHYS	204	Eng Physics (Mechanics) (IAI – P2 900L)	4

Humanities and Fine Arts: 3 courses (9 semester credits)
One course selected from Humanities,
One courses selected from Fine Arts and
One course from either Humanities or Fine Arts.

Humanities

FREN	202	Intermediate French (IAI – H1 900)	4
GERM	202	Intermediate German (IAI – H1 900)	4
HIST	286	History of Religion (IAI – H5 904N))	3
LIT	113	Intro to Fiction (IAI – H3 901)	3
LIT	117	Lit Written by Women (IAI – H3 911D)	3
LIT	120	Introduction to Poetry (IAI H3903)	3
LIT	125	Drama as Literature (IAI – H3 902)	3
LIT	201	World Literature I (IAI – H3 906)	3
LIT	202	World Literature II (IAI – H3 907)	3
LIT	203	Bible as Literature I (IAI – H5 901)	3
LIT	204	Bible as Literature II (IAI – H5 901)	3
LIT	205	Lit of Developing/Non-Western Countries (IAI – H3 908N)	3
LIT	213	American Literature I (IAI – H3 914)	3
LIT	214	American Literature II (IAI – H3 915)	3
LIT	215	Contmp Multicultural American Literature (IAI – H3 910D)	3
LIT	251	English Literature I (IAI – H3 912)	3
LIT	252	English Literature II (IAI – H3 913)	3
LIT	290	Shakespeare-Comedies & Histories (IAI – H3 905)	3
LIT	291	Shakespeare-Tragedies & Rom (IAI – H3 905)	3
PHIL	150	Intro to Philosophy (IAI – H4 900)	3
PHIL	151	Introductory Logic (IAI – H4 906)	3
PHIL	152	Ethics (IAI – H4 904)	3
PHIL	153	Int Hist Phil I: Classic (IAI – H4 901)	3
PHIL	154	Int Hist Phil II: Contem (IAI – H4 902)	3
PHIL	155	Non-Western Philosophy (IAI – H4 903N)	3
PHIL	160	Intro to Philosophy of Religion (IAI – H4 905)	3
SPAN	202	Intermediate Spanish (IAI – H1 900)	4

Fine Arts

ART	101	Art Appreciation (IAI – F2 900)	3
ART	102	Art Survey: Modern to Contemporary (IAI – F2 902)	3
ART	103	Survey of Non-Western Art (IAI – F2 903N)	3
ART	104	Art History I: Prehistoric-Gothic (IAI – F2 901)	3
ART	105	Art History II: Renaissance-Modern (IAI – F2 902)	3
ART	106	History of Photography (IAI - F2 904)	3
ART	110	Women in Art - Medieval to Modern (IAI – F2 907D)	3
FILM	115	Film Appreciation (IAI – F2 908)	3
FILM	215	Film History (IAI - F2 909)	3
MUS	101	Music Appreciation (IAI – F1 900)	3
MUS	102	American Popular Music (IAI – F1 904)	3
MUS	110	World Music (IAI – F1 903N)	3
SPCH	120	Theatre Appreciation (IAI – F1 907)	3
SPCH	220	American Playhouse (IAI – F1 907)	3

Social and Behavioral Science: 3 courses (9 semester credits)
Courses must be selected from at least two disciplines.

Social Science

ANTH	150	Cultural Anthropology (IAI – S1 901N)	3
ANTH	160	Physical Anthropology (IAI – S1 902)	3
ANTH	250	Intro to Archeology (IAI – S1 903)	3
ECON	115	Intro to Economics (IAI – S3 900)	3
ECON	201	Prin of Economics-Macro (IAI – S3 901)	3
ECON	202	Prin of Economics-Micro (IAI – S3 902)	3
GEOG	152	World Regional Geography (IAI – S4 900N)	3
GEOG	202	Economic Geography (IAI – S4 903N)	3
HIST	101	World Civilization I (IAI – S2 912N)	3
HIST	102	World Civilization II (IAI – S2 913N)	3
HIST	114	Latin American History (IAI – S2 910N)	3
HIST	115	Mid-East History (IAI – S2 918N)	3
HIST	117	African History (IAI – S2 906N)	3
HIST	118	Asian History (IAI S2 908N)	3
HIST	152	European Civilization II (IAI – S2 903)	3
HIST	180	US History to 1865 (IAI – S2 900)	3
HIST	181	US History, 1865 to the present (IAI – S2 901)	3
POLS	150	Intro to Amer Government (IAI – S5 900)	3
POLS	240	Comparative Politics (IAI - S5 905)	3
POLS	262	Amer Govern-St & Local (IAI – S5 902)	3
POLS	270	International Relations (IAI – S5 904)	3
PSYC	151	General Psychology (IAI – S6 900)	3
PSYC	210	Life-Span Development (IAI – S6 902)	3
PSYC	250	Child Development (IAI – S6 903)	3
PSYC	251	Adolescent Development (IAI – S6 904)	3
PSYC	253	Adult Develop & Aging (IAI – S6 905)	3
PSYC	295	Social Psychology (IAI – S8 900)	3
SOC	153	Introductory Sociology (IAI – S7 900)	3
SOC	203	Social Problems (IAI – S7 901)	3
SOC	230	Race and Ethnicity in the United States (IAI – S7 903D)	3
SOC	255	The Family (IAI – S7 902)	3

Transfer Information (continued)

Southwestern Illinois College has adopted the following procedures in order to enhance the articulation of all transfer students:

- Transfer students who have been certified by a participating Illinois institution as having completed the Illinois Transferable General Education Core, will be considered as having fulfilled the general education requirements toward the Associate in Arts, Associate in Science, and Associate in Fine Arts degrees.
- An AA, AFA, AAT, AS or AES degree seeking student who matriculates as a first-time freshman or a transfer student who has not yet completed the Core will be required to meet admission requirements and complete Southwestern Illinois College's general education degree requirements.
- Completion of the IAI General Education Core Curriculum will be listed on the student's transcript for those who have completed the core.
- Courses with a minimum grade of "D" will be applied to the Illinois General Education Core Curriculum with the exception of writing courses. However, students must have an overall 2.0 GPA in the General Education Core in order to be considered as having completed the Core.
- Transfer students who have satisfactorily completed courses within the Illinois Transferable General Education Core at a participating Illinois institution, but who have not completed the Core, will be evaluated upon receipt of the Transcript Evaluation Request form and an official transcript from the participating institution. In most cases, courses that have been approved within the core will be applied toward the General Education Core and toward Southwestern general education requirements.
- Students who transfer to Southwestern who have not completed the General Education Core must complete a minimum of 15 hours of the General Education Core at Southwestern Illinois College in order to be certified as having completed the Core at Southwestern.
- Courses completed at out-of-state or at non-participating in-state, accredited colleges and universities will be evaluated upon receipt of the Transcript Evaluation Request form and an official transcript from the accredited college or university.
- Courses which are accepted as equivalent to Southwestern Illinois College courses will be applied toward Southwestern's general education requirements and to the General Education Core if the courses were taken at an IAI institution and if the courses were approved as IAI courses.
- Southwestern Illinois College will waive a fraction of a semester hour completed in an approved course of the core at a participating college or university. However, students must complete the minimum course requirement in each section of the Core and a minimum of 37 semester hours overall to fulfill the Core requirements.

Transfer Information (continued)

Minority Transfer and Multicultural Student Services Center

The Minority Transfer and Multicultural Student Services Center provides enhanced and personalized support for minority students. The center's goal is to assist minority students in transferring from Southwestern to baccalaureate institutions.

Services for students and potential students include:

- College Transfer Assistance and Information
- High School Transition Assistance to College
- College Visitation Tours
- Minority Alumni Association
- Academic, Career, and Personal Mentoring
- Academic and Career Enrichment Program for Middle and High School Students
- Financial Aid Workshops
- Referral to Campus Departments and Services

Hours and Locations:

Belleville:

8:30 a.m. to 4:30 p.m., Monday –Thursday
8:30 a.m. to 4:00 p.m., Friday
Evenings by appointment

Sam Wolf Granite City:

9:00 a.m. to 2:00 p.m., Monday-Friday
Call 618-931-0600, extension 6639 or 6633

Red Bud:

By appointment.
Call 1-866-942-7942, extension 5537

Educational Guarantees

Southwestern Illinois College issues educational guarantees applicable to graduates of the Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that approved courses will transfer to the four-year institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through Counseling Services for programs covered by the educational guarantee.

College Transcripts

Students may request an official transcript for personal use or to be sent to a specific address through the Enrollment Services. Transcript request forms are available at the Enrollment Services office on the Belleville campus or at the main offices of the Sam Wolf Granite City and Red Bud campuses as well as our Web Site. In addition, transcripts can be requested via eSTORM services or by letter containing the following information: Social Security number, birth date, all last names (e.g., maiden name) under which the student attended Southwestern, the first and last semester of attendance, and the student's signature. Rush or faxed transcript requests will have a charge of $10. Rush transcripts will be released within 2 working days following the request. The college reserves the right to limit the number of transcripts issued at no charge. Southwestern Illinois College reserves the right to withhold transcripts from students who are in debt to the institution.

Scholarships

Illinois State ROTC Scholarships:

Three state ROTC scholarships per year are available to qualified Southwestern students transferring to eligible four year institutions. The scholarships are awarded after the student transfers to a four year institution. The scholarships cover tuition for as long as the student remains enrolled in ROTC. They can be given to students who are Illinois residents, attend a state land-grant school, and have demonstrated leadership ability (e.g., the ACT). Contact the Assistant Director, Financial Aid and Student Employment Office for further information.

Academic Regulations

Academic Standards

A minimum of a 2.0 cumulative grade-point average is required for an associate degree or certificate at Southwestern Illinois College.

Grades are issued at the close of each semester on a letter basis indicating the quality of academic work and student achievement. Grade points are assigned to each credit earned in 100-200 level classes according to the grade received as follows:

Grade		Grade points per credit
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
*I	Incomplete	0
W	Withdrawn	0
WF	Withdrawn/Failing	0
P	Passed	0
AU	Audit	0
**PR	Progress Re-Enroll	0
FLW	Failure Late Withdrawal	0

A student's grade point average is a measure of a student's academic achievement in college-level courses. A student's GPA at Southwestern is calculated by multiplying the credits each course is worth by the grade points (A=4, B=3, C=2, D=1, F=0) earned for the course, then dividing the total grade points earned by the total number of hours attempted, excluding those courses in which a grade of I, W, WP, WX, PR, AU, CR, PC, SC and P was received. Note that courses numbered below 100 are not considered when calculating the Southwestern Illinois College cumulative grade point average regardless of the grade received.

*A grade of "I" will automatically roll to an "F" if remaining coursework is not submitted **within the timeframe set by your instructor.** Once the I grade is changed (not later than 100 days after being issued), the assigned grade will be calculated into the cumulative grade point average.

**The PR grade is an option only for ENG 91 Basic Reading, ENG 92 Intermediate Reading, ENG 95 Basic Writing I and ENG 96 Basic Writing II. Other classes are not eligible for this grade type.

Grade Reports

Semester grades are available online to all students. Semester payments (including fines and assessment) due the college must be paid before grades can be viewed.

Academic Honors

Academic honors are awarded to full and part time students at the end of the spring and fall semesters. They are not awarded during the Summer session. To be named to the Dean's Full-Time Student Honors List, a student must complete 12 or more college-level semester credits in the given semester and earn a semester grade point average of 3.0 or better. To be named to the Dean's Part-Time Student Honors List, a student must complete six or more college level semester credits in a given semester and earn a grade point average of 3.0 or better. Those students who earn a semester grade point average of 3.5 to 4.0 earn high honors.

Academic Alert/Probation/Suspension Warning/ Academic Suspension

Southwestern Illinois College's Academic Standards Policy is intended to support a successful learning experience for all students. In attempting to meet the unique needs of each student at Southwestern, the RESTART program has been designed to provide intense services to help the student improve academic success. This program provides information to the student about college resources as well as several required activities that must be completed prior to re-enrollment. Students who do not follow these guidelines will not be allowed to register for or attend classes at Southwestern Illinois College. While all students are held to the same standards, students with special circumstances may petition to the Dean of Counseling/ Designated Representative for special consideration concerning re-enrollment.

Academic Alert:

A student will be placed on Academic Alert when his or her cumulative SWIC grade-point average falls between a 2.30 and a 2.00. Before re-enrolling, the student on Academic Alert will receive information on helpful resources and will be strongly encouraged to meet with a counselor to develop strategies to promote academic success.

Academic Probation:

A student will be placed on Academic Probation when his or her cumulative SWIC grade-point average falls between a 1.99 and a 1.50. To be allowed to enroll, the student on Academic Probation must have completed all RESTART requirements before July 15 for Fall Semester and before Dec. 15 for Spring Semester. It will be the responsibility of the student on Academic Probation to make a counseling appointment to access the RESTART program.

Academic Suspension Warning:

A student will be placed on Academic Suspension Warning the first time his or her cumulative SWIC grade-point average falls below a 1.50. To be allowed to enroll, the student on Academic Suspension Warning must have completed all RESTART requirements before July 15 for Fall Semester and before Dec. 15 for Spring Semester. It will be the responsibility of the student on Academic Suspension Warning to make a counseling appointment to access the RESTART program.

Academic Suspension:

A student who is on Academic Suspension Warning and whose cumulative SWIC grade-point average falls below a 1.50 for a second consecutive semester will be placed on Academic Suspension. The student will not be allowed to register for or attend classes at Southwestern Illinois College for the following Fall or Spring semester unless authorized to do so by the dean of Counseling/designated representative. Prior to re-enrollment the student must complete the RESTART program requirements.

Academic Regulations (continued)

Dismissal

The college has the right to request at any time the withdrawal of students who do not maintain the required standards of scholarship or whose conduct discredits the college.

Attendance

Students are expected to be present and on time for all assigned classes, lectures or laboratory sessions. In the event of absence, a student must show the instructor that the absence has been for a good cause. If a student is absent more times during the semester than the number of times the class meets per week, the student may be dropped from the course at the discretion of the instructor. When a student is dropped by an instructor with an effective date before the midterm date of the class, a "W" will be recorded. When a student is dropped for non-attendance by an instructor with an effective date after the midterm date, the instructor will have the prerogative to assign a grade of "W" or "WF". Please note: Instructors can assign a W (Withdrawn) or WF (Withdrawn Failing) grade before the published last date to withdraw from a class.

Absences because of approved college business or preapproved religious observances will result in no direct absence penalties. For religious observances absences, student should consult with their instructor IN ADVANCE about alternative arrangements.

The instructor may require a statement from a physician or other responsible person to verify the cause of absence.

If an absence is excused by the instructor, the student is still responsible for completing all of the work in the course to the satisfaction of the instructor.

Student E-mail

Information sent through *SWIC.edu* student e-mail is considered official college correspondence to the student from the institution. It is the students' responsibility to check their e-mail account.

College Closing Policy

In the event of poor weather conditions, SWIC could take one of the following actions:
Follow the "Snow Schedule" and open at 10 a.m. See information below.

- Cancel day classes and reopen for evening classes.
- Be open for day classes, but close for evening classes.
- Cancel both day classes and evening classes.

Information regarding the use of the Snow Schedule or closure due to weather conditions will be posted on the college's homepage and broadcast on these stations:

Television	Radio	Web Site
FOX 2 (KTVI)	KMOX-AM 1120	SWIC.edu
KMOV-TV Channel 4	WHCO-AM 1230	www.ksdk.com
KSDK-TV Channel 5	WIL 92.3	

Also, students may sign up on eSTORM for SWIC Alert, an emergency alert system designed to notify students and employees by e-mail or text message of campus closure due to inclement weather or other emergencies.

Snow Schedule Information:
Under the "Snow Schedule," all campuses will open at 10 a.m. Classes scheduled to be in session at that time will be held for the remainder of their scheduled session. Students and instructors should report to those classes. College staff should report in time for regular operations to begin at 10 a.m.
Exception: Under the Snow Schedule provision, instructors have the option to cancel any class that will have 30 minutes or less class time remaining after 10 a.m. Instructors affected by this provision, who plan to cancel their class, should advise their students of their intentions before inclement weather occurs.

Evening classes: Classes starting after 5 p.m.
In the event that poor weather conditions result in the cancellation of day classes, students must NOT assume that evening classes are cancelled. If road and weather conditions improve, campuses will reopen for evening classes. Students should check the listed media sources after 4:30 p.m. for information regarding evening classes.

In the event that poor weather conditions occur during the day when classes are in session, SWIC has the option to cancel evening classes (classes starting at or after 5 p.m.). When the college is closed, Off-Campus Site classes will be canceled. If the college is open for evening classes, Off-Campus Site coordinators may cancel classes independently for weather-related reasons at their respective sites.

Saturday classes:
If classes held on Saturdays are canceled due to poor weather conditions, this information will be broadcast on the radio and television stations listed above, and posted on www.swic.edu and www.ksdk.com. Closings on Fridays do not necessarily guarantee closings on Saturdays.

Academic Regulations (continued)

Smoking Policy

Effective Jan. 1, 2008, Southwestern Illinois College began its compliance with the Smoke-Free Illinois Act, which "prohibits smoking in a public place or place of employment or within 15 feet of an entrance, exit, windows that open and/or ventilation intakes to a public place or place of employment." Under the Act, "NO SMOKING" reminder signs are posted at every entrance, and ashtrays have been removed from the prohibited areas at each campus. The act also includes provisions which could result in a fine for anyone caught in violation of the smoking ban. For further information, visit the Illinois Department of Public Health Web site at www.smoke-free.illinois.gov. According to SWIC Board of Trustess policy, additional areas that exceed the 15-feet rule have been designated as "NO SMOKING."

Student Classification

A student who has earned 29 semester hours or fewer is a freshman. A student who has earned 30 semester hours of college credit is a sophomore. A student who is registered for 12 or more semester hours is a full-time student. A student registered for less than 12 is a part-time student. For financial aid purposes, 12 semester credits is considered full-time during the summer term.

Student Conduct Code

Students at Southwestern Illinois College have the same rights as those accorded all citizens of the United States and the State of Illinois, including the right to free, open and responsible discussion and inquiry and the right to a quality education in a program of study under competent instructors.

The college is obligated to the people of the district and the state to provide an environment which is conducive to the academic and personal development of its students. This obligation requires the college to conduct its affairs in an orderly, uninterrupted manner.

Student conduct on campus and at all college-sponsored activities is governed by the rules of the community. Violations of federal, state, and local laws at any college-sponsored activity, on or off-campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action. Violations include but are not limited to:

- acts that interfere with the purposes, necessities and processes of the college community or that deny the rights of members of the college community;
- denying a trustee, employee, student or invitee of the college freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; and occupying buildings or other property after due and legal notice to depart;
- causing or threatening to cause harm to an individual either directly or indirectly by action or verbal behavior;
- academic misconduct including, but not limited to, cheating, plagiarism and forgery; failure or refusal to follow clinical practice standards; and soliciting, aiding, abetting, concealing, or attempting such acts. Plagiarism is defined as the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using written or oral work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own;
- improper, unauthorized, or personal use of college computer laboratories, equipment, internet services, or software; the modifying or copying of college software and the use of illegal or unauthorized software;
- Sexual harassment, defined as any unwelcome attention, behavior, or materials of a sexual nature that create an intimidating, hostile, or offensive environment or that interferes with educational or work performance. Sexual harassment is a violation of state and federal law as well as Southwestern Illinois College policy;
- nuisance activities such as the use of loud, abusive, or otherwise improper language; loitering; improper assembling; creating any hazard to persons or things; blocking access ways; improper disposal of rubbish; and lewd or obscene conduct as defined by law;
- possession and/or consumption of alcoholic beverages except at off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit such beverages;
- sale, use, possession, or distribution of marijuana or any other controlled substance not prescribed by a licensed physician;
- illegal gambling;
- loss, theft or damage to college property or property of members of the college community; including failure to return college supplies, equipment, software, and library material;
- failure to meet financial obligations relative to college transactions, issuing of fraudulent checks or committing deceptive practices such as counterfeiting, fraud or false impersonation;
- the sale, transfer, possession, use or discharge of explosives, fireworks, ammunition, firearms, dangerous chemicals, hazardous substances or other weapons (to include simulated devices) except as specially permitted by law and college officials;
- failure to give information or giving false or misleading information in response to requests from college officials;
- misuse of camera phones or unauthorized videotaping in an area where the expectation of privacy exists or to compromise academic work or tests;
- disorderly conduct defined as knowingly acting in an unreasonable manner so as to alarm or disturb another and to provoke a breach of the peace;
- harassment/stalking of another person by verbal, written, physical or electronic means.

A student against whom (the respondent) an order of protection has been issued by a court may be subject to removal from classes to assure compliance with the order.

Academic Regulations (continued)

Possible Sanctions for Violations of Student Conduct Code

Sanctions for academic dishonesty or for behavior disruptive to the educational process may be imposed by faculty members in their instructional role. Sanctions for academic dishonesty include a failing grade on an individual assignment, examination, or course. Serious matters of academic dishonesty or disruptive behavior may cause the student to be withdrawn from the instructor's course or a program of study. A student found to have violated the Student Conduct Code may be denied access to certain courses or programs, including the loss of internship privileges, needed to complete a program of study.

The Assistant vice president for Student Development or designee may impose the following sanctions upon students found to have violated the Student Conduct Code.

- Disciplinary Reprimand: An oral conference or written reprimand noting the seriousness of the violation of the Student Conduct Code.
- Probation: A status for a specific period of time which places the student on notice that further misconduct may result in more serious penalty.
- Social Probation: Probationary status that also restricts the student from specified activities, equipment, or facilities.
- Suspension: Involuntary separation from the college for a stated period of time or until stated conditions are met. Days on suspension are unexcused absences from class.
- Expulsion: Permanent removal from Southwestern Illinois College.
- Assessment for Restitution: Payment for restoration of property or to resolve financial obligations to the college. Failure to pay assessed amounts will prevent the student from obtaining records and registering for classes.
- Separations or Restrictions: A student may be separated or restricted from enrollments on a temporary basis pending the completion of proceedings relevant to the Student Conduct Code. Students will be so notified.

Sexual assault is a violation of federal, state and local law, and the policy of Southwestern Illinois College. Therefore, criminal sanctions by the criminal justice system and administrative sanctions by the college may be imposed. Guidelines for proceedings are available in the office of the Assistant vice president for Student Development.

Disciplinary Proceedings

A student who is accused of violating the Student Conduct Code will be referred to the Assistant vice president for Student Development or designee, who will determine whether the student is guilty of the charge. If the student is found guilty, the dean will impose appropriate sanctions. The student will be notified in writing of the decision. Written response will normally be made to the student within 10 school days unless circumstances require additional time for consideration.

If the student disagrees with the action taken, he or she may request a hearing before the Disciplinary Committee within seven school days from the time the notification is received. The request for a hearing must be in writing. The hearing date will be set by the chair of the Disciplinary Committee no later than 15 school days after the receipt of the student's request for a hearing.

Each appeal will be heard by a panel of the Disciplinary Committee and comprised of three administrators appointed by the president (one to be appointed chair), two faculty members appointed by the president of the Faculty Union and two students apointed by the Student Leadership Group at the Belleville Campus. One student should be representative of the Red Bud or Sam Wolf Granite City Campus.

The Disciplinary Committee hearing should be informal and non-adversarial in nature, with rules of evidence and civil procedure not strictly applying. The hearing should be conducted much as an arbitration would be handled involving personnel decisions under administrative proceedings. The Assistant vice president for Student Development or designee and the student should be allowed to present any testimony or documents, and such evidence will be given whatever weight it is due. All documents used by the Assistant vice president for Student Development or designee to impose sanctions should be made available to each Disciplinary Committee member and the student prior to the hearing. A transcript should be taken of the hearing.

Academic Regulations (continued)

The written decision of the Disciplinary Committee will be communicated to the student and Assistant vice president for Student Development or designee. The Disciplinary Committee is the final authority on the matter.

These procedures are intended to serve as general guidelines and substantial compliance with them will be considered to meet the requirements of the process.

Student Grievance Procedures

Student grievances may involve academic matters, administrative matters, or discrimination. Grievances, other than those involving discrimination charges, will be handled through the regular line of authority. A grievant who is not satisfied with a decision at one level may appeal the grievance to the next level of authority. Information and discussions concerning the resolution of a grievance will be maintained in as confidential a manner as possible so as to protect the interests of all parties.

In grievances involving academic matters, including grading, the student should first consult with the instructor concerned. Every attempt should be made to resolve the grievance on an informal basis. If necessary, the student should process a grievance through the levels of department chair/coordinator, dean, vice president for Instruction and college president. At the Sam Wolf Granite City and Red Bud Campuses, the vice provosts and/or provosts may be consulted.

In grievances involving administrative matters, the student should attempt to resolve the complaint on an informal basis by consulting with the responsible administrator. If necessary the student should proceed through the levels of director, dean, appropriate vice president and college president. At the Sam Wolf Granite City and Red Bud Campuses, the vice provosts and/or provosts may be consulted.

A complaint becomes formal when it is submitted in writing by the complainant. Grievances should be submitted in writing at each level of authority within 10 school days of the action being grieved or within 10 school days of the decision being appealed.

Written response will normally be made to the grievant within 10 school days unless circumstances require additional time for consideration. Grievances may not be appealed to the Board of Trustees.

Grade appeals are considered a special category of student grievance. A student who wishes to appeal a grade must contact his or her instructor within 30 calendar days after the start of the regular semester (fall, spring or summer) following the recording of the disputed grade. If the student is not satisfied with the instructor's response, then he or she must contact the relevant department chair/coordinator in writing within the following 10 school days. If an instructor is unavailable because (for example) he or she is away from campus for the summer or on a sabbatical, then the student must submit his or her grade appeal to the relevant department chair/coordinator or dean within the 30 day time period with the understanding that resolution will be pursued when the instructor returns to campus. The 30 day time limit may be waived by the vice president for Instruction when extraordinary circumstances are applicable. In any event, this grade appeal procedure is not to be used for a review of the judgment of an instructor in assessing the quality of a student's work.

Grievances involving discrimination because of race, color, creed, sex, disability, religion, national origin, sexual preference, or age should be made to the affirmative action officer (the vice president for Human Resources) who will handle the grievance. Specific college processes exist in conformance with state and federal statutes governing such cases.

Student Support Services

Academic Records

College Transcripts

Students may request an official transcript through their eSTORM account or in writing by obtaining a Transcript Request Form online at SWIC.edu and either sending it or faxing it to the Enrollment Services Office at any one of our three campuses. In addition, transcripts may be requested with a letter containing the following information: Social Security number or student ID number, birth date, all last names (e.g., maiden name) under which the student attended Southwestern, the first and last semester of attendance, and the student's signature. Rush or faxed transcript requests will have a charge of $10. Rush transcripts will be released within two working days following the request. The college reserves the right to limit the number of transcripts issued at no charge. Southwestern Illinois College reserves the right to withhold transcripts from students who are in debt to the institution.

Grade Reports

Students may access their semester grades through their eSTORM account. Semester payments (including fines and assessments) due to the College must be paid before grades will be made available.

Counseling and Human Development

The Department of Counseling and Human Development provides services at the Belleville, Sam Wolf Granite City (SWGCC), and Red Bud (RBC) campuses and at many off-campus sites, including the East St. Louis Community College Center. Counseling services are provided through the following areas:

Counseling Center: Martha Nelson, Dean; Daniel Blash (ESLCCC), Dr. Tobin Brown, Dr. Linda Cowden, Patricia Keller, Jon Leggett, Michelle Luraschi, Dr. Patricia Lurtz (SWGCC), Suzanne Jones (RBC), Dr. Mary Wochner - Faculty Counselors

Career Activities and Employment Center: Martha Nelson, Director; Bonnie Heuer, Career Transition Coordinator

Minority Transfer and Multicultural Student Services Center: Donna Moody, Director

Special Services Center: Kelly Atkins, Director; Mariann Ziegler, Assistant Director

All areas of Counseling work together to provide students and potential students with the best possible service and assistance. Counseling services are both educational and therapeutic and are designed to foster academic, personal, and career success. Below is a brief explanation of counseling services followed by descriptions of each of the Counseling areas:

Academic: Counselors will help students make educational and career decisions and plans compatible with their goals for completing an Associate's degree or certificate. Counselors will assist students in transferring to a four-year college or university. Students are strongly encouraged to see a counselor early in their academic studies to insure proper program and course selection.

Career: Career activities lead students through the career development process including self-awareness, career exploration, and job placement assistance. Traditional age and returning adult students will gain useful insights into their interests, values and abilities, research occupational information, and learn employability skills.

Personal: Personal growth activities serve two purposes:

1) Assisting students with psychological, emotional, social, or cultural difficulties and;
2) Teaching students successful living strategies to achieve their goals.

Counseling Center

Professional counselors assist prospective and current students with the following services:

- Mission Success (a transition to college program for entering students)
- Academic Counseling
- Career Counseling
- Legacy Program for First Generation College Students
- Personal and Crisis Counseling
- College Fair, Transfer Planning, College Visit Days, Transfer Night
- Healthy Lifestyles Programs, Alcohol/Drug Education & Prevention Programs including involvement with the CHOICE coalition and BACCHUS (a healthy lifestyle student club)
- Workshops:
  --ASK: Academic Success Kafes including study skills, test-taking, and test anxiety
  --"Math Matters"/Math Anxiety
  --Career Exploration and Decision-Making including the Myers-Briggs Type Indicator personality assessment and the Strong Interest Inventory
  --Stress management
- RESTART for students having academic difficulties

Visit SWIC.edu/counseling for details about Counseling services, helpful links and handouts, counselor information, office hours, and locations.

Belleville Campus: 618-235-2700, ext. 5206, IS Room 1115
Sam Wolf Granite City Campus: 618-931-0600, ext. 7333
Red Bud Campus: 618-282-6682, ext. 8114, Room 175
East St. Louis Community College Center: By appointment. Call 618-874-6394.

Student Support Services (continued)

Student Assessment/Course Placement

COMPASS identifies skill levels in math, reading and language usage.

Who Will Be Assessed?
- New students taking three (3) or more college credit courses.
- Students taking a first-time, college-level English or math course.
- Students wishing to enroll in classes which require specific English and/or math competency levels.
- All students MUST be assessed prior to accumulating more than 12 baccalaureate credit hours.

Who Will Be Exempt?
- Students who have taken approved college-level math and English courses and received a grade of "C" or better at another college or university
- Students taking certificate programs or some classes that do not require college-credit math or English, unless specified elsewhere.
- Students who receive a 24 or higher on the English portion of the ACT are exempt from the English component of COMPASS.

If students are exempt, they must see a counselor to obtain written permission before enrolling. Documentation of previous coursework (transcript, grade report, etc.) is required. Assessment scores remain current for a two-year time period. Any questions should be addressed to a counselor at the Belleville, Sam Wolf Granite City, Red Bud campuses or East St. Louis Community College Center.

Career Activities and Employment Center

Career Services

The Career Activities and Employment Center offers services in three broad areas. Come use our Career Development Laboratory. Visit us on the Southwestern Web site, SWIC.edu.

Job Leads/Job Search Training
- Online Job Matching (PC Recruiter)
- Employability and Workplace Skills Workshops
- On-Campus Recruiting, Job Fairs and Career Fairs
- Job Search, Interviewing, and Resume Workshops
- Resume and Portfolio Assistance
- Program Area Internships

Career Decision-Making/Career Assessment
- Career Assessments and Consultation
- Computer Guidance Software – Discover, Career Cruising, and Kuder

Career Exploration/Labor Market Information
- Industry Tours
- Career Exploration Days
- Business and Industry Information
- Informational Interviews
- Career Mentor Program (Job Shadowing)
- Graduate Follow-Up Information

Nontraditional Career Program

The Nontraditional Career Program is a comprehensive program to recruit and provide support for students in career and technical careers based on interests, experiences and abilities– not on gender. The program provides currently enrolled and prospective students with information on nontraditional careers and assists them with career exploration, internships, career mentoring, job search and job opportunities.

PALS (Personal Advocate Linking Services)

The PALS program supports each student's endeavors and encourages each student's success by linking students to educational and community resources.

PALS services include:
- Financial Aid Form (FAFSA) assistance
- Emergency Financial Aid: books, supplies, etc. (as funds allow)
- Tuition Assistance (as funds allow at ESLCCC)
- Employment Consultation, Job Skill Assessment
- Career and Mentor Programs
- Referrals to campus and community services
- DHS Link for information, Updates and Monthly reports
- PALS Page (newsletter)
- Support and encouragement necessary for success

Hours and Locations:

Belleville:
8 a.m. to 7 p.m., Monday
8 a.m. to 4 p.m., Tuesday through Thursday
8 a.m. to 4 p.m. Friday
Information Sciences Building, Room 1155
For information call 866-942-7942, ext. 5562 or 618-235-2700, ext. 5562

Sam Wolf Granite City:
By appointment.
For information call 866-942-7942, ext. 7338, 618-931-0600, ext. 7338

Red Bud:
By appointment.
For information call 866-942-7942, ext. 8126 or 618-282-6682, ext. 8126

East St. Louis Community College Center
8:30 a.m. to 4:30 p.m., Monday
8 a.m. to 6 p.m., Tuesday
8 a.m. to 7 p.m., Wedensday and Thursday
9:30 a.m. to 2:00 p.m., Friday
For information call 618-874-6583 or 618-874-6398
Visit us on the web: SWIC.edu/careerplc/

Minority Transfer and Multicultural Student Services Center

The Minority Transfer and Multicultural Student Services Center provides information on transfer opportunities, student support services, multicultural programs as well as enhanced and personalized support for minority students. Services for students and potential students include:
- College Transfer Assistance and Information
- High School Transition Assistance to College
- College Visitation Tours
- Academic, Career, and Personal Mentoring
- Academic and Career Enrichment Program for Middle and High School Students
- Multicultural Programs
- Referral to Campus Departments and Services

Hours & Locations:

Belleville:
8:30 a.m. to 4:30 p.m., Monday –Thursday
8:30 a.m. to 4 p.m., Friday
Evenings by appointment

Sam Wolf Granite City:
By appointment.
Call 931-0600, extension 6639 or 6633

Student Support Services (continued)

Red Bud:
By appointment.
Call 1-866-942-7942, extension 5537
East St. Louis Community College Center:
By appointment.
Call 874-6583

Special Services Center

The Special Services Center offers special population students a range of support services to assist in their college learning experience. The center works with college departments and community agencies throughout the college district to help students overcome barriers and attain success.

The students served by Special Services include students with disabilities, as well as vocational students with economic or academic challenges, individuals preparing for nontraditional training and employment, single parents, displaced homemakers, and individuals with limited English proficiency.

Visit SWIC.edu/specialservices for more program information

Important Information for Students with Disabilities:

1. Documentation of a disability is needed for obtaining reasonable accommodations;
2. It is recommended that new students with disabilities needing accommodations schedule an appointment with the Special Services Center two months prior to enrolling in classes;
3. Students eligible for and wanting accommodations must contact the Special Services Center each semester.

Support Services:

- Individual appointments: during this time, a Comprehensive Support Services Plan is developed or updated.
- Community agency referrals and Special Services Center's Help Directory are available.
- Faculty consultations
- Disabilities Awareness Programming
- Accommodation services for students with disabilities:
  - Testing Lab: Test Accommodation Specialists and accommodated testing services
  - Access Lab: Access Technology Specialists and access equipment/software
  - Alternative format textbooks
  - Readers/note takers/scribes
  - Sign language interpreters
  - Large print materials
  - Early registration

Hours and Locations:
Belleville:
Information Sciences Building, Room 1105
8 a.m. to 5 p.m., Monday-Thursday
8 a.m. to 4 p.m., Friday
Evenings by appointment
Call 618-235-2700, extension 5368
Call 618-234-3347, TDD
Sam Wolf Granite City:
Room 424
8 a.m. to 4 p.m., Monday and Thursday
618-235-2700, extension 5368
Call 618-931-0058, TDD
Red Bud:
Room 170
8 a.m. to 4 p.m. Wednesday
Call 866-942-7942, extension 5368
East St. Louis Community College Center:
Room 1021D
8 a.m. to 4 p.m. Thursday
Call 618-942-7942, extension 5368

eSTORM Services

The **S**outhwestern **T**otal **O**nline **R**ecords **M**anagement service allows access to student information online. To register for an eSTORM Services account, students will need their **Student ID number, Social Security Number** and **date of birth**. Information available online will include:

- **Account Statement** - students can view the details of charges and credits posted to their account as it happens.
- **Make a Payment** - students can make a tuition payment or submit payment for a Rush/Fax transcript.
- **Course Schedule** - students can view and print current and past course schedules.
- **Final Grade Report** - students can view final grades online.
- **Forms** - students can apply for graduation or request a certificate, official transcript or transcript evaluation.
- **Register for Classes** - students can register for classes online.
- **Transcripts** - students can view unofficial transcripts or request an official transcript be sent to them or to another location.
- **Enrollment Verification** - students can view and print their enrollment status for a current semester or past semesters.
- **Graduation Application** - students can apply for graduation.
- **Transcripts Evaluation Request Form** - students can submit a transcript evaluation form for transfer credit evaluations

Degree Progress

Students are able to check their degree progress at Southwestern Illinois College by completing an Academic Advisement Report through their eSTORM services account. Degree Progress/audit applies your completed coursework toward degree/certificate requirements. It is NOT an official record and does not replace the transcript. It is a tool to aid students in preparing to meet with a Counselor to confirm eligibility for graduation or course selection. To use Degree Progress, students must access their eSTORM services account and click on the Academic History/ Degree Progress link.

TRIO Student Support Services Program - Sam Wolf Granite City Campus

The TRIO Student Support Services Program at the Sam Wolf Granite City Campus provides opportunities for academic development, helping students with basic college requirements through tutoring and serving to motivate them toward a successful completion of their college career. The goal of the Student Support Services Program is to increase college retention and graduation rates of its participants and assist them in transferring to four-year colleges or universities.

Students interested in participating in the program, or needing additional information may contact the office located at the Sam Wolf Granite City Campus in Room 420, or call 931-0600 ext. 7443.

Student Support Services (continued)

Success Centers

The mission of the Success Centers is to supplement and enhance classroom instruction by assisting students in developing the skills and strategies they need to become confident, independent and active learners. This is accomplished through a variety of support services.

Tutoring: The Success Centers' staff, LACE tutors and peer tutors provide tutoring and support in a number of academic areas. Tutoring schedules are available in the Success Centers and on the Web site SWIC.edu/successcenter.
Workshops: Workshops are offered each semester on general and specific academic skills, study skills and career exploration. The Success Center staff facilitate the workshops. The schedule is posted in the Success Center offices and on the website.
Computer Programs: Computer programs are available for educational support and Internet access.
Instructional Videos and Equipment: Instructional videos for academic skills, study skills, and equipment such as graphing calculators are available for use in the Success Centers.
Online Writing Lab (OWL): The purpose of the OWL is to provide access to writing tutors for Southwestern Illinois College students who have difficulty getting to the Success Centers for face-to-face tutoring. Writing tutors provide analysis and suggestions for improvement of papers that are submitted online through STORM services.
Peer Study Tables: Students meet to study, work problems and discuss concepts, projects and strategies for succeeding in a variety of courses.

For more information visit the Success Centers' Web site SWIC.edu/successcenter.

Hours and Location:
Belleville Campus:
Writing, English, Liberal Arts, Biology, and Allied Health - Room 1240 MC
Hours: 8 a.m. to 7:30 p.m. Monday - Thursday
8 a.m. to 4 p.m. Friday
Phone: 235-2700 ext. 5495
Math, Physical Science & Business - Room 1145 ISB
Hours: 8 a.m. to 7:30 p.m. Monday - Thursday
8 a.m. to 4 p.m. Friday
10 a.m. to 1 p.m. Saturday (Math & Physical Science)
(starting 3rd Saturday of the semester)

Summer Semester (Room 1240MC & Room 1145 ISB)
8 a.m. to 7 p.m.Monday - Thursday
Closed Fridays and Saturdays
Phone: 235-2700 ext 5495 or 5117

Red Bud Campus:
Hours: 8 a.m. to 8 p.m. Monday - Thursday
8 a.m. to 2 p.m. Friday
Place: Room 131
Phone: 282-6682 ext 8134

Sam Wolf Granite City Campus:
Hours: 8 a.m. to 9:00 p.m. Monday – Thursday
8 a.m. to 4 p.m. Friday
Place: Room 403
Phone: 931-0600 ext 6607

East St. Louis Higher Education Center:
Hours: 8:30 a.m. to 6:30 p.m. Monday - Thursday
8:30 a.m. to 2:00 p.m. Friday
Summer Semester Closed Fridays
Phone: 874-6492

Study Abroad Opportunities

Through the Illinois Consortium for International Studies and Programs (ICISP), students at Southwestern Illinois College can take advantage of the opportunity to spend a semester studying abroad in:

England
Mexico
Costa Rica
Austria
Netherlands

These opportunities are reasonably priced and offer students a "once in a lifetime" chance to pursue their programs of study while experiencing societies and cultures in other parts of the world. All college credits earned in ICISP programs automatically transfer home to Southwestern and other colleges and universities in Illinois. For more information about Southwestern's Study Abroad Opportunities, contact Associate Professor Raymond Webb at 235-2700, ext. 5584, or Dean Paul Wreford, Ph.D. at 235-2700, ext. 5227.

College Success Courses

College Success Strategies (ED 101) is a variable credit course that introduces students to the college experience and helps them develop the attitudes, strategies, habits, relationships, and knowledge necessary for success. Personal/Career Development (ED 110) is a variable credit course that helps students to clarify their personal values and beliefs and make effective career choices. Both of these classes are recommended for any new or second-semester freshmen. For more information, contact the Counseling Office at 235-2700, ext. 5206.

Kids' Club Child Care Service-Belleville Campus

Quality, flexible child care is available for students, faculty and staff while in class, studying, or working at Southwestern Illinois College. Potty-trained 3- to 12- year-olds are cared for by trained professionals at a reasonable fee. The primary goal of Kids' Club is to provide a positive, nurturing environment for the children and their families. Curriculum includes a variety of creative activities that promote physical, social, emotional and intellectual growth in a safe, consistent manner. Evening child care is available during both fall and spring semesters. For information, contact the Child Care Coordinator at 235-2700, ext. 5KID or visit SWIC.edu/activities. Kids' Club is accredited by the National Association for the Education of Young Children (NAEYC).

Student Support Services (continued)

Bookstore Service

Operated by Barnes & Noble, the bookstores and their hours of operation can be found in the current SWIC schedule regarding textbooks, refunds, buybacks, etc. Further details are available from their Web address: SWIC-belleville.bncollege.com.

Food Services

Campus dining services are operated by ARAMARK. Catering is available for both on- and off-campus events.

Belleville Campus-Located in the Main Complex, the cafe' offers a full-service grill, hot entrees and soups, deli sandwiches, pizza, salads, snacks and desserts. A coffee shop, located in the Information Sciences Building, serves cold deli sandwiches, beverages and snacks. For more information, call 235-6886.

Sam Wolf Granite City Campus-Coffee, soda and snack vending machines are on campus. A microwave oven is available for student use.

Red Bud Campus-Coffee, soda and snack vending machines are on campus. A microwave oven is available for student use.

Instruction Laboratory

The Instruction Laboratory provides computer access for student and faculty instructional use. Students have access to e-mail, the Internet, Microsoft Office products, as well as certain course-related software.

Sam Wolf Granite City Campus (room 455, ext. 7307)

Hours:	Mon-Thurs	8 a.m. - 9:30 p.m.
	Fri	8 a.m. - 4 p.m.
	Sat	11 a.m. - 3:00 p.m.

Red Bud Campus (room 112, ext. 8169)

Hours:	Mon-Thurs	8 a.m.-9:30 p.m.
	Fri	8 a.m.-2 p.m.

Hours may change during the summer session, when classes are not in session or when scheduled for instructional classes. Any change in these schedules will be posted.

Learning Resources

Learning Resources is an essential part of the instructional programs at Southwestern Illinois College. It provides the resources, services and facilities necessary to complement and support the college curriculum. Students, college personnel and district residents are encouraged to seek assistance in using the resources and services.

Due to the size of District 522, different learning resource materials and services are located at Belleville, Sam Wolf Granite City, and Red Bud campuses.

Library

Southwestern Illinois College libraries offer a full range of resources and services to meet student academic research needs on the Belleville, Sam Wolf Granite City and Red Bud campuses. The combined district-wide library resources consist of a substantial collection of more than 200 journals, 85,000 books, 3,500 videos, 500 CDs and DVDs, newspapers, ebooks, and networked databases to support the college curriculum. Students obtain resources from any of the three campuses through the intercampus library loan system. In addition, the interlibrary loan service offers access to academic, research, public and special library collections worldwide.

Licensed subscriptions to Academic Universe, EbscoHost, First Search and other databases provide subject indexing and full text access to a vast range of general interest and scholarly periodicals, newspapers, and publications. Internet workstations offer entry to library databases from campus libraries. The library catalog and databases may be accessed off campus by logging on to SWIC.edu/library. Library staff support circulation, reference, and interlibrary loan services. Library instructional sessions on the topics of research methods and database use are available by appointment. Other district-wide library services include copy machine services, individual carrels for quiet study needs, video viewing equipment, computer workstations with internet access, wi-fi, and word processing, spreadsheet, database management and presentation software. Three campus locations, remote access to databases, and the wide variety of services offer convenience and optimal support for students.

Belleville Campus Library, Room IS 1025, 618- 235-2700, ext. 5204

Hours:	Mon-Thurs	7:30 a.m. - 9:30 p.m.
	Fri	7:30 a.m. - 4 p.m.
	Sat	8 a.m. - 4 p.m.

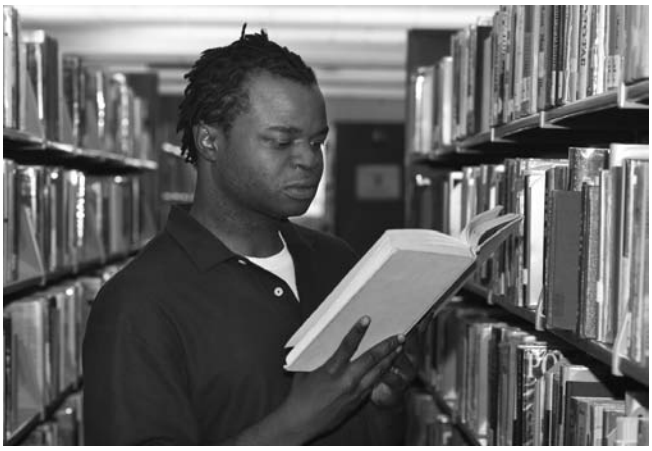
Sam Wolf Granite City Campus, Library, Room 432, 618-931-0600, ext. 7354

Hours:	Mon-Thurs	8 a.m. - 9:30 p.m.
	Fri	8 a.m. - 4 p.m.
	Sat	11 a.m.- 3 p.m.

Red Bud Campus Library, Room 190, 618- 282-6682, ext. 8190

Hours:	Mon-Thurs	9 a.m. - 8 p.m.
	Fri	9 a.m. - 3 p.m.

Please note that the hours of operation are subject to change and may vary during summer sessions or when classes are not in session.



Print Shop, Room MC 0600

The Print Shop provides quick copy and press service for all general school printing, flyers, newsletters, stationary, and forms. Services available include color copies, quick printing, transparencies, plastic engraved signs, and laminating. Contact 618- 235-2700, ext. 5243 for more information.

Media Services, Room MC 0602

Media Services supports the college by providing students and staff with instructional videotapes, equipment and other related material needs on request. Duplication of audio tapes, videotapes, CD's, and DVD's is available upon request for relevant subject material with proper copyright authorization.

Equipment support for classrooms and meetings is available by contacting 618- 235-2700, ext. 5238.

Hours:	Mon-Thurs	8 a.m. - 7 p.m.
	Friday	8 a.m. - 4 p.m.

Hours are subject to change.

Distance Learning Opportunities

The Distance Learning programs include Online courses, Telecourses, and Video Conference courses. Each distance learning course is designed to meet the needs of students seeking an alternative means of education from Southwestern Illinois College. A significant amount of self-discipline is required of students enrolling in distance learning courses.

Distance learning students are often in pursuit of an education that can be conveniently molded into their diverse lifestyles. Online courses, Telecourses, and Video Conference courses offer the flexibility and convenience needed by students in today's advancing society.

- See the class schedule for current Distance Learning course offerings.
- To register, call 618- 235-2700, ext. 5455 or (800) 222-5131, ext. 5455.
- For additional information or to receive a copy of the Distance Learning brochure, call 618- 235-2700, ext. 5200 or (800) 222-5131, ext. 5200.
- To see a listing of distance learning courses offered at Southwestern Illinois College, go to: SWIC.edu and click on Distance Learning.
- Handbooks and viewing materials can be obtained; and exams are administered at most campuses. Contact the campus nearest you for details.

Distance Learning Readiness

To be effective in a Distance Learning course, please review the following student characteristics.

1. I am self-motivated and self-disciplined.
2. I am a good "time manager".
3. I am willing to commit 6-10 hours of my time each week to a distance learning class.
4. I am comfortable working on computers.
5. I can communicate effectively through email, discussion boards, and chat rooms.
6. I have convenient, reliable and frequent access to a computer with an Internet connection.
7. I am comfortable with email, word processing, and with using the Internet.
8. I am able to express my thoughts and opinions in writing.
9. I can read analytically and critically.
10. I do not give up easily and am willing to seek help when necessary.

If you answered "NO" to three or more of these statements, you may want to rethink your decision to enroll in a distance learning course.

Belleville Campus, MC Room 0500, 618- 235-2700, ext. 5200

Hours:	Mon & Thurs	8 a.m. - 7 p.m.
	Tues, Wed, Fri	8 a.m. - 4 p.m.

Sam Wolf Granite City Campus, Room 514, 618- 931-0600, ext. 7364

Hours:	Mon-Thur	8 a.m. - 9 p.m.
	Fri	8 a.m. - 4 p.m.

Red Bud Campus, Room 131, 618- 282-6682, ext. 8134

Hours:	Mon-Thurs	8 a.m. - 8 p.m.
	Fri	8 a.m. - 2 p.m.

Hours are subject to change.

Online Instruction

Online courses are taught with instructor-led communications taking place electronically via the Internet. Students enrolling in online courses can conveniently complete coursework in the comfort of their own home--submitting assignments online. **Some on-campus attendance may be required for specific courses as assigned by the instructor.**

Hybrid Instruction

As an alternative to fully online courses, hybrid courses are a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of on campus classroom attendance is reduced. See current class schedule for details.

Important Note for Students Enrolling in Online or Hybrid Courses:

Computer competence is essential to being a successful student. **Students enrolled in online or hybrid courses must have access to a computer with Internet connection.** High speed Internet connection (broadband, cable, DSL) is recommended for optimal quality and reliability. Students who wish to take an online or hybrid course, but do not have access to a computer, may use the computer labs at the Belleville, Sam Wolf Granite City and Red Bud campuses. Hours vary by location. Additional fees may also apply to online and hybrid courses.

Online Course Offerings:

The following courses are routinely offered online. Students should refer to the Schedule of Classes for the most current information each semester.

Administration of Justice
AOJ 100 Introduction to Administration of Justice
Anthropology
ANTH 150 Cultural Anthropology
Biology
BIOL 106 Environmental Science
Business
BUS 101 Introduction to Business
BUS 209 Business Computer Systems
Chemistry
CHEM 101 Introductory Chemistry
Cisco Networking Academy
CISC 141 CCDA Exam Preparation
Computer Information Systems
CIS 125 Operating Systems Basics
CIS 155 Basic Web Page Design
CIS 160 Internet Basics
CIS 161 XHTML Basics
CIS 163 HTML Editor
CIS 164 Internet Essentials
CIS 171 Computer Graphics
CIS 172 PhotoShop
CIS 173 Graphics & Animation/Flash
CIS 174 XHTML
CIS 176 Web Development I/Dreamweaver
CIS 177 JavaScript Programming I
CIS 181 Operating System/Windows XP & Vista
CIS 185 Intro to Information Technology
CIS 210 Web Usability & Design
CIS 246 Systems Development & Design I
CIS 257 Electronic Publishing/InDesign
CIS 258 Desktop Publishing
Early Childhood Education
ECE 114 Child Health Maintenance
ECE 200 Leadership and Supervision
ECE 299 Special Topics/Early Childhood
Earth Science
ES 101 Earth Science

Distance Learning Opportunities (continued)

Education
ED 120 Paraprofessional Test Prep
ED 255 American Public Education
ED 260 Intro to Educational Technology
ED 265 Introduction to Special Education
English
ENG 91 Basic Reading
ENG 92 Intermediate Reading
ENG 101 Rhetoric and Composition I
ENG 102 Rhetoric and Composition II
Geography
GEOG 202 Economic Geography
Health
HLTH 151 Personal Health and Wellness
HLTH 164 Consumer Health
Health Related Occupations
HRO 100 Medical Terminology
HRO 150 Fundamentals of Nutrition
HRO 160 Medical Terminology
History
HIST 101 World Civilization I
HIST 102 World Civilization II
HIST 115 Mid-East History
HIST 152 European Civilization II
HIST 180 U.S. History to 1865
HIST 181 U.S. History, 1865 to the Present
HIST 282 Russian History
Horticulture
HORT 175 Home Gardening
Literature
LIT 113 Introduction to Literature
Management
MGMT 102 Business Mathematics
MGMT 117 Personal Finance
MGMT 201 Entrepreneur Basics
MGMT 202 Entrepreneur: First Year
MGMT 203 Business Plan Basics
MGMT 213 Human Relations in the Workplace
MGMT 214 Principles of Management
MGMT 217 Human Resource Management
MGMT 219 Small Business Management
MGMT 240 Ethics in the Workplace
Marketing
MKT 126 Introduction to Marketing
Mathematics
MATH 97 Intermediate Algebra
MATH 107 General Education Statistics
MATH 111 Liberal Arts Mathematics
MATH 270 Computer Science II
Music
MUS 101 Music Appreciation
Network Design and Administration
NETW 105 Data Assurance
Office Administration and Technology
OAT 122 Word Processing Applications I/WordPerfect 2002
OAT 128 Microsoft Outlook 2007
OAT 133 Presentation Basics/PowerPoint 2007
OAT 156 Microsoft Office 2007 Suite I
OAT 164 Introduction to Keyboarding
OAT 165 Graphics/PowerPoint 2007
OAT 170 Keyboarding/Touch System
OAT 175 Electronic Spreadsheet/Excel 2007
OAT 180 Word Processing/Word 2007
OAT 184 MS Office Specialist Testing Preparation
OAT 185 Database Applications/Access 2007
OAT 190 Web Design/Sharepoint Designer 2007
OAT 225 Advanced Word Processing/Word 2007
OAT 230 Advanced Electronic Spreadsheet: MS Excel 2007
OAT 285 Microsoft Office 2007 Suite II
Paralegal
PARL 270 Criminal Law
Paramedic
EMTP 115 EMTP-Basic Recertification Topics
Philosophy
PHIL 151 Introductory Logic
Physical Education
PE 150 Introduction to Exercise Science
PE 155 Physical Fitness & Wellness
Physics
PHYS 151 College Physics
PHYS 152 College Physics II
Political Science
POLS 270 International Relations
Psychology
PSYC 151 General Psychology
PSYC 210 Life-Span Development
PSYC 225 Human Sexuality
PSYC 250 Child Development
PSYC 251 Adolescent Development
PSYC 254 Death and Dying
PSYC 259 Abnormal Psychology
PSYC 270 Health Psychology
PSYC 277 Cross-Cultural Psychology
PSYC 288 Biological Psychology
PSYC 295 Social Psychology
Sociology
SOC 153 Introductory Sociology
SOC 203 Social Problems.
SOC 255 The Family

Telecourses

A telecourse combines video lessons with related textbook readings and assignments. Military students, students with busy schedules, adult students in the workforce seeking advancement, physically challenged students, students with transportation difficulties, and students with childcare needs are some of the many students who seek the alternate delivery format of telecourses to earn an education.

Telecourse students view video lessons, study textbook material, and complete assignments at home as part of their course requirements. **On campus attendance is required for exams and events as assigned by the instructor.** PACE telecourses offer condensed and alternate time frames for students interested in telecourse options. Additional fees apply to each course. Most course handbooks are available and exams are administered at each campus.

Holiday Break Courses

A Holiday Break course is an accelerated telecourse that is four weeks in length and is considered to be a spring semester course. Courses typically begin in December and end in January.

Distance Learning Opportunities (continued)

Telecourse and/or PACE offerings:

The following courses are routinely offered as Telecourse and/or PACE courses. Students should refer to the Schedule of Classes for the most current listing each semester.

Business (University Transfer & Career Business)
BUS 101 Introduction to Business
Computer Information Systems
CIS 185 Intro to Information Technology
Culinary Arts and Food Management
*CUL 228 Culinary Nutrition for Food Service
Economics
ECON 201 Principles of Economics I (Macro)
ECON 202 Principles of Economics II (Micro)
History
HIST 181 US History From 1865 to Present
Political Science
POLS 150 Intro to American Government
Psychology
PSYC 151 General Psychology
PSYC 210 Life-Span Development
PSYC 250 Child Development
Sociology
SOC 153 Introductory Sociology
SOC 255 The Family
SOC 259 Sociology of Small Communities
Speech
SPCH 220 American Playhouse
* Not available in the PACE format

Video Conference Courses

Video conference courses offer students an opportunity to attend a convenient site when enrolling in a course at Southwestern Illinois College. Digitally compressed voice, data, and video signals are transmitted through network lines and provide live broadcast access to specified classrooms. The classrooms are linked by camera and TV monitors which allow for the two-way communication with the faculty and students of the course.

Illinois Virtual Campus (IVC)

Southwestern Illinois College is a participant of Illinois Virtual Campus (IVC) which is a partnership of Illinois colleges and universities that provides students with a comprehensive and up-to-date searchable database of online courses and programs available. In addition, IVC also provides support services for online learners throughout the state. To view a comprehensive listing of distance education courses offered in Illinois, go to www.ivc.illinois.edu.

Testing Center

The Testing Centers are available for students who require a flexible testing schedule. Testing services are available for the following types of exams: Telecourse/PACE, on-campus, online (computerized), and off-campus. Students must make an appointment in advance and must show a photo ID at the time of their testing appointment. Testing appointment hours are:

Belleville Campus, Room MC 3240, 618- 235-2700, ext. 5551
Hours: Mon & Thurs 10 a.m. - 7 p.m.
Tues, Wed, Fri 8 a.m. - 2 p.m.
Sam Wolf Granite City Campus, Room 514, 618- 931-0600, ext. 7364
Hours: Mon-Thur 8 a.m. - 7:30 p.m.
Fri 8 a.m. - 2:30 p.m.

Red Bud Campus, Room 131, 618- 282-6682, ext. 8134
Hours: Mon-Thurs 8 a.m. - 6 p.m.
Fri 8 a.m. - 12 p.m.
Hours are subject to change.

Perkins/Partnerships for College and Career Success

Perkins

Signed into law on August 12, 2006, the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) provides continuing Federal support for rigorous CTE programs that prepare students for today's competitive workforce. The Act envisions that all students will achieve challenging academic and technical standards and be prepared for high-skill, high-wage, or high-demand occupations in current or emerging professions. The Act provides an increased focus on the academic achievement of career and technical education students, improves State and local accountability, and strengthens the connections between secondary and postsecondary education. The new Act authorizes legislation through FY2012, for a total of six years. Other major changes include a section on local accountability that did not exist in the 1998 law, the separation of performance indicators for secondary and postsecondary programs, and requirements for "Career and Technical Programs of Study." For more information, call 618-235-2700, extension 5495.

In addition to the college's standard services, the following special services are available to students enrolled in career and technical programs.

Career Activities and Employment Center

Career and technical education students should contact the Career Activities and Employment Center for career development activities including: career assessment; career planning; labor market information; industry tours; workplace skills and job search training; career mentors; job leads/opportunities; and graduate follow-up information.

In addition, the Career Center operates NETWorks. NETWorks is a program for Southwestern Illinois College students who are enrolled in or considering enrollment in career and technical education which lead to non-traditional careers. A non-traditional career is defined as one in which a particular gender comprised less than 25 percent of the individual's employed in that occupation. Examples of this would be men in nursing or women in computer-aided drafting.

For more information, visit the Career Activities and Employment Centers' website at SWIC.edu/CareerCenter.

Special Services Center

The Center helps career and technical education students district-wide with special needs including persons with disabilities, students with economic challenges, individuals preparing for nontraditional training and employment, single parents, displaced homemakers, and individuals with limited English proficiency.

The Center may be contacted for the following support services: individual appointments, community agency referrals, and reasonable accommodation services for students with documented disabilities. The Special Services Center's HELP Directory (an agency referral source) is available.

In addition, the Center offers a testing lab, as well as an access lab featuring access equipment and software for students with documented disabilities.

For more information on the Special Services Center, visit the website at SWIC.edu/specialservices.

Partnerships for College and Career Success

The Southwestern Illinois Partnership for College and Career Success (PCCS) is funded through a federal grant to bring together the necessary regional stakeholders and resources to transition career pathways students successfully and seamlessly into, through, and out of career and technical education (CTE) Programs of Study and into the workforce. The Southwestern Illinois PCCS stakeholders include faculty, counselors, and administrators in 23 area high schools, two area career centers, and Southwestern Illinois College; three Education for Employment Systems; and relevant business and industry partners. The purpose of this Partnership includes the following:

- to increase collaboration between secondary and postsecondary systems
- to create seamless transition systems from secondary education to postsecondary education
- to provide opportunity to access and succeed in CTE programs to members of special populations
- to develop career pathways with multiple entry and exit points
- to increase curricular alignment and reduce curricular duplication
- to reduce the need for remediation
- to support the development of integrated and applied curricular content
- to increase opportunities for students to earn college credit while enrolled in high school
- to increase opportunities for students to obtain marketable postsecondary certificates and/or degrees that support their career goals
- to create professional development programs designed to simultaneously engage and support secondary and postsecondary partners
- to utilize data for program improvement.

Activities of the Partnership include facilitating the development or adoption of CTE Programs of Study/Pathway models; supporting the formation of secondary-postsecondary CTE program advisory councils; using established performance measures to assess the overall effectiveness of Partnership activities and CTE Programs of Study; creating and delivering professional development programs for teachers, faculty, and administrators within the Partnership; and ensuring that programs and services offered by the Partnership are accessible for special populations students and will prepare them for careers that will lead them to self-sufficiency.

To learn more about the Southwestern Illinois PCCS and Programs of Study, contact the Coordinator at 618-235-2700, ext. 5547, or visit the website at SWIC.edu/pccs.

Notice of Non-discrimination

Southwestern Illinois College ensures that equal educational opportunities are offered to students regardless of race, creed, color, sex, religion, national origin/ancestry, disability, sexual orientation or age. Questions in reference to equal educational opportunities may be directed to the Human Resources Office, Room 2080, Southwestern Illinois College, 2500 Carlyle Avenue, Belleville, Illinois, 62221, 618- 235-2700, ext. 5254.

Student Life

College Activities

At Southwestern, college activities contribute to the range of your experiences. Through the various social, cultural, educational and recreational activities organized at sites throughout the college district, you will find avenues for interaction with other Southwestern students, faculty, staff and the community. For a calendar of events and information about specific student organizations, visit the College Activities web site at SWIC.edu/activities.

Belleville AmeriCorps

Belleville AmeriCorps, a partnership with the City of Belleville, Southwestern Illinois College, Belleville School District #118, the Franklin Neighborhood Community Association (FNCA), Lebanon Kids, Inc., YMCA, and the 17th St Neighborhood Association has provided services addressing the educational and community development needs of the surrounding community since 1994. Belleville AmeriCorps strives to strengthen the community of Belleville by: providing positive recreational and enrichment activities for youth in the after-school and summer hours; increasing youth academic success in school; promoting computer literacy in adults and children; strengthening neighborhoods through enrichment activities, including after-school and summer camp programs; and encouraging volunteerism in community youth and adults.

Members serve as tutors, as volunteer coordinators helping build the capacities of local organizations, and as camp counselors during the summer months. Although the schools and community have greatly benefited from the services of the program, members also benefit by gaining valuable skills, work experience and assistance with future educational expenses.

For more information about volunteering in your community, or becoming an AmeriCorps member, interested students and community members can contact the AmeriCorps office at 618-235- 2700 ext. 5709 or visit the website SWIC.edu/americorps.

Cyber Lounge

The College Activities Cyber Lounge at the Belleville Campus features twenty seven PCs, which provide free Internet access. Students are also able to plug in their laptops, watch television, play computer games and listen to music. Food and drink are permitted in this area.

Campus Concierge

The Campus Concierge is located inside of the Cyber Lounge. A multitude of services are available including: Student ID's, printing from Cyber Lounge computers, first level assistance with wireless access and e-storm, campus information, and directions.

Clubs and Organizations

Clubs and organizations are organized at the Belleville, Sam Wolf Granite City and Red Bud Campuses as interest warrants. Membership in recognized clubs and organizations is open to all Southwestern students.

If you are interested in forming a club or organization, contact the College Activities Office at 235-2700, ext. 5561. Find out about joining a specific club by visiting their page on the College Activities web site at SWIC.edu/activities.

Belleville Campus

Anthropology Club

The Anthropology Club is open to all students that want to learn more about the field of anthropology, as well as linguistics, biological anthropology and ethnology.

Association for Information Technology Professionals (A.I.T.P.)

A.I.T.P. offers students an opportunity to broaden their knowledge of and to foster a better understanding of the role of computers in business.

Astronomy Club

The Astronomy Club introduces students and the community to the wonders of the sky with the "unaided eye" as well as telescopes.

BACCHUS

BACCHUS is an international and university based peer education program focusing on alcohol abuse prevention and other student health and safety issues. The mission of the group is to actively promote peer education as a useful element of campus health education and wellness efforts. BACCHUS focuses on the development and promotion of positive life-styles and decision-making skills.

Black Affairs Council

The Black Affairs Councils encourages the education and enhanced cultural awareness of all students in the community college district.

Campus Christian Fellowship

This ecumenical fellowship provides an opportunity for fellowship and growth in the Christian faith and for religious, intellectual, social and cultural activities. Members assist Southwestern students when possible and give aid to people in the district served by the college.

Children's Touring Theater

The Southwestern Children's Theater Company tours with the Children's Play each year to grade schools in the community college district. Anyone interested in participating should contact the College Activities Office.

Student Life (continued)

College Activities Board

The College Activities Board is a select group of students who help plan programs for the Belleville Campus and community. The Student Events and Community Events Committees meet weekly to coordinate special events which are open to the entire student body, faculty and staff. Comedians, musicians, dances and variety shows are among the activities planned by the Board. The College Activities Office (Room 1246) is also responsible for maintaining bulletin boards at the campus.

College Activities Board *Top Row: Shelondra Turner, Jordan Haar, Matt Barger, Stephen Christian, Patrick Madden; Second Row: Jon Lee, Arne Burns, Sean Kimble, Pam Gaston, Devan Ellet, Lucas Day; Third Row: Ronnie Moore, Sascha Duran*

College Democrats

The mission of the College Democrats of America, Southwestern Illinois College Chapter, is to promote the philosophies of the College Democrats of America to the Southwestern Illinois College student body.

Colors of Theatre and Entertainment (COTE)

The purpose of this organization is to offer quality entertainment chronicling the life experiences of minorities.

Ecology Club

The Ecology Club studies the relationship of living organisms to their environment and to each other and strives to conserve and improve the environment of the campus.

Eye of the Storm – Southwestern Student Newspaper

Published once a month, the newspaper keeps students informed of campus issues and events.

Head to Hand - Literary Magazine

Head to Hand considers student submissions of poetry, drama, line art and photography. Students should check bulletin boards for reading periods and submission requirements. Copies of the magazine are available at all campus libraries.

History Club

The History Club at Southwestern was formed to allow students to experience history in ways that a classroom cannot offer. We pursue events and places that bring history to life and allow for a better understanding of what occurred and why it is important to us.

Horticulture Club

This club provides horticultural leadership, helps to beautify the campus sites, maintains outdoor horticultural land laboratories and sponsors speakers and field trips in the horticultural area.

Math and Science Club

The Math and Science Club was formed to promote math and science and to bring together faculty and students interested in these disciplines.

Music

Students interested in participating in the colleges music organizations should contact the music faculty. Music organizations are open to Southwestern students for the Jazz Band, College Choir, Instrumental Ensemble and Concert Band.

Musical Theatre Workshop

The MTW strives to improve the acting, singing and improvisation skills of its members.

Newman Catholic Campus Ministry

This organization is for students, faculty, or staff interested in growing in their relationship with God within an on-campus faith community. Membership is open to all, regardless of faith tradition.

Q & A

The mission of this student club is to be a postive influence in the community and to support, educate, and respect each other with the purpose of an enhanced sense of well-being and togetherness. Membership is open to all individuals.

Phi Beta Lambda – Abe Small Chapter (PBL)

Phi Beta Lambda is a dynamic organization of students preparing for success as leaders in business, government, and communities. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

Phi Theta Kappa – Theta Epsilon Chapter (PTK)

Phi Theta Kappa, Theta Epsilon Chapter, is a national honorary scholastic society. It promotes scholarship, develops character, and cultivates fellowship among students in the community colleges of the United States.

Student Life (continued)

Physical Therapist Assistant Club (PTAC)
The purpose of the Physical Therapist Assistant Club (PTAC) is to encourage unity among its members through professional and social activities and to educate the community regarding Physical Therapy.

Progressive Radiographers Organization (PRO)
This organization encourages professionalism, unity and sociability among students enrolled in the allied health field at Southwestern.

Sign Language Club
The purpose of the Sign Language Club is to provide social contact between the deaf and hearing; learn more about the deaf community; improve interpreter skills; and share information and resources.

Speech Team
Any student (full or part-time) may get involved in competitive speech. There are numerous events from which to choose: acting and public speaking varieties. Tourmaments involve many colleges and require travel and overnight stay. Auditions are required.

Strategy Club
The SWIC Strategy Club was established to teach interested students how to play games or improve their skills.

Student Leader Group (SLG)
The Student Leader Group is the student advisory wing of the College Activities office. The group is comprised of representatives of all recognized clubs and organizations at Southwestern. Issues concerning the student body are addressed.

Student Nurse Association (SNA)
Students in the Nursing Education program may join the Student Nurse Association, affiliated with the Illinois Nursing Association, Tenth District.

Three Act Play
Southwestern students may participate in drama from Sophocles to Miller in the Three Act Play presented in the fall. Anyone enrolled at Southwestern is eligible to try out for the full-length production.

Veterans Student Organization
The SWIC chapter of the Student Veterans of America provides support, information and camaraderie for veterans, their families, and friends.

Video Game Club
The purpose of this club is to establish a friendly gaming community at SWIC and promote leadership and teamwork through one of the largest and fastest growing past times, video gaming.

Visual Arts Club
The Student Committee for the Visual Arts is a service organization open to students interested in the cultural image of Southwestern. Members meet at least once a month to organize and hang art exhibitions, to sponsor lectures and workshops, and to purchase art for the College.

Vocational Industrial Clubs of America (VICA)
The Vocational Industrial Clubs of America is open to all students enrolled in classes with vocational, trade, industrial, technical, health, and personal and public service objectives.

Sam Wolf Granite City Campus

Black Affairs Council
The Black Affairs Council encourages the education and enhanced cultural awareness of all students in the community college district. Members attend and produce seminars and lectures that provide training. Activities sponsored by the Black Affairs Council include community service projects, educational conferences and planning special events.

College Activities Board
Students who help plan programs for the Sam Wolf Granite City Campus and the community.
Additional Services:
- Red Cross Blood Drives
- Poster/Flyer Distribution Services
- Leadership Recognition Awards
- Volunteer Opportunities
- Information Monitors
- Entertainment & Educational Programs

Culinary Arts Association
The Culinary Arts Association promotes food service skills, knowledge and leadership through field trips and hands-on experiences.

Family Night Out
Each semester the Sam Wolf Granite City Campus holds a Family Night Out to provide an opportunity for children of students and the community to attend programs at the College. Activities vary each semester and include events such as safety programs, plays, story tellers and educational programs.

Phi Theta Kappa – Alpha Kappa Rho Chapter (PTK)
A national community college honor society, the Alpha Kappa Rho Chapter of PTK, promotes scholarship, develops character and cultivates fellowship among its members at the Sam Wolf Granite City Campus.

Red Bud Campus

Phi Theta Kappa – Beta Iota Iota Chapter (PTK)
The purpose of Phi Theta Kappa at the Red Bud Campus is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of Southwestern Illinois College.

Student Life (continued)

Insurance

Students can purchase accident and sickness insurance through a student insurance carrier. The college does not endorse the plan but makes it available to students who find the program useful. Belleville: For information, contact the assistant to the Vice President for Administrative Services, Belleville Campus, Main Complex - Room 3360 or call 618-235-2700, ext. 5211.
Sam Wolf Granite City: Informational brochures are available in the main office. Call 618-931-0600.
Red Bud: Informational brochures are available in the main office. Call 618-282-6682, extension 8114.

Right to Privacy-Family Educational Rights and Privacy (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99), Southwestern Illinois College students may review any of their records by completing a formal, written request to the Enrollment Services Office.

Students may ask for a hearing to seek correction of information contained in the records, to clarify their meanings, or to insert into the records the student's explanation of the content of the record or a part thereof.

Please note that school officials with a legitimate educational interest may access student educational records without prior consent. School officials at Southwestern Illinois College have been designated as administrators, faculty, full and part-time employees or those contracted by the College to conduct business for the College. School officials must have a legitimate educational interest (a professional need to know) before accessing student records.

Southwestern Illinois College considers the following to be a student's directory information: 1) name, 2) address, 3) enrollment status (full-time or part-time), 4) SWIC student email, 5) dates of attendance at Southwestern Illinois College, 6) honors (including honor roll), 7) degree(s) conferred (including dates), 8) past and present sports participation, 9) physical factors of athletes (height and weight).

The college may use directory information internally as well as release it without prior consent. Anyone may prevent disclosure of directory information by completing a formal written request to the Enrollment Services Office before the start of the third week of class each semester. This request will stay on file until removed by the student.

If a student does not specifically ask that directory information be withheld, the college will assume he or she approves the disclosure of that information.

Southwestern Illinois College retains the right to exercise discretion in determining the release of directory information.

Liability for Personal Property

Southwestern Illinois College does not assume any liability for personal property or tools left in or on Southwestern property. All items are the responsibility of the student.

Department of Public Safety

The Department of Public Safety provides services and programs to assist in establishing and sustaining a college environment that enhances the educational process and facilitates the accomplishment of the college's mission and goals.

The department emphasizes preventing crimes and violations of policy and providing numerous services to the college community. However, all duties related to the enforcement of Southwestern Student Conduct Code and Illinois Criminal and Traffic Codes are the responsibility of the Public Safety Department. The college receives law enforcement support and services from the respective municipal and county law enforcement agencies in whose jurisdictions the campuses are located. The Public Safety Department maintains a cooperative relationship with supporting local, state, and federal public safety agencies. The Department of Public Safety has offices on the Belleville and Sam Wolf Granite City Campuses. The provost administers the Public Safety program on the Red Bud Campus.

Southwestern Illinois College operates as a public community college. The facilities are accessible to the public for all approved legitimate purposes. Persons entering, or utilizing the facilities are subject to request for acceptable identification and required compliance with the rules, regulations and laws applicable to the college.

Campus Security Policies and Crime Statistics: Pursuant to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," previously known as the Federal Student Right-to-Know and Campus Security Act of 1990, the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety (CSR/FSR) by October of each year. The CSR lists the campus crime statistics, on campus and surrounding public property, and noncampus facilities, for the previous three years; for example, the October 2009 report will cover the years of 2006, 2007, and 2008.

The CSR also outlines the Public Safety Department's authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses/hate crimes and follow-up services, counseling and treatment services, crime prevention programs, accessibility of campus facilities, emergency response and evaculation procedures, missing student notification and fire safety issues--required for any Title IV institution that maintains an on-campus student house facility, and Substance Abuse Policy.

The annual CSR can be accessed via the Southwestern Illinois College Web site at SWIC.edu/publicsafety/csr, or a copy of the CSR can be obtained by contacting the Public Safety Department at 618- 235-2700, extension 5221 or writing the Director of Public Safety, 2500 Carlyle Ave., Belleville, Illinois 62221.

Services Provided: The Department of Public Safety provides the following services: vehicle registration (parking permits), student identification cards, access to locked vehicles, vehicle jump starts, personal escorts on campus, First-aid, Lost & Found, engraving items for identification, Crime Prevention programs, and Courtesy/Emergency message delivery. Southwestern Illinois College does not assume any liability for personal property damage when providing requested services.

Student Life (continued)

Sexual Assault Awareness Education: In accordance with Public Act 95-764, Education-Sexual Assault Awareness, SWIC has published a sexual assault awareness pamphlet. You can obtain a copy of this pamphlet by accessing the following website: SWIC.edu/publicsafety.

Parking Permits: For students, faculty, and staff, parking is by permit only on the Belleville and Sam Wolf Granite City campuses. Proof of a valid driver's license is required before a permit can be issued. The permit is free and issued by the respective Public Safety Department, or through the Student Development Office at the Red Bud Campus. A copy of the Southwestern Traffic Code will be provided when the permit is issued.

Parking/Traffic Enforcement: Authorized parking areas are established on each campus. Restricted and prohibited parking areas are marked and/or specified in the Southwestern Traffic Code. Traffic citations and complaints are issued to violators as official notifications of violations. Unpaid traffic citations may result in the withholding of college services such as transcript requests and release of final grades.

Student Identification Cards: Southwestern Illinois College students are entitled to an Identification Card. The Identification Card is optional but is required to receive the following services: Library Card/Internet Access, Open Computer Lab access, discounts at the Bookstore and Food Court (when offered), College Activities reduced purchases, free pass to Athletic events, ridership on the St. Clair County District Transit Authority MetroBus, Madison County Transit Bus System, and MetroLink, Book Buyback, etc. There is no charge for the initial Identification Card. Replacement Identification Cards will be made available for a replacement fee. The Department of Public Safety (Belleville and Sam Wolf Granite City campuses) and the Student Development Office (RBC) will issue Identification Cards. To obtain the ID card, the student must be enrolled in a credit or Adult Basic Education course.

Athletics

Intercollegiate Sports

Intercollegiate sports at Southwestern Illinois College include four men's and five women's programs. Southwestern is affiliated nationally with the National Junior College Athletic Association. Southwestern also belongs to the Great Rivers Athletic Conference.

Men compete in soccer, basketball, and baseball; women compete in volleyball, basketball, soccer, and softball. Both men and women may participate in the intercollegiate golf team.

The Equity in Athletics Disclosure Act (EADA) requires institutions of higher education to prepare annually a report on specific information about its intercollegiate athletics program.

Intramural Sports

The intramural program at Southwestern Illinois College gives all students an opportunity to participate in individual, co-recreational and team sports.

Some activities are flag football, bowling, basketball, volleyball, softball, and tennis.

The intramural gym and free weight room are available during the day at scheduled times.

New intramural activities can be added if there is sufficient interest.

Degrees and Certificates

Southwestern Illinois College offers degrees in Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Engineering Science, Associate in Applied Science, Associate in Arts in Teaching, and Associate in General Studies. An Associate Degree is an award for the satisfactory completion of a curriculum of 64 semester credit hours or more. Southwestern also offers *Certificates* in some career and technical programs.

Students planning to transfer a degree from Southwestern into a Bachelors degree program at a four-year college or university should contact a Counselor for information on specific degree requirements. The following transfer degrees are offered at Southwestern:

Degree

Associate in Arts
Associate in Fine Arts - Art
Associate in Fine Arts - Music Education
Associate in Fine Arts - Music Performance
Associate in Arts in Teaching - Secondary Mathematics
Associate in Engineering Science
Associate in Science

Associate in Arts

An Associate in Arts Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree major programs in areas such as arts, humanities, social or behavioral sciences or a professional field with these disciplines as a base.

Associate in Engineering Science

An Associate in Engineering Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in the area of physics or engineering or another closely related discipline.

Associate in Science

An Associate in Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in areas such as mathematics, biological or physical sciences, or a professional field with these disciplines as a base.

Associate in Fine Arts (Art, Music Education, and Music Performance)

An Associate in Fine Arts Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs for students majoring in Art, Music Education or Music Performance. AFA students complete their general education requirements after transferring to a four-year college or university. Students who are interested in pursuing the AFA degree program should consult with a full-time faculty member in the appropriate major field or an academic counselor. A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution.

Associate in Arts in Teaching - Secondary Mathematics

The Associate in Arts in Teaching - Secondary Mathematics is available for students interested in becoming high school mathematics teachers. Completion of this degree should enable students to transfer as a junior into an upper division teacher preparation program at an Illinois public university.

Associate in Applied Science

An Associate in Applied Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field. In some cases, individuals completing this degree are able to transfer to specific colleges. See a counselor and/or Program Coordinator for specific information on transfer.

Associate in General Studies

An associate degree for students whose interests and educational objectives do not fall within either a traditional transfer or occupational program.

Accelerated Degree Option

Anyone who has completed an associate's or higher degree from a regionally accredited college may earn an Associate in Applied Science Degree in selected Business Division programs by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree. Programs approved for this option have additional information available on the program page of the catalog.

Degrees and Certificates (continued)

Certificate

Students at Southwestern Illinois College can earn certificates in a variety of career/technical programs, ranging from two to fifty semester credit hours in length. These certificates provide an opportunity to upgrade or acquire skills needed for employment or personal interest. In many cases, completion of certificates may serve as a stepping stone toward completion of an Associate in Applied Science degree.

Students may earn an Associate in Applied Science degree and/or a certificate in the following career program areas at Southwestern:

Program of Study	Degree	Certificate
Accounting	X	
Accounting Office Specialist	X	
Administration of Justice	X	X
Administrative Assistant	X	
Administrative Office Support		X
Airframe & Powerplant		X
Airframe		X
Armed Private Security		X
Automated Control Electronics		X
Automotive Collision Repair Technology	X	
Automotive Mechanical Systems		X
Automotive Non-Structural Repair		X
Automotive Refinishing Certificate		X
Automotive Structural Repair		X
Aviation Maintenance Technology	X	X
Aviation Management	X	
Aviation Pilot Training	X	X
C# Programming		X
C++ Programming		X
CNC Machining		X
Commercial Maintenance Mechanics	X	X
Computer-Aided Drafting	X	X
Computer Information Systems	X	X
Computer Management Information Systems	X	
Computer Technology		X
Confined Space Rescue Operations		X
Construction Bricklayer	X	
Bricklayer Apprentice		X
Construction Carpentry	X	
Carpentry Apprentice		X
Construction Cement Mason	X	X
Construction Electrical Lineman		X
Construction Electrical Residential		X
Construction Electrical Specialist	X	
Construction Electrical Telecom		X
Construction Electrical Wireman		X
Construction Ironworker	X	
Ironworker Apprentice		X
Construction Management Technology	X	X
Construction Painting and Decorating	X	
Painting and Decorating Apprentice		X
Construction Sheetmetal	X	
Construction Sheetmetal Apprentice		X
Culinary Arts and Food Management	X	X
Database Development & Management	X	
Database Programming		X
Early Childhood Education	X	X
Electronics Manufacturing		X
Electronic Publishing	X	
Electrical Technology		X
Electronics Technology	X	X
Emergency Medical Technician		X
Entrepreneur		X
Fire Apparatus Engineer		X
Fire Fighter I & II		X
Fire Service Instructor I		X
Fire Service Instructor II		X
Fire Service Officer I		X
Fire Service Officer II		X
Fire Science	X	
Floral Design		X
Food Service and Management		X
Graphic Communications	X	
Graphics Design		X
Haz Mat First Responder		X
Health Information Technology	X	
Heating, Ventilation, Air Conditioning, and Refrigeration	X	X
Horticulture	X	X
Human Services Technology	X	
Industrial Electricity	X	X
Industrial Maintenance Mechanics	X	X
Industrial Mechanics	X	X
Industrial Pipefitting	X	X
JAVA Programming		X
Legal Office Specialist	X	
Management	X	X
Marketing	X	X
Massage Therapy	X	X
Master Cam		X
Medical Assistant	X	X
Medical Billing and Coding		X
Medical Laboratory Technology	X	
Medical Office Specialist	X	
Microcomputer Hardware Maintenance		X
Microsoft Office Specialist		X
Music Technology	X	
Network Associate		X
Network Design & Administration	X	
Neuromuscular Therapy		X

Degrees and Certificates (continued)

Program of Study	Degree	Certificate
Nurse Assistant		X
Nursing Education	X	
Office Support Technology		X
Office Technology Assistant I		X
Office Technology Assistant II		X
Office Technology Specialist	X	
Paralegal Studies	X	
Paramedic	X	X
Paraprofessional Educator	X	X
Phlebotomy		X
Physical Therapist Assistant	X	
Police Academy		X
Powerplant (AVMT)		X
Precision Machining Technology	X	X
Private Pilot		X
Programming (CIS)		X
Psychiatric Rehabilitation		X
Radiologic Technology	X	
Recording Technology		X
Respiratory Care	X	
Rope Rescue Operations		X
Rope Rescue Technician		X
Sign Language: Interpreter	X	
Sign Language/Basic Communication		X
Solid Works		X
Stationary Engineering		X
Sustainability		X
Tech Support/Help Desk (CIS)	X	
Trench Rescue Operations		X
Unarmed Private Security		X
Vehicle Rescue Operations		X
Visual Basic Programming		X
Ward Clerk		X
Warehousing & Distribution		X
Web Coding		X
Web Design		X
Web Designer	X	
Web Development and Administration	X	
Welding Technology	X	X
Welding Technology Advanced		X
Welding Technology Specialized		X

Interdistrict Cooperative Agreements

Southwestern Illinois College (District #522) has entered into cooperative agreements with the following community colleges. These agreements enable our district residents to participate in instructional programs that we do not provide and out-of-district residents to enroll in Southwestern programs. Students in programs covered by these agreements will be treated as in-district students regarding tuition, fees and all college services.

If a student is interested in enrolling in one of the programs included in the agreements, contact the Secretary to the Board of Trustees at Southwestern at 866-942-7942 ext. 5247. The Secretary will coordinate the request with the Vice President for Instruction for approval.

If the program you want is not listed, contact the Secretary of the Board of Trustees for your home district's institution for information.

Please note that these Interdistrict Cooperative Agreements are subject to change.

Heartland Community College #540

1500 West Raab Road
Normal, IL 61761
309-268-8000
www.heartland.edu

- Students from Heartland Community College district may enroll in the following program at Southwestern:

Fire Science	AAS/Certificate

Illinois Eastern Community Colleges #529

233 East Chestnut Street
Olney, IL 62450-2298
618-393-2982
www.iecc.edu

- Southwestern district residents may enroll in the following programs offered by Illinois Eastern Community Colleges:

Professional Ag Applicator	Certificate
Agricultural Technology/Business	AAS
Agricultural Technology/Production	AAS
Automotive Service Specialist	Certificate
Automotive Service Technology	AAS/Certificate
Automotive Service Tech II	Certificate
Computer Telephony	Certificate
Diesel Equipment Technology	AAS
Electrical Distribution Systems	Certificate
Engine Performance Specialist	Certificate
Industrial Management	AAS
Interconnect Technician	Certificate
OSP Technician	Certificate
Pharmacy Technician	Certificate
Radio/TV Broadcasting	AAS
Telecommunications Technology	AAS

- Students from Illinois Eastern Community Colleges district may enroll in the following programs at Southwestern:

Aviation Maintenance Technology	AAS
Aviation Pilot Training	AAS/Certificate
Construction Management Technology	AAS
Fire Science	AAS /Certificate
Industrial Pipefitting	AAS/Certificate
Paralegal Studies	AAS
Paramedic	AAS
Physical Therapist Assistant	AAS
Respiratory Care	AAS
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS
Ward Clerk	Certificate

Wabash Valley College Campus of IECC

521 N. Borders
Marissa, IL 62257
Phone: 618- 295-2232

- Southwestern district residents may enroll in the following program offered by Wabash Valley College:

Coal Mining Technology	AAS/Certificate

John A. Logan College #530

700 Logan College Road
Carterville, IL 62918
618-985-3741
www.jalc.edu

- Southwestern district residents may enroll in the following program offered by John A. Logan College:

Automotive Services Technology	AAS/Certificate
Cardiac Medical Sonography	Certificate
Construction Management Technology	AAS
Cosmetology	Certificate
Dental Assisting	Certificate
Dental Hygiene	AAS
Diagnostic Medical Sonography	AAS
Manufacturing Technology	AAS
Practical Nursing	Certificate
RealTime Captioning Technology - (Broadcast Captioner/CART Provider)	AAS
ReatTime Captioning Technology - (Judical Reporter)	AAS
RealTime Captioning Technology - (Scopist Reporter)	Certificate
Retailing	Certificatge
Tourism Management	AAS

All mutually approved interactive courses in the distance learning program, and all Department of Corrections and Fire Science training courses.

Interdistrict Cooperative Agreements (continued)

- Students from John A. Logan College district may enroll in the following programs at Southwestern:

Aviation Maintenance Technology	AAS/Certificate
Aviation Pilot Training	AAS/Certificate
Construction Bricklayer	AAS/Certificate
Construction Carpentry	AAS/Certificate
Construction Cement Mason	AAS/Certificate
Construction Ironworker	AAS/Certificate
Construction Painting & Decorating	AAS/Certificate
Construction Sheetmetal	AAS/Certificate
Culinary Arts & Food Management	AAS/Certificates
Electronic Publishing Specialist	AAS
Horticulture	AAS/Certificate
Human Services	AAS
Paralegal Studies	AAS
Physical Therapist Assistant	AAS
Respiratory Care	Certificate
Web Development & Administration	AAS

All mutually approved interactive courses in the distance learning program, and all Department of Corrections and Fire Science training courses.

John Wood Community College #539

1301 South 48th Street
Quincy, IL 62305
217-224-6500
www.jwcc.edu

- Southwestern district residents may enroll in the following program offered by John Wood Community College:

Agriculture Business Management	AAS
Agriculture Production Management	Certificate
Agriculture Supply and Service	Certificate
Beef Management	Certificate
Fire Science	AAS/Certificate
Swine Management	AAS/Certificate

- Students from John Wood Community College district may enroll in the following program at Southwestern:

Aviation Pilot Training	AAS/Certificate
Fire Science	AAS/Certificate
Human Services Technology	AAS
Massage Therapy	Certificate
Web Development & Administration	AAS

Kaskaskia College #501

27210 College Road
Centralia, IL 62801
800-642-0859
www.kaskaskia.edu

- Southwestern district residents may enroll in the following programs offered by Kaskaskia College:

Advanced Placement-ADN	AAS
Agriculture	AAS/Certificate
Automotive Electrical	Certificate
Brake and Suspension	Certificate
Cosmetology	Certificate
Dental Assisting	Certificate
Diagnostic Medical Sonography	Certificate
Personal Fitness Trainer	Certificate
Practical Nursing	Certificate
Surgical Technology	Certificate
Veterinary Technician	AAS

- Students from Kaskaskia College district may enroll in the following programs at Southwestern:

Apprentice Programs	AAS/Certificate
Aviation Maintenance Technology	AAS
Aviation Management	AAS
Aviation Pilot Training	AAS/Certificate
Construction Management Technology	AAS/Certificate
C++ Programming	Certificate
Database Programming	Certificate
Fire Science	AAS/Certificate
Heating, Ventilation, Air Conditioning, and Refrigeration	AAS
Horticulture	AAS/Certificate
Human Services Technology	AAS
Medical Assistant	AAS/Certificate
Paralegal Studies	AAS
Precision Machining Technology	AAS/Certificate
Phlebotomy	Certificate
Power Plant (Aviation)	Certificate
Security Officer Certification	Certificate
Sign Language/Interpreter	AAS
Sign Language/Basic Communication	Certificate
Visual Basic	Certificate
Ward Clerk	Certificate
Web Development and Administration	AAS

Interdistrict Cooperative Agreements (continued)

Lake Land Community College #517

5001 Lake Land Blvd
Mattoon, IL 61938
217-234-5253
www.lakelandcollege.edu

- Students from Lake Land Community College district may enroll in the following programs at Southwestern:

Apprentice Programs	AAS/Certificate
Aviation Maintenance Technology	AAS
Aviation Pilot Training	AAS/Certificate
Fire Science	AAS/Certificate
Music Performance	AFA
Sign Language/Interpreter	AAS
Sign Language/Basic Communication	Certificate

Lewis and Clark Community College #536

5800 Godfrey Road
Godfrey, IL 62035
618-466-7000
www.lc.edu

- Southwestern district residents may enroll in the following programs offered by Lewis and Clark Community College:

ADN from LPN Bridge Program	AAS
Apprenticeship Training + Elec.	Certificate
Automotive Technology	AAS
Automotive Drive Line, Suspension and Brakes	Certificate
Auto Performance Accessories & Electrical	Certificate
Dental Assisting	Certificate
Dental Hygiene	AAS
Exercise Science	AAS
Fire Science	AAS/Certificate
Firefighter - Advanced	Certificate
Fire Apparatus Operator	Certificate
Firefighter - Basic	Certificate
Hazardous Materials Operator	Certificate
Fire Instructor	Certificate
Company Officer	Certificate
Fire Prevention Specialist	Certificate
Roadway Rescue Specialist	Certificate
Occupational Therapy Assistant	AAS
Process Operations Technology - Petroleum	AAS
Process Operations Technology - Biochem	AAS
Radio Broadcasting	AAS
Real Estate	Courses Only

REAL 132 Real Estate Transaction
REAL 134 Real Estate Financing
REAL 235 Estate Sales & Brokerage
REAL 238 Real Property Management
REAL 241 Real Estate Law, Contracts, & Conveyances

- Students from Lewis and Clark Community College district may enroll in the following programs at Southwestern:

Apprenticeship Training-Elec	AAS/Certificate
Automobile Collision Repair Tech	AAS
Automotive Refinishing	Certificate
Mechanical Systems	Certificate
Non-Structural Repair	Certificate
Structural Repair	Certificate
Aviation Maintenance Technology	AAS
Aviation Pilot Training	AAS/Certificate
Cisco Academy (Network Associate)	Certificate
Construction Bricklayer	AAS/Certificate
Construction Carpentry	AAS/Certificate
Construction Cement Mason	AAS/Certificate
Construction Ironworker	AAS/Certificate
Construction Management Technology	AAS
Construction Painting and Decorating	AAS/Certificate
Construction Sheetmetal	AAS/Certificate
Culinary Arts and Food Management	AAS
Culinary Arts	Certificate
Food Service	Certificate
Hospitality/Food Service	Certificate
Electrical/Electronics	AAS/Certificate
Communications Electronics	Certificate
Electronics Technology	AAS/Certificate
Industrial Electricity	AAS/Certificate
Industrial Electronics	Certificate
Microcomputer Technology	Certificate
Fire Science	AAS
Fire Fighter II	Certificate
Fire Fighter III	Certificate
Fire Apparatus Engineer	Certificate
Fire Service Instructor I	Certificate
Fire Service Instructor II	Certificate
Fire Service Officer I	Certificate
Fire Service Officer II	Certificate
Hazardous Materials First Responder	Certificate
Vehical Rescue Operations	Certificate
Rope Rescue Operations	Certificate
Rope Rescue Technician	Certificate
Confined Space Rescue Operations	Certificate
Trench Rescue Operations	Certificate
Health Information Technology	AAS
Heating, Ventilation, Air Conditioning, and Refrigeration	AAS/Certificate
Horticulture	AAS/Certificate
Industrial Machining	AAS/Certificate
Industrial Metalworking	AAS/Certificate
Industrial Pipefitter	AAS/Certificate
Marketing	AAS/Certificate
Medical Assistant	AAS/Certificate
Medical Billing and Coding	Certificate
Phlebotomy	Certificate

Interdistrict Cooperative Agreements (continued)

Medical Laboratory Technology	AAS
Music Technology	AAS
Paramedic	AAS/Certificate
Physical Therapist Assistant (includes Continuing Ed courses)	AAS/Courses
Radiologic Technology (includes Continuing Ed courses)	AAS/Courses
Real Estate Appraisal	
Associate Real Estate Appraiser	Courses
Illinois Certified Residential Appraiser	Courses
Illinois Certified General Appraiser	Courses
Respiratory Care	AAS
Sign Language/Interpreter Training	AAS/Certificate
Warehousing and Distribution	Certificate
Welding Technology	AAS/Certificate

Lincoln Land Community College #526

5250 Shepherd Road
PO Box 19256
Springfield, IL 62794-9256
217-786-2200
www.llcc.edu

- Southwestern district residents may enroll in the following program offered by Lincoln Land Community College:

Fire Science	AAS/Certificate

- Students from Lincoln Land Community College district may enroll in the following programs at Southwestern:

Aviation Pilot Training	AAS
Cisco Certified Networking Specialist (Network Associate)	Certificate
Electronic Publishing Specialist	AAS
Fire Science	AAS/Certificate
Human Services Technology	AAS
Massage Therapy	Certificate
Web Development & Administration	AAS
Web Design	Certificate

Rend Lake College #521

468 North Ken Gray Parkway
Ina, IL 62846
618-437-5321
www.rlc.edu

- Southwestern district residents may enroll in the following program offered by Rend Lake College:

Agriculture Business	AAS
Agriculture Mechanics	AAS/Certificate
Agriculture Production & Management	AAS/Certificate
Automotive Technology	AAS/Certificate
Cosmetology	Certificate
Diesel Technology	AAS/Certificate
Heavy Equipment Technology	AAS
Mining Technology	AAS/Certificate
Occupational Therapy Assistant	AAS
Surgical Technology	Certificate
Surveying Technology	AAS
Truck Driving	Courses
Wireless Technology	AAS

- Students from Rend Lake College district may enroll in the following programs at Southwestern:

Automotive Collision Repair Technology	AAS/Certificate
Aviation Maintenance Technology	AAS
Avionics	Certificate
Aviation Pilot Training	AAS/Certificate
Construction Management Technology	AAS
Fire Science	AAS
Paralegal	AAS
Physical Therapist Assistant	AAS
Respiratory Care	AAS

Shawnee Community College #531

8364 Shawnee College Road
Ullin, Illinois 62992
618-634-3200
www.shawneecc.edu

- Southwestern district residents may enroll in the following programs offered by Shawnee Community College:

Agriculture Business and Management	AAS
Agriculture Sciences	AAS
Alcohol and Other Drug Abuse	AAS/Certificate
Automotive Technology	AAS
Computer Forensics & Investigation	Certificate
Cosmetology	AAS/Certificate
Fish & Wildlife Management	AAS
Major Appliance Technology	Certificate
Master Trails Steward	Certificate
Occupational Therapy Assistant	AAS
Surgical Technology	Certificate
Truck Driving	Certificate
Veterinary Technology	AAS

- Students from Shawnee Community College district may enroll in the following programs at Southwestern:

Automotive Collision Repair Technology	AAS
Aviation Pilot Training	AAS/Certificate
Computer Aided Drafting	AAS/Certificate
Fire Science	AAS/Certificate
Horticulture	AAS/Certificate
Industrial Electricity	AAS/Certificate
Industrial Machining	AAS/Certificate
Industrial Maintenance Mechanics	AAS/Certificate
Industrial Mechanics	AAS/Certificate
Industrial Metalworking	AAS/Certificate
Industrial Pipefitting	AAS/Certificate
Paralegal Studies	AAS
Precision Machining Technology	AAS/Certificate

Interdistrict Cooperative Agreements (continued)

Physical Therapist Assistant	AAS
Radiologic Technology	AAS
Sign Language/Interpreter	AAS
Sign Language/Basic Communication	Certificate

Southeastern Illinois College #533

3575 College Road
Harrisburg, IL 62946
866-338-2742
www.sic.edu

- Southwestern district residents may enroll in the following program offered by Southeastern Illinois College:

Construction Management Technology	AAS/Certificate

- Students from Southeastern Illinois College district may enroll in the following program at Southwestern:

Construction Management Technology	AAS/Certificate

Spoon River College #534

23235 North County Road 22
Canton, IL 61520
800-334-7337
www.spoonrivercollege.edu

- Southwestern district residents may enroll in the following program offered by Spoon River College:

Diesel Tractor Technology	AAS
Fire Science	AAS/Certificate

- Students from Spoon River College district may enroll in the following program at Southwestern:

Aviation Pilot Training	AAS/Certificate
Construction Management Technology	AAS
Fire Science	AAS/Certificate
Human Services Technology	AAS
Massage Therapy	Certificate

Southwestern Illinois College has entered into a cooperative agreement with each of the following named college districts for programs of study leading to an Associate in Applied Science degree or certificate in Career and Technical Education which are not offered at Southwestern Illinois College.

- Black Hawk College
- Carl Sandburg College
- Danville Community College
- Elgin Community College
- Highland Community College
- Illinois Central College
- Illinois Valley Community College
- Joliet Junior College
- Kankakee Community College
- Kishwaukee Community College
- McHenry County College
- Morton College
- Prairie State College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- South Suburban College
- Waubonsee Community College

Programs that Lead to a Bachelor's Degree

Associate in Arts and Associate in Fine Arts

Associate in Arts
Program Code: 0001

Description:
These requirements are for students who are majoring in one or more of the liberal arts and who plan to transfer to a four year institution to complete a baccalaureate degree. The curriculum guides that follow serve as a general guide to the selection of courses toward fulfilling degree requirements specific to your intended major at a four-year college or university. Since requirements vary at colleges and universities, it is important to select your courses with the assistance of a Counselor.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 64 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Human Relations:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/Behavioral Science General Education requirement as applicable. For reference, these courses are listed in **white** print in the general education areas.

___ Humanities: ART 110, LIT 117, LIT 215
___ Social Science: ECON 115, ECON 201, GEOG 151, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150
___ Behavioral Science: ANTH 210, PSYC 200, PSYC 265, PSYC 267, PSYC 277, PSYC 295, SOC 153, SOC 203, SOC 210, SOC 222, SOC 230, SOC 255, SOC 259, SOC 265

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/Behavioral Science General Education requirement as applicable. For reference, these courses are highlighted in the general education areas.

___ Humanities: ART 103, HIST 286, LIT 205, MUS 110, PHIL 155
___ Social Science: GEOG 152, GEOG 202, HIST 114, HIST 115, HIST 117, HIST 118, POLS 270
___ Behavioral Science: ANTH 150

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Arts
Degree Requirements Checklist

Communications (total of 9 semester credits) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101
_____ ENG 102
_____ SPCH 151

General Humanities (total of 3 semester credits)

_____ FREN 202
_____ GERM 202
_____ HIST 286
_____ LIT 113
_____ LIT 117
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ LIT 205
_____ LIT 213
_____ LIT 214
_____ LIT 215
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ PHIL 155
_____ PHIL 160
_____ SPAN 202

Humanities-Fine Arts (total of 3 semester credits)

_____ ART 101
_____ ART 102
_____ ART 103
_____ ART 104
_____ ART 105
_____ ART 106
_____ ART 110
_____ FILM 115
_____ FILM 215
_____ MUS 101
_____ MUS 102
_____ MUS 110
_____ SPCH 120
_____ SPCH 220

Additional General Humanities/Fine Arts (total of 3 semester credits)

_____ Additional course from either General Humanities or Fine Arts

Social Science (total of 3 semester credits)

_____ ECON 115
_____ ECON 201
_____ ECON 202
_____ GEOG 152
_____ GEOG 202
_____ HIST 101
_____ HIST 102
_____ HIST 114
_____ HIST 115
_____ HIST 117
_____ HIST 118
_____ HIST 152
_____ HIST 180
_____ HIST 181
_____ POLS 150
_____ POLS 240
_____ POLS 262
_____ POLS 270

Behavioral Science (total of 3 semester credits)

_____ ANTH 150
_____ ANTH 160
_____ ANTH 250
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ PSYC 295
_____ SOC 153
_____ SOC 203
_____ SOC 230
_____ SOC 255

Additional Social Science/Behavioral Science (total of 3 semester credits)

_____ Additional course from either Social Science or Behavioral Science

Additional Humanities or Social/Behavioral Science (select 3 additional semester credits from either General Humanities, Humanities: Fine Arts, Social Sciences, Behavioral Sciences, or the courses listed below)

_____ ANTH 210
_____ ED 252
_____ FREN 201
_____ GEOG 151
_____ GEOG 240
_____ GEOG 241
_____ GERM 201
_____ HIST 151
_____ HIST 160
_____ HIST 161
_____ HIST 230
_____ HIST 232
_____ HIST 234
_____ HIST 250
_____ HIST 282
_____ HIST 288
_____ HIST 292
_____ LIT 293
_____ MUS 103
_____ PHIL 156
_____ PHIL 171
_____ POLS 273
_____ POLS 280
_____ POLS 289
_____ POLS 290
_____ POLS 292
_____ PSYC 200
_____ PSYC 225
_____ PSYC 252
_____ PSYC 254
_____ PSYC 259
_____ PSYC 260
_____ PSYC 265
_____ PSYC 266
_____ PSYC 267
_____ PSYC 270
_____ PSYC 277
_____ PSYC 280
_____ PSYC 288
_____ SOC 210
_____ SOC 222
_____ SOC 259
_____ SOC 265
_____ SPAN 201
_____ SPCH 200
_____ SPCH 256

Mathematics (total of 4 semester credits)

_____ MATH 106
_____ MATH 107
_____ MATH 111
_____ MATH 113
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 213
_____ BUS 205

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 180
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Human Well Being (total of 2 semester credits) Additional graduation requirement

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

Transfer Major/Minor Fields and Electives (total of 20 semester credits)

Applicable elective courses are identified in the Course Description Guide as "T" type classes.
See a Counselor to assist you with the selection of courses to fulfill the above requirements. Specific course requirements vary among colleges and universities.

XXX Human Relations Classes XXX Third World or Non-Western Culture

Associate in Fine Arts/Art Program Code: 0052

Description:
These requirements are for students who are majoring in Art and who plan to transfer to a four year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Art degree program should consult with a full-time art faculty member or an academic counselor. A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution. For more information, see the Art curriculum in this section.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 65 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Human Relations
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are listed in **white** print in the general education areas.

___ Humanities: LIT 117, LIT 215
___ Social Science: ECON 115, ECON 201, HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are **highlighted** in the general education areas.

___ Humanities: HIST 286, LIT 205, MUS 110, PHIL 155
___ Social Science: GEOG 152, GEOG 202, HIST 114, HIST 115, HIST 117, HIST 118, POLS 270
___ Behavioral Science: ANTH 150

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Fine Arts/Art
Degree Requirements Checklist

Communications (total of 9 semester credits) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151

Humanities (total of 6 semester credits) Courses must be selected from two subject areas

_____ FILM 115
_____ FILM 215
_____ FREN 202
_____ GERM 202
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ MUS 101
_____ MUS 102
_____ **MUS 110**
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202
_____ SPCH 120
_____ SPCH 220

Social Science (total of 3 semester credits)

_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ **GEOG 152**
_____ **GEOG 202**
_____ HIST 101
_____ HIST 102
_____ **HIST 114**
_____ **HIST 115**
_____ **HIST 117**
_____ **HIST 118**
_____ HIST 152
_____ **HIST 180**
_____ **HIST 181**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ **POLS 270**

Behavioral Science (total of 3 semester credits)

_____ **ANTH 150**
_____ ANTH 160
_____ ANTH 250
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 230**
_____ **SOC 255**

Mathematics (total of 4 semester credits)

_____ MATH 106
_____ MATH 107
_____ MATH 111
_____ MATH 113
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 213
_____ BUS 205

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 180
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Art Core Requirements (total of 21 semester credits)

_____ ART 104
_____ ART 105
_____ ART 111
_____ ART 112
_____ ART 150
_____ ART 250
_____ ART 252

Media-specific Studio Course Options (total of 9 semester credits in at least two areas)

Ceramics
_____ ART 113
_____ ART 114

Photography
_____ ART 116
_____ ART 217

Painting
_____ ART 211
_____ ART 212

Sculpture
_____ ART 218
_____ ART 219

Digital Imaging
_____ ART 240
_____ ART 241

Design
_____ ART 213

Human Well Being (total of 2 semester credits) Additional Graduation Requirement

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

XXX Human Relations Classes XXX Third World or Non-Western Culture

Associate in Fine Arts/Music Education
Program Code: 0051

Description:
These requirements are for students who are majoring in music education and who plan to transfer to a four year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Music Education degree program should consult with a full-time music faculty member or an academic counselor. Students pursing the music major must audition in the instrumental or vocal area of their choice in order to determine whether or not they may receive department permission to enroll in Applied Instruction. In addition, students are required to take a fundamental theory skills test to determine placement in MUS 104 or MUS 105. Students are stongly encouraged to audition and take the theory placement in the spring semester before the fall semester in which they intend to enroll. For more information, see the Music curriculum guide in this section.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 67 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Human Relations:
One of the following courses must be completed. The course that is selected may also be applied toward the Social Science General Education requirement. For reference, these courses are listed in **white** print in the general education areas.

___ Social Science: HIST 180, HIST 181, POLS 150

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities General Education requirement. For reference, these courses are **highlighted** in the general education areas.

___ Humanities: ART 103, LIT 205, PHIL 155

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Fine Arts/Music Education Degree Requirements Checklist

Communications (total of 9 semester credits) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151

Humanities (total of 3 semester credits)

_____ **ART 103**
_____ **LIT 205**
_____ **PHIL 155**

Social Science (total of 6 semester credits)

_____ **POLS 150**
and one of the following:
_____ **HIST 180** *or*
_____ **HIST 181**

Mathematics (total of 4 semester credits)

_____ MATH 106 _____ MATH 191 _____ MATH 213
_____ MATH 107 _____ MATH 203 _____ BUS 205
_____ MATH 111 _____ MATH 204
_____ MATH 113 _____ MATH 205

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4 semester credits)

_____ ATY 101 _____ ES 102
_____ CHEM 100 _____ ES 180
_____ CHEM 101 _____ PHYS 101
_____ CHEM 105 _____ PHYS 151
_____ ES 101 _____ PHYS 204

Music Theory (total of 16 semester credits)

_____ MUS 105 _____ MUS 205
_____ MUS 106 _____ MUS 206

Music Literature/History (total of 3 semester credits)

_____ MUS 103

Keyboard Skills (total of 4 semester credits)

Two courses required in sequence, depending upon students' piano background.

_____ MUS 111 _____ MUS 213
_____ MUS 112 _____ MUS 214

Ensemble (total of 4 semester credits)

Choose either College Choir, Jazz Band, Concert Band, or Guitar Ensemble

College Choir	**Jazz Band**	**Concert Band**	**Guitar Ensemble**
_____ MUS 161	_____ MUS 163	_____ MUS 159	_____ MUS 175
_____ MUS 162	_____ MUS 164	_____ MUS 160	_____ MUS 176
_____ MUS 261	_____ MUS 263	_____ MUS 259	_____ MUS 275
_____ MUS 262	_____ MUS 264	_____ MUS 260	_____ MUS 276

Applied Instruction (total of 8 semester credits, preferably in one area or instrument)

(Each course may be taken four times for credit)

_____ MUS 219 Piano _____ MUS 225 Flute _____ MUS 231 Viola
_____ MUS 220 Voice _____ MUS 226 Clarinet _____ MUS 232 Cello
_____ MUS 221 Trumpet _____ MUS 227 Oboe _____ MUS 233 Double Bass
_____ MUS 222 French Horn _____ MUS 228 Bassoon _____ MUS 234 Guitar
_____ MUS 223 Trombone _____ MUS 229 Saxophone _____ MUS 235 Bass Guitar
_____ MUS 224 Tuba/Euphonium _____ MUS 230 Violin _____ MUS 236 Percussion

Human Well Being (total of 2 semester credits) Additional Graduation Requirement

_____ HLTH 151

Associate in Fine Arts/Music Performance
Program Code: 0050

Description:
These requirements are for students who are majoring in music performance and who plan to transfer to a four year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Music Performance degree program should consult with a full-time music faculty member or an academic counselor. Students pursing the music major must audition in the instrumental or vocal area of their choice in order to determine whether or not they may receive department permission to enroll in Applied Instruction. In addition, students are required to take a fundamental theory skills test to determine placement in MUS 104 or MUS 105. Students are stongly encouraged to audition and take the theory placement in the spring semester before the fall semester in which they intend to enroll. For more information see the Music curriculum guide in this section.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 67 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

Subject Areas:
Courses must be selected from two subject areas in Humanities.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Human Relations:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are listed in **white** print in the general education areas.

___ Humanities: ART 110, LIT 117, LIT 215
___ Social Science: ECON 115, ECON 201, HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are **highlighted** in the general education areas.

___ Humanities: ART 103, HIST 286, LIT 205, PHIL 155
___ Social Science: GEOG 152, GEOG 202, HIST 114, HIST 115, HIST 117, HIST 118, POLS 270
___ Behavioral Science: ANTH 150

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Fine Arts/Music Performance Degree Requirements Checklist

Communications (total of 9 semester credits) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151

Humanities (total of 6 semester credits) Courses must be selected from two subject areas

_____ ART 101
_____ ART 102
_____ **ART 103**
_____ ART 104
_____ ART 105
_____ ART 106
_____ **ART 110**
_____ FILM 115
_____ FILM 215
_____ FREN 202
_____ GERM 202
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202
_____ SPCH 120
_____ SPCH 220

Social Science (total of 3 semester credits)

_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ **GEOG 152**
_____ **GEOG 202**
_____ HIST 101
_____ HIST 102
_____ **HIST 114**
_____ **HIST 115**
_____ **HIST 117**
_____ **HIST 118**
_____ HIST 152
_____ **HIST 180**
_____ **HIST 181**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ **POLS 270**

Behavioral Science (total of 3 semester credits)

_____ **ANTH 150**
_____ ANTH 160
_____ ANTH 250
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 230**
_____ **SOC 255**

Mathematics (total of 4 semester credits)

_____ MATH 106
_____ MATH 107
_____ MATH 111
_____ MATH 113
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 213
_____ BUS 205

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 180
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Music Theory (total of 16 semester credits)

_____ MUS 105
_____ MUS 106
_____ MUS 205
_____ MUS 206

Keyboard Skills (total of 4 semester credits) Two courses required in sequence, depending upon students' piano background

_____ MUS 111
_____ MUS 112
_____ MUS 213
_____ MUS 214

Music Literature/History (total of 3 semester credits)

_____ MUS 103

Ensemble (total of 4 semester credits)

Choose either College Choir, Jazz Band, Concert Band, or Guitar Ensemble

College Choir	**Jazz Band**	**Concert Band**	**Guitar Ensemble**
_____ MUS 161	_____ MUS 163	_____ MUS 159	_____ MUS 175
_____ MUS 162	_____ MUS 164	_____ MUS 160	_____ MUS 176
_____ MUS 261	_____ MUS 263	_____ MUS 259	_____ MUS 275
_____ MUS 262	_____ MUS 264	_____ MUS 260	_____ MUS 276

Applied Instruction (total of 8 semester credits, preferably in one area or instrument)

(Each course may be taken four times for credit)

_____ MUS 219 Piano
_____ MUS 220 Voice
_____ MUS 221 Trumpet
_____ MUS 222 French Horn
_____ MUS 223 Trombone
_____ MUS 224 Tuba/Euphonium
_____ MUS 225 Flute
_____ MUS 226 Clarinet
_____ MUS 227 Oboe
_____ MUS 228 Bassoon
_____ MUS 229 Saxophone
_____ MUS 230 Violin
_____ MUS 231 Viola
_____ MUS 232 Cello
_____ MUS 233 Double Bass
_____ MUS 234 Guitar
_____ MUS 235 Bass Guitar
_____ MUS 236 Percussion

Human Well Being (total of 2 semester credits) Additional Graduation Requirement

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

XXX Human Relations Classes **XXX** Third World or Non-Western Culture

Associate in Arts in Teaching-Secondary Mathematics Program Code: 0092

Description:
The Associate in Arts in Teaching - Secondary Mathematics is intended for students interested in becoming high school mathematics teachers. Completion of this degree should enable students to transfer as a junior into an upper division teacher preparation program at an Illinois public university. A Bachelor's Degree in Mathematics with Secondary Teaching Certification is required to teach high school mathematics in Illinois.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 64 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Graduation Requirement:
Students must pass the Illinois Basic Skills Test for pre-service teachers prior to graduation. Contact the Program Coordinator for more information.

Human Relations:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are listed in **white** print in the general education areas.

___ Humanities: ART 110, LIT 117, LIT 215
___ Social Science: ECON 115, ECON 201, HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are highlighted in the general education areas.

___ Humanities: ART 103, HIST 286, LIT 205, MUS 110, PHIL 155
___ Social Science: GEOG 152, GEOG 202, HIST 114, HIST 115, HIST 117, HIST 118, POLS 270
___ Behavioral Science: ANTH 150

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Arts in Teaching-Secondary Mathematics Degree Requirements Checklist

Communications (total of 9 semesters) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151

General Humanities (total of 3 semester credits)

_____ FREN 202
_____ GERM 202
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202

Humanities-Fine Arts (total of 3 semester credits)

_____ ART 101
_____ ART 102
_____ **ART 103**
_____ ART 104
_____ ART 105
_____ ART 106
_____ **ART 110**
_____ FILM 115
_____ FILM 215
_____ MUS 101
_____ MUS 102
_____ **MUS 110**
_____ SPCH 120
_____ SPCH 220

Additional General Humanities/Fine Arts (total of 3 semester credits)

_____ Additional course from either General Humanities or Fine Arts

Social Science (total of 3 semester credits)

_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ **GEOG 152**
_____ **GEOG 202**
_____ HIST 101
_____ HIST 102
_____ **HIST 114**
_____ **HIST 115**
_____ **HIST 117**
_____ **HIST 118**
_____ HIST 152
_____ **HIST 180**
_____ **HIST 181**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ **POLS 270**

Behavioral Science (total of 6 semester credits) **PSYC 151 is required**

_____ **ANTH 150**
_____ ANTH 160
_____ ANTH 250
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 230**
_____ **SOC 255**

Mathematics General Education (total of 5 semester credits)

_____ MATH 203

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4-5 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 180
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Mathematics Core Requirements (total of 12 semester credits)

_____ MATH 204 _____ MATH 205 _____ MATH 292

Professional Education Core Requirements (total of 9 semester credits)

_____ ED 255 _____ ED 260 _____ ED 265

Human Well Being (total of 2 semester credits) Additional graduation requirement

_____ HLTH 151

One additional hour of elective credit is required for this degree (pending ICCB approval)

XXX Human Relations Classes **XXX** Third World or Non-Western Culture

Aerospace Studies (AS)

Dean: Paul Wreford

For information on the Air Force Reserve Officer Training Corps (AFROTC) and class schedules, call 314-977-8227.

The objective of the AFROTC is to qualify students for appointment as second lieutenants in the United States Air Force. However, any student may enroll in the freshman/sophomore-level aerospace studies courses and students may enroll in the junior/senior-level courses with the permission of the Professor of Aerospace Studies.

The Department of Aerospace Studies at Parks College of St. Louis University and Southern Illinois University at Edwardsville (SIUE) offers two and four-year programs. Through an agreement, students register at Southwestern and then attend classes at the Edwardsville campus, Parks College, or any other school offering Aerospace Studies. Aerospace Studies courses are not offered at any Southwestern Illinois College location.

The four-year program is tailored for students with three or more years of undergraduate studies remaining. Students with junior standing or above may apply for entry into the two-year program. The two-year program is competitive and based on standardized scores, academic major, grade-point average, physical examination, personal interview with the Professor of Aerospace Studies and successful completion of a summer field training session at an Air Force base. Applicants must be full-time students and must remain in good academic standing.

The Aerospace Studies program (AFROTC) program is divided into two parts: the General Military Course (GMC), the freshman/sophomore-level curriculum, and the Professional Officer Course (POC), the junior/senior-level curriculum. The GMC covers two main themes: The Air Force Today and The Air Force Way. The courses of the POC emphasize the professional development of the future Air Force Officer. The curriculum covers Air Force Leadership and Management and Preparation for Active Duty. Field trips to Air Force bases supplement classroom instruction and familiarize the cadet with Air Force operations and organizations.

To be commissioned, AFROTC cadets must:

- Pass a medical exam at a military facility.
- Obtain a favorable evaluation on an Armed Forces personal history security investigation.
- Be at least 18 years old. Flying applicants must complete commissioning requirements before age 26 1/2 and non-flying applicants must complete commissioning requirements by age 30. However, the age limit for non-flying applicants may be extended to age 35 for outstanding individuals.
- Be of good character (as determined by a favorable record with law enforcement authorities).
- Successfully complete all AFROTC course requirements.
- Complete at least a baccalaureate degree.

AFROTC cadets must also successfully complete supplemental courses to enhance their utility and performance as commissioned officers. These include university courses in English composition and mathematical reasoning. Specific courses are designated by the Professor of Aerospace Studies.

The Air Force ROTC textbooks are loaned to all ROTC students without charge. Students in the POC will receive a monthly subsistence allowance of $350 per month for a maximum of 20 months.

In addition to the AFROTC courses offered for academic credit, the Aerospace Studies Department sponsors the Arnold Air Society. Arnold Air Society is a national honorary service organization open to selected AFROTC cadets.

Field Training (FT)

Cadets in the four-year program participate in four weeks of field training. Cadets in the two or three year programs (exception for prior AF service) must attend the six week FT session, which is identical to the four week program plus 90 hours of GMC curriculum. Field training is offered during the summer months at selected bases throughout the United States, usually between a student's sophomore and junior years. Major areas of study include: Air Force Orientation, Officer Training, aircrew/aircraft orientation, survival training, base functions and physical training.

Leadership Laboratory

Leadership Laboratory is a two-hour class, once a week throughout the student's enrollment in the AFROTC. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. The first two years of the Leadership Laboratory include a study of Air Force customs and courtesies, drill and ceremonies, issuing military commands, instructing, directing and evaluating the preceding skills, studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers. The last two years of LLAB consist of activities classified as advanced leadership experiences. They involve the planning and controlling of military activities of the cadet corps, the preparation and presentation of briefings and other oral and written communications; and the providing of interviews, guidance, and information which will increase the understanding, motivation, and performance of other cadets.

Air Force Scholarships

The Air Force presently offers four, three-and-one-half, three, two-and-one-half, and two-year scholarships to qualified students. These scholarships pay tuition, certain fees, and textbook costs. Scholarship participants receive the $150 per month subsistence allowance.

Federal and Illinois state scholarships are available for AFROTC cadets—any academic major may apply. Applications for federal scholarships should be submitted by detachment personnel to Headquarters Reserve Officers Training Corps (AFROTC), Maxwell Air Force Base, AL. Additionally, Illinois Veterans Tuition Assistance is available for Illinois Veterans who qualify. Information on scholarships can be acquired by telephoning Air Force ROTC Detachment 207 at 888-423-7682.

AEROSPACE STUDIES-U.S. AIR FORCE

Professor: Lt. Col. Michael Hargis

- Participation in AFROTC is not required to take Aerospace courses.
- Aerospace Studies courses (AS 101 through AS 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Anthropology Pre-Major
Associate in Arts Degree

Department Chair: Laura Billings
Faculty: Karen Jobe

Dean: Paul Wreford

Anthropology is the study of culture and biology with the goal of understanding what makes us uniquely human. In addition to documenting particular cultures, anthropologists are interested in the nature of culture and cultural change. Through its holistic approach, anthropology links the social sciences, life sciences, and humanities in the exploration of human variations and universals. The focus includes the biological origins of humans, the archaeological study of past cultures, and the exploration of modern day cultural diversity. The anthropological perspective is a useful tool for understanding modern life in its global context and meeting the challenges of cross-cultural interactions.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Anthropology Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Anthropology should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ANTH 150-Cultural Anthropology
   - SOC 153-Introductory Sociology
3. **Most** four-year colleges and universities will accept the following classes as Anthropology major credit:
   - ANTH 160-Physical Anthropology
   - ANTH 210-Native American Cultures
4. The **optional** courses listed below may be applicable toward a baccalaureate Anthropology major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - PSYC 151-General Psychology
   - ANTH 250-Introduction to Archaeology
   - Foreign language course(s)
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Anthropology including:
- Anthropologist
- Social Scientist
- Archivist
- Curator
- Genealogist
- Scientific Linguist
- Historian
- Archaeologist
- Paleontologist
- Museum Education Director
- Ethnologist
- Community Planner

Art Pre-Major
Associate in Arts Degree

Department Chair: Don Bevirt
Faculty: Don Bevirt, Doug Eskra, Spyros Karayiannis, Guy Weible

Dean: Paul Wreford

Drawing and painting, photography, ceramics, graphics, sculpture and printmaking—all are important to art instruction at Southwestern Illinois College.

Full-time and part-time faculty members are degreed professional artists, known in their fields. They exhibit nationally and are called upon to lecture, consult and judge shows in the Illinois/Missouri area as well as throughout the nation. In addition to your classroom experience, you may have the opportunity to show your work in campus exhibits and see firsthand the techniques of reputed artists who are brought to the campus for seminars.

Personal directions within the visual arts should be coordinated with the art faculty as soon as possible.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001)
Art Pre-Major

Transfer requirements vary by receiving institution.

First year

Fall semester			**Semester credits**
ART	104	Art History I: Prehistoric-Gothic	3
ART	111	Basic Design I	3
ENG	101	Rhetoric & Composition I*	3
Social Science Course***			3
Math Course**			4
Total Semester Credits			**16**

Spring semester			**Semester credits**
ART	105	Art History II: Renaissance-Modern	3
ART	112	Basic Design II **OR**	
ART	213	Color Therory	3
ART	150	Drawing I	3
ENG	102	Rhetoric & Composition II*	3
Life Science Course			4
Total Semester Credits			**16**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
ART	250	Drawing II	3
SPCH	151	Fundamentals of Public Speaking	3
Humanities Course***			3
Physical Science Course			4
Behavioral Science Course***			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
HIST	152	European Civilization II	3
Human Well-Being Elective			2
Studio Art Electives			9
General Humanities Course***			3
Total Semester Credits			**17**

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.
**Enrollment in any math class is based on your score on the assessment placement test.
***One social science or humanities elective must be a Third World Culture course. In addition, one Social Science or Humanities elective must be a Human Relations course.

Art options include ceramics, commercial art, painting, photography and drawing. Students must meet all degree requirements.

Art Pre-Major (continued)

Associate in Fine Arts Degree—Art

This degree program is for students who are majoring in art and planning to transfer to a four-year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Art degree program should consult with a full-time art faculty member or an academic counselor. A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution.

Associate in Fine Arts Degree—Art (0052)

Transfer requirements vary by receiving institution.

First year

Fall semester			**Semester credits**
ART	104	Art History I: Prehistoric-Gothic	3
ART	111	Basic Design I	3
ENG	101	Rhetoric & Composition I*	3
Social Science Course***			3
Math Course**			4
Total Semester Credits			**16**

Spring semester			**Semester credits**
ART	105	Art History II: Renaissance-Modern	3
ART	112	Basic Design II **OR**	
ART	213	Color Theory	3
ART	150	Drawing I	3
ENG	102	Rhetoric & Composition II*	3
Life Science Course			4
Total Semester Credits			**16**

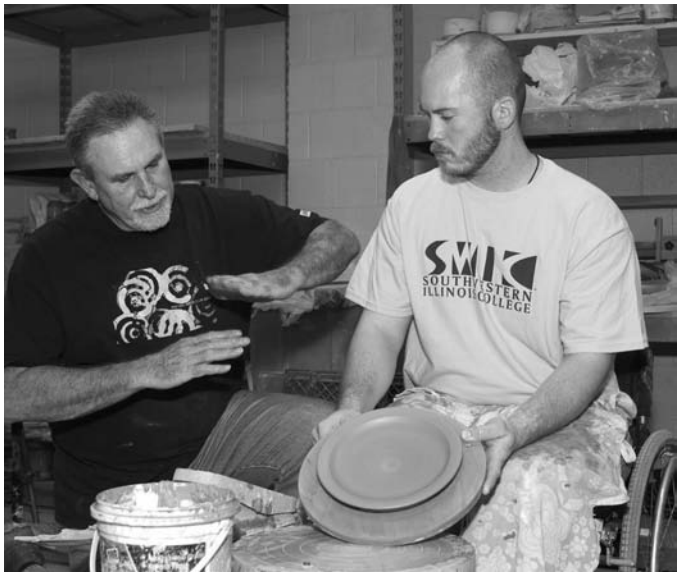
Apply for Graduation Now

Second year

Fall semester			**Semester credits**
ART	250	Drawing II	3
SPCH	151	Fundamentals of Public Speaking	3
Studio Art Elective****			3
Behavioral Science Course			4
Social Science Course***			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
ART	252	Life Drawing	3
Human Well-Being Elective			2
Humanities Courses***			6
Studio Art Electives****			6
Total Semester Credits			**17**

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.
**Enrollment in any math class is based on your score on the assessment placement test.
***One social science or humanities elective must be a Third World Culture course. In addition, one Social Science or Humanities elective must be a Human Relations course.
****Studio Art Electives: ART 113, 114, 116, 211, 212, 217, 218, 219, 240, 241.



Art Pre-Major (continued)

Associate in Arts Degree
Graphic Design Pre-Major

First year

Fall semester			**Semester credits**
ART	101	Art Appreciation	3
ART	111	Basic Design	3
ENG	101	Rhetoric & Composition I	3
Social Science course			3
Math course			4
Total Semester Credits			**16**

Spring semester			**Semester credits**
ART	229	Typography	3
MKT	126	Intro to Marketing	3
ART	240	Digital Imaging	3
ENG	102	Rhetoric & Composition II	3
Social Science course			3
Human Well-Being Elective			2
Total Semester Credits			**17**

Summer semester			**Semester credits**
SPCH	151	Fundamentals of Public Speaking	3

Second year

Fall semester			**Semester credits**
ART	232	Graphic Communications I	3
ART	213	Color Theory	3
Life Science course			4
Humanities course			
Behavioral Science course			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
ART	233	Graphic Communications II	3
ART	103	Survey Non-Western Art **OR**	
ART	110	Women in Art	3
ART	116	Photography	3
Physical Science course			4
General Humanities course			3
Total Semester Credits			**16**

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Art including:

- Free-Lance Artist
- Ceramic Artist
- Media Designer/Producer
- Advertising Artist/Designer
- Architect
- Illustrator
- Fashion Artist/Designer
- Graphic Artist
- Animator
- Art Salesperson
- Art Critic
- Art Buyer
- Interior Designer
- Teacher
- Set/Costume Designer
- Photographer
- Art Therapist
- Art Museum Curator
- Art Conservator
- Art Consultant
- Art Historian
- Sculptor

Education – Early Childhood Pre-Major

Associate in Arts Degree

Coordinator: Carolyn Beal

Dean: Paul Wreford

A Bachelor's Degree in Early Childhood Education will provide a person with the skills and knowledge to work with children from birth to third grade. Career opportunities include but are not limited to early childhood educator, parent education coordinator, social service coordinator, and program administrator. **Students intending to find employment after completing a two-year degree should follow the Early Childhood Education Associate in Applied Science program in the blue pages of this Catalog**.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Early Childhood Education Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Early Childhood Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution, but they usually include the following:
   - HIST 180-U.S. History to 1865
   - POLS 150-Intro to American Government
   - PSYC 151-General Psychology
   - ART 101-Art Appreciation OR MUS 101-Music Appreciation
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ECE 110-Intro to Early Childhood Education
   - ECE 112-Growth and Development of Children
   - ED 255-Introduction to Education
   - ED 252-Educational Psychology
   - ED 265-Introduction to Special Education
3. **Most** four-year colleges and universities will accept the following classes as Early Childhood Education major credit:
   - ED 260-Introduction to Educational Technology
   - ECE 250-Child, Family and Community
4. The **optional** courses listed below may be applicable toward a baccalaureate Early Childhood Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ED 267-Diversity in 21st Century Schools
   - Other ECE and ED classes
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A Bachelor's Degree in Early Childhood Education will provide a person with the skills and knowledge to work with children from birth to third grade. Career opportunities include but are not limited to:

- Early Childhood Educator
- Parent Education Coordinator
- Social Service Coordinator
- Educational Program Administrator

Education - Elementary Pre-Major

Associate in Arts Degree

Coordinator/Faculty: Caroline Adams

Dean: Paul Wreford

Education is the field of knowledge that deals with the various aspects of the profession of teaching. Among other things, teaching involves making decisions about what and how to teach, engaging students in learning activities, managing learning environments, and assessing student behavior and achievement. Elementary education generally encompasses teaching grades K-8.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57 may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Elementary Education Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Elementary Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MATH 105 and MATH 106 - Mathematics for Elementary Teachers I and II
   - PSYC 151 – General Psychology
   - ART 101 – Art Appreciation **OR** MUS 101 – Music Appreciation
   - HIST 180 and HIST 181 – U.S. History to 1865 and U.S. History from 1865 to 1945
   - POLS 150 – Intro. to American Government
   - HLTH 151 – Health
   - GEOG 152 – Global Geography
   - BIOL 101 – Principles of Biology I
   - PHIL 151 - Introductory Logic
3. **Most** four-year colleges and universities will accept the following classes as Elementary Education major credit:
   - ED 255 – Introduction to Education
   - ED 252 – Educational Psychology
   - LIT 293 - Children's Literature
   - PE 221 - Elementary School Activities
   - ART 260 - Art for the Elementary Teacher
4. The **optional** courses listed below may be applicable toward a baccalaureate Elementary Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ED 265 – Introduction to Special Education
   - ED 267 - Diversity in 21st Century Schools

Education-Elementary Pre-Major (continued)

5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors, so check with the transfer institution regarding its requirements.
8. Take the Illinois Basic Skills Test (for transfer to IL institutions) or the Praxis I (for transfer to most other states, such as Missouri). Check with a counselor at the institution you plan to attend for specific details.

Career Opportunities

SWIC offers courses leading to an Associate in Arts degree, which may then transfer to a four-year institution for pursuance of a Bachelor's degree in elementary education. Students completing a Bachelor's degree in elementary education may be eligible for certification to teach. In some instances, career paths in coaching or becoming a curriculum specialist may also be possible. Students completing the Associate's degree might be able to work in certain careers such as a paraprofessional (teacher's aide) or day care, if they choose not to pursue a Bachelor's degree.

Education - Secondary Pre-Major

Associate in Arts Degree

Coordinator/Faculty: Caroline Adams

Dean: Paul Wreford

Education is the field of knowledge that deals with the various aspects of the profession of teaching. Among other things, teaching involves making decisions about what and how to teach, engaging students in learning activities, managing learning environments, and assessing student behavior and achievement. Secondary education generally encompasses teaching grades 6-12 and usually focuses on a specific field of study (e.g.: science, math, English, or social studies).

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Secondary Education Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Secondary Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - PSYC 151 – General Psychology
   - ART 101 – Art Appreciation **OR** MUS 101 – Music Appreciation
   - HIST 180 and HIST 181 – U.S. History to 1865 and U.S. History from 1865 to 1945
   - POLS 150 – Intro. to American Government
   - HLTH 151 – Health
   - PSYC 251 – Adolescent Development
   - Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155
3. **Most** four-year colleges and universities will accept the following classes as Secondary Education major credit:
   - ED 255 – Introduction to Education
   - ED 252 – Educational Psychology
4. The **optional** courses listed below may be applicable toward a baccalaureate Secondary Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ED 260 - Introduction to Educational Technology
   - ED 267 - Diversity in 21st Century Schools
   - *Various content area courses in your major (i.e.: English classes for English majors)*
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors, so check with the transfer institution for its requirements.
8. Take the Illinois Basic Skills Test (for transfer to IL institutions) or the Praxis I (for transfer to most other states, such as Missouri). Check with a counselor at the institution you plan to attend for specific details.

Education-Secondary Pre-Major (continued)

Career Opportunities

SWIC offers courses leading to an Associate in Arts degree, which may then transfer to a four-year institution for pursuance of a Bachelor's degree in secondary education. Students completing a Bachelor's degree in secondary education may be eligible for certification to teach. In some instances, career paths in coaching or becoming a curriculum specialist may also be possible. Students completing the Associate's degree might be able to work in certain careers such as a paraprofessional (teacher's aide) or day care, if they choose not to pursue a Bachelor's degree.

Associate in Arts in Teaching Degree (0092) - Secondary Mathematics (AAT) Pre-Major

Students who plan to earn an AAT Degree and then transfer to a four-year college or university to major in secondary mathematics education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 65) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts in Teaching Degree listed on page 65 of this Catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MATH 203, MATH 204, MATH 205, MATH 292 – Analytic Geometry & Calculus I, II, & III and Linear Algebra
   - PSYC 151 – General Psychology
   - HLTH 151 – Health
   - CHEM 105 or PHYS 151 (for Physical Science requirement).
3. **Most** four-year colleges and universities will accept the following classes as Secondary Education major credit:
   - ED 255 – Introduction to Education
   - ED 265 – Introduction to Special Education
   - ED 260 – Introduction to Educational Technology
4. The **optional** courses listed below may be applicable toward a baccalaureate Secondary Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ED 252 – Educational Psychology
   - ED 267 – Diversity in 21st Century Schools
5. Fulfill all other Associate in Arts in Teaching Degree (AAT) requirements listed on page 64 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Turn in completed program portfolio to Education Coordinator to be evaluated/approved during last semester before graduation. See coordinator for specific requirements.
8. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually **2.5 or higher**) to the institution and/or specific majors (check with the transfer institution for their requirements).
9. Take the Illinois Basic Skills Test (for transfer to IL institutions) or the Praxis I (for transfer to most other states, such as Missouri). Check with a counselor at the institution you plan to attend for specific details.

Career Opportunities

SWIC offers courses leading to an Associate in Arts in Teaching Secondary Mathematics degree, which may then transfer to a four-year institution for pursuance of a Bachelor's degree in secondary mathematics education. Students completing a Bachelor's degree in secondary mathematics education may be eligible for certification to teach. In some instances, career paths in coaching or becoming a curriculum specialist may also be possible. Students completing the AAT degree might be able to work in certain careers such as a paraprofessional (teacher's aide) or day care, if they choose not to pursue a Bachelor's degree.

Education - Special Education Pre-Major

Associate in Arts Degree

Coordinator/Faculty: Caroline Adams
Dean: Paul Wreford

Education is the field of knowledge that deals with the various aspects of the profession of teaching. Among other things, teaching involves making decisions about what and how to teach, engaging students in learning activities, managing learning environments, and assessing student behavior and achievement. Special Education may serve students from birth to 21 years of age, with a range of disabilities from mild to severe, in a variety of settings.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Special Education Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Special Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MATH 105 and MATH 106 – Mathematics for Elementary Teachers I and II
   - PSYC 151 – General Psychology
   - POLS 150 – Intro to American Government
   - HLTH 151 – Health
   - GEOG 152 – Global Geography
   - BIOL 101 – Principles of Biology I
   - HIST 180 and HIST 181 – U.S. History to 1865 and U.S. History since 1865
   - ART 101 – Art Appreciation **OR** MUS 101 – Music Appreciation
   - Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155
3. **Most** four-year colleges and universities will accept the following classes as Special Education major credit:
   - ED 255 – Introduction to Education
   - ED 252 – Educational Psychology
   - ED 265 – Introduction to Special Education

Education-Special Education Pre-Major (continued)

4. The **optional** courses listed below **may be** applicable toward a baccalaureate Special Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ED 260 - Introduction to Educational Technology
   - ED 267 - Diversity in 21st Century Schools
   - PE 221 – Elementary School Activities
   - LIT 293 – Children's Literature
   - ED 280 – Introduction to Teaching Reading
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually a **2.5 or higher**) to the institution and/or specific majors (check with the transfer institution for their requirements.
8. Take the Illinois Basic Skills Test (for transfer to IL institutions) or the Praxis I (for transfer to most other states, such as Missouri). Check with a counselor at the institution you plan to attend for specific details.

Career Opportunities

SWIC offers courses leading to an Associate in Arts degree, which may then transfer to a four-year institution for pursuance of a Bachelor's degree in special education. Students completing a Bachelor's degree in special education may be eligible for certification to teach. In some instances, career paths in coaching or becoming a curriculum specialist may also be possible. Students completing the Associate's degree might be able to work in certain careers such as a paraprofessional (teacher's aide) or day care, if they choose not to pursue a Bachelor's degree.

English Pre-Major
Associate in Arts Degree

Department Chair/Faculty: Monica Hatch
Faculty: Faith Christiansen, Dan Cross, Kyle Donaldson, Mardy Eisloeffel, Melody Gee, Nicole Hancock, Monica Hatch, Tami Hughes, Cynthia Hussain, Winnie Kenney, Tom Lovin, Cory Lund, Matt McCarter, Alicia Middendorf, Steve Moiles, Brad Nadziejko, Michael Oliver, Judith Quimby, Jerald Ross, Lynne Schwartzhoff, Dianna Shank, Chantay White-Williams, Treasure Williams

Dean: Paul Wreford

The discipline of English is more than just the language that we speak every day. While it is difficult to define English (because of its becoming an increasingly fragmented field of study), the English pre-major at SWIC can best be described as a discipline that prepares students for a more advanced study of linguistics, rhetoric and composition, creative writing, literature and literary criticism, cultural studies, English education, and professional writing and communications. Courses in English are designed to help students become more sophisticated and knowledgeable critical readers of written, oral, and visual texts as well as to help students produce more sophisticated written, oral, and visual texts of their own.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57 may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - English Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in English should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - LIT 213 - American Literature
   - LIT 251 - British Literature I
   - LIT 252 - British Literature II
3. **Most** four-year colleges and universities will accept the following classes as English major credit:
   - LIT 214 - American Literature II
4. The **optional** courses listed below may be applicable toward a baccalaureate English major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - Other literature classes
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

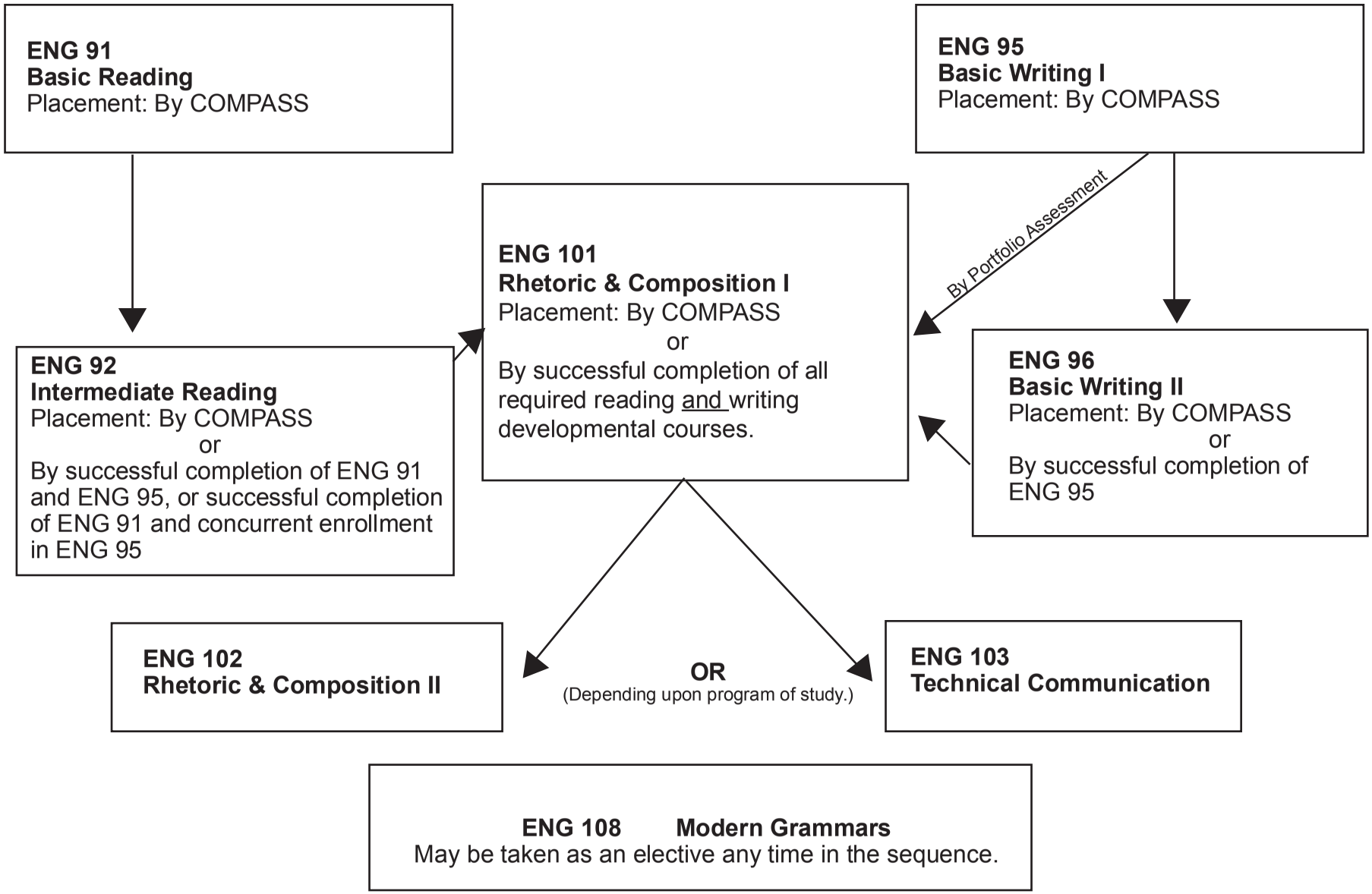
Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Because of the disciplines emphasis on critical thinking and reasoning and on achieving a level of sophistication and knowledge in both the reading and writing of texts, Englsih majors are ideal candidates for the following jobs:
- Elementary and Secondary Teacher
- Editor/Writer
- Journalist/Fact Checker
- Technical Writer
- Marketing/Advertising/Sales
- Communications Specialist
- Non-Profit/Community Organization
- Customer Service

In addition, an English major/minor can be an ideal way to help prepare for graduate programs in the humanities or social sciences as well as law school.

English Course Placement Sequence



Film Pre-Major
Associate in Arts Degree

Coordinator/Department Chair: Monica Hatch
Faculty: Dan Cross

Dean: Paul Wreford

The film curriculum trains students in both Film Study (understanding, analyzing, and writing about film) and Motion Picture Production (the technical and aesthetic aspects of making fictional and documentary movies). Students gain skills they can use in professional situations as well as for their own lifelong personal enjoyment.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Film Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Film should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MCOM 201-Introduction to Mass Communication
   - FILM 115-Film Appreciation
   - FILM 215-Film History
3. **Most** four-year colleges and universities will accept the following classes as Film major credit:
   - FILM 105-Screenwriting I
   - FILM 140-Video Editing I
   - FILM 150-Moviemaking I
4. The **optional** courses listed below may be applicable toward a baccalaureate Film major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - FILM 205-Screenwriting II
   - FILM 240, 241-Video Editing II, III
   - FILM 250, 251-Moviemaking II, III
   - FILM 260, 261, 262-Documentary Moviemaking I, II, III
   - FILM 298-Special Topics in Motion Picture Production
   - FILM 299-Special Topics in Film Study
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers in advertising, business, the film industry, television, and government are open to students who graduate with a Bachelor's Degree in Film including:
- Producer
- Director
- Cinematographer
- Editor
- Production Crew Member
- Screenwriter
- Script Supervisor
- Set/Production Designer
- Actor

Foreign Language Pre-Major
Associate in Arts Degree

Department Chair: Richard Spencer
Faculty: Adan Salinas

Dean: Paul Wreford

The study of language is profitable whether you are majoring in the arts, sciences, or business. Spanish is the second most commonly spoken language in the United States and all science majors are encouraged to learn German and/or French. Business majors will discover that the ability to speak and understand Spanish, French, German, Russian, or Chinese will give them employment advantages over those who are not bilingual.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Foreign Language Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Foreign Language should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - First semester foreign language (FREN 101, GERM 101, SPAN 101)
   - Second semester foreign language (FREN 102, GERM 102, SPAN 102)
   - Third semester foreign language (FREN 201, GERM 201, SPAN 201)
   - Fourth semester foreign language (FREN 202, GERM 202, SPAN 202)
3. **Most** four-year colleges and universities will accept the following classes as Foreign Language major credit:
   - SPAN 211-Conversational Spanish I (for students majoring in Spanish)
   - SPAN 212-Conversational Spanish II (for students majoring in Spanish)
4. The **optional** courses listed below may be applicable toward a baccalaureate Foreign Language major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - Language courses in a second foreign language
   - History courses
   - Geography courses
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Foreign Language including:
- Linguist
- ESL Instructor
- Teacher
- Foreign Student Advisor
- Language Interpreter
- Foreign Sales Representative
- Translator

Health/Physical Education Pre-Major
Associate in Arts Degree

Department Chair: Robert Weck
Faculty: Garry Ladd, Scott Wolf

Dean: Amanda Starkey

The Health/Physical Education major is primarily designed to prepare students for careers in teaching physical education and/or health education, coaching, or recreation.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Health/Physical Education Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Health/Physical Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - HLTH 151 - Personal Health and Wellness
   - SPCH 151 - Fundamentals of Public Speaking
   - PSYC 151 - General Psychology
   - CHEM 101 - Introductory Chemistry or CHEM 105 - General Chemistry I
   - BIOL 100 - General Biology: Ecology, Evolution, and Genetics OR BIOL 101 - Principles of Biology I
3. **Most** four-year colleges and universities will accept the following classes as Health/Physical Education major credit:
   - PE 150 - Introduction to Exercise Science
   - PE 155 - Physical Fitness and Wellness
   - PE 160 - Physical Fitness I
   - HLTH 152 - First Aid-Medical Self Help
   - HLTH 164 - Consumer Health
4. The **optional** courses listed below may be applicable toward a baccalaureate Health/Physical Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BIOL 157 - Human Anatomy & Physiology I
   - HLTH 154 - Nutrition, Exercise, and Weight Management
   - ED 252 - Educational Psychology
   - ED 255 - American Public Education
   - PSYC 270- Health Psychology
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Career opportunities in Health/Physical Education are expected to grow faster than the average. Career opportunities exist as:
- Elementary, Middle, and High School Teacher
- Physical Education Specialist
- Health Educator
- Individual and Team Coach
- Athletic Director
- Activities Director
- Sporting Goods Sales and Marketing
- Community/Commercial Recreation Director
- Sports Official/Referee/Umpire

History Pre-Major
Associate in Arts Degree

Department Chair: Kevin Monroe
Faculty: Steve Gaumer, Patrick McGarrity, Kevin Monroe, Van Plexico, Ray Webb

Dean: Paul Wreford

To understand the present and the future, we must understand the past. The study of History teaches students to think on many levels. It provides a solid foundation of knowledge, so that we can better participate in the world around us. Southwestern Illinois College's History Department offers students a wide range of opportunities to study in areas as diverse as American History, European History, World History, and the History of Religion, as well as the histories of Russia, Ireland, Britain, the Middle East, and more. An Associate Degree with an emphasis on History provides a basic overview of the discipline and prepares you to transfer to a 4-year History program. A Bachelor of Arts Degree in History prepares students for careers in business, industry, or government, as well as for continued study leading to advanced degrees, for professional careers in academia, and in various archival and research fields. A minor in history is a good choice for any of the other social sciences as well as for English, foreign language and journalism.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - History Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in History should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - HIST 101-World Civilization I
   - HIST 102- World Civilization II
   - HIST 180- U.S. History to 1865
   - HIST 181- U.S. History Since 1865
   - At least one year (101 and 102) of a foreign language
3. The **optional** courses listed below may be applicable toward a baccalaureate History major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - HIST 286 History of Religion
   - POLS 150-Intro to American Government
   - Other history classes

History Pre-Major (continued)

4. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in History including:

- Teacher
- Archivist
- News Analyst
- Journalist
- Museum Curator
- Historical Preservationist

International Studies Pre-Major
Associate in Arts Degree

Department Chair/Faculty: Kevin Monroe
Faculty: Jeff Arnold, Steve Gaumer, Patrick McGarrity, Kevin Monroe, Carolyn Myers, Van Plexico, Ray Webb

Dean: Paul Wreford

International Studies is an interdisciplinary pre-major focusing on developing a greater understanding of the world than that provided by a single discipline. There are 2 possible concentrations within International Studies: (1) an international relations concentration that puts special emphasis on global issues and the relationships between states and (2) an area studies concentration that focuses on a deeper understanding of a single area of the world.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - International Studies Pre-Major - International Relations Concentration

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in International Relations, International Studies, Political Science, or History should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer. This is especially true if you are pursuing a degree in International or Area Studies as <u>these programs vary widely.</u>**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **<u>preferences</u>** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **<u>strongly recommended</u>** that you take the following classes for a global perspective:
   - GEOG 152 - World Regional Geography
   - POLS 240 - Comparative Politics
   - POLS 270 - International Relations
   - Foreign language of your choice (2 semesters)
3. It is **recommended** that you takie the following classes:
   <u>Economic Perspective</u>
   - ECON 201 - Macroeconomics
   - GEOG 202 - Economic Geography

   <u>Historical Perspective</u>
   - HIST 232 - United States at War **OR** HIST 292 - US Since 1945
   - HIST 286 - History of Religion
4. The **<u>optional</u>** courses listed below are suggested for the indicated baccalaureate majors:
   <u>History</u>
   - HIST 101, 102 - World Civilization I, II
   - HIST 180, 181 - US History

   <u>Political Science</u>
   - POLS 150 - Introduction to American Government
   - POLS 280 - Political Theory
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **<u>transferable</u>** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **<u>Many</u>** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree focusing on International Studies:
- International Business
- International Risk Assessment
- Foreign Service/Diplomacy
- International Aid Organizations
- Intelligence
- Journalist
- International Travel

International Studies Pre-Major (continued)

Associate in Arts Degree (0001) - International Studies Pre-Major - Area Studies Concentration

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in International Studies, Area Studies, Political Science, or History should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer. This is especially true if you are pursuing a degree in International or Area Studies as these programs vary widely.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes for a global perspective:
   - GEOG 152 - World Regional Geography
   - POLS 240 - Comparative Politics
   - POLS 270 - International Relations
   - Foreign language of your choice (2 semesters)
3. It is **recommended** that you takie the following classes:
   Cultural Perspective
   - ANTH 150 - Cultural Anthropology
   - LIT 202 - World Literature II **OR** LIT 205 - Literature of Developing/Non-Western Countries **OR** ART 103 - Survey of Non-Western Art

   Social Perspective
   - SOC 203 - Social Problems
   - One of the following HIST classes:
     HIST 114 - Latin American History
     HIST 115 - Mid East History
     HIST 117 - African History
     HIST 118 - Asian History
     HIST 151, 152 - European Civilization I, II
     HIST 160, 161 - Survey of British History I, II
     HIST 282 - Russian History
     HIST 286 - History of Religion
4. The **optional** courses listed below are suggested for the indicated baccalaureate majors:
   History
   - HIST 101, 102 - World Civilization I, II
   - HIST 180, 181 - US History

   Political Science
   - POLS 150 - Introduction to American Government
   - POLS 280 - Political Theory
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree focusing on International Studies:

- International Business
- International Risk Assessment
- Foreign Service/Diplomacy
- International Aid Organizations
- Intelligence
- Journalist
- International Travel

Journalism Pre-Major
Associate in Arts Degree

Department Chair: Monica Hatch

Dean: Paul Wreford

Journalism is the collection and periodical dissemination of current news and events or, more strictly speaking, the business of managing, editing, or writing for journals or newspapers. The application of the term "journalism" has broadened to include news reporting and commentaries on a wide variety of electronic media. Courses in the Journalism program examine the idea of news, the methods and techniques of news writing, types of journalistic stories and publications, news judgment, and ethical issues in journalism. With writing assignments that emphasize clarity and impact, some courses also apply practical research methods (including interviewing), copy editing, and the principals and techniques of electronic editing, information management, and publication design.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Jouralism Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Journalism should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MCOM 201-Introduction to Mass Communication
   - JOUR 101-Introduction to Journalism
   - JOUR 110-Introduction to News Editing
3. The **optional** courses listed below may be applicable toward a baccalaureate Journalism major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - JOUR 150-Intro to Newspaper Publication
   - ART 116-Photography I
   - POLS 150-Intro to American Government
4. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Because of the disciplines emphasis on critical thinking and reasoning and on achieving a level of sophistication and knowledge in both the reading and writing of texts, literature majors are ideal candidates for the following jobs:
- Elementary and Secondary Teacher
- Editor/Writer
- Journalist/Fact Checker
- Technical Writer
- Marketing/Advertising/Sales
- Communications Specialist
- Non-Profit/Community Organization
- Customer Service

In addition, literature major/minor can be an ideal way to help prepare for graduate programs in the humanities or social sciences as well as law school.

Literature Pre-Major
Associate in Arts Degree

Department Chair/Faculty: Monica Hatch
Faculty: Faith Christiansen, Dan Cross, Kyle Donaldson, Mardy Eisloeffel, Melody Gee, Nicole Hancock, Monica Hatch, Tami Hughes, Cynthia Hussain, Winnie Kenney, Tom Lovin, Cory Lund, Matt McCarter, Alicia Middendorf, Steve Moiles, Brad Nadziejko, Michael Oliver, Judith Quimby, Jerald Ross, Lynne Schwartzhoff, Dianna Shank, Chantay White-Williams, Treasure Williams

Dean: Paul Wreford

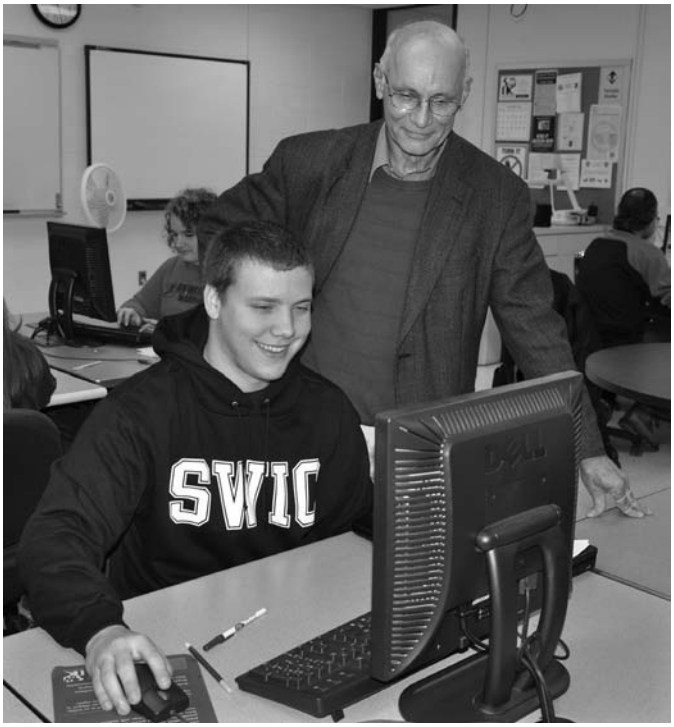
Literature is one of the great creative and universal means of communicating the emotional, spiritual, or intellectual concerns of humankind. Literature may instruct and inform, entertain, express personal joy or pain, or advocate a particular point of view—whether it is political, social, or aesthetic. Courses in Literature are designed to help students become more sophisticated and knowledgeable critical readers of written, oral, and visual texts as well as to help students produce more sophisticated written, oral, and visual texts of their own.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.



Associate in Arts Degree (0001)
Literature Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Literature should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - LIT 213 - American Literature
   - LIT 251- British Literature I
   - LIT 252 - British Literature II
3. **Most** four-year colleges and universities will accept the following classes as Literature major credit:
   - LIT 214 - American Literature II

Literature Pre-Major (continued)

4. The **optional** courses listed below may be applicable toward a baccalaureate Literature major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - Other literature classes
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Literature including:

- Elementary and Secondary Teacher
- Free-lance Writer
- Technical Writer
- Writer/Author
- Editor
- Copy Writer
- Caption Writer
- Reporter
- Critic (Drama, Program)/Reviewer

Military Science—Army ROTC (MSC)

Dean: Paul Wreford

For information on the Army ROTC and class schedules, call 650-2503. Classes may be held at a Southwestern Illinois College campus or Southern Illinois University at Edwardsville.

Military Science

The purpose of Military Science is to develop young women and men into junior commissioned officers for positions of responsibility in the Army Reserve, Army National Guard, or Active Army. Those who successfully complete the Reserve Officers' Training Corps program normally earn commissions as Lieutenants in the United States Army.

Army ROTC

ROTC may be completed in several different ways as outlined below.

1. **Four-Year Option.** Military Science is traditionally offered as a four-year option. It is best to start as a freshman, but special arrangements can be made for those who start as sophomores. The first two years of Military Science are voluntary (without service obligation) and designed to give the students a perspective on their leadership ability and what the Army can offer them. Students who continue in ROTC and pursue a commission upon completion of the last two years of Military Science are provided with a subsistence allowance (up to $2,000) and all necessary uniforms and Military Science books.
2. **Two-Year Option.** The two-year option is designed to provide greater flexibility in meeting the needs of students desiring commissions in the United States Army. Southwestern students who do not participate in the four-year or community college transfer option are eligible for enrollment at Southern Illinois University at Edwardsville. Basic prerequisites for entering the two-year option are:
    a. Students must be accepted at Southern Illinois University at Edwardsville.
    b. Students must be in good academic standing (minimum 2.0 GPA) and pass an Army medical examination.
    c. Students must have two academic years of study remaining (undergraduate or graduate). If students are undergraduates, they must have junior status.

Students will attend a six-week summer camp to obtain the knowledge acquired by students in the four-year option. Attendance at the basic camp does not obligate students in any way and is only intended to provide students experience with Army life and its opportunities. Students will be paid approximately $750 for attendance at basic camp.

ROTC Scholarships

The Army Reserve Officers' Training Corps currently has 12,000 scholarships in effect, which pay for tuition and fees, books, and provides $100/monthly for the academic year (4-year institution only). These scholarships cover periods of four years, three years, and in some circumstances two years. Southwestern sophomores should apply in January for the two-year scholarships. Special consideration for scholarships is given to students in engineering, nursing, business, and any of the physical sciences. Scholarship students normally incur a four-year active duty obligation; however, they may request reserve duty to serve with the National Guard or Army Reserve, or may initially compete for scholarships which guarantee reserve or guard duty.

In addition, Illinois State Army ROTC scholarships are available at Southern Illinois University at Edwardsville. These scholarships pay for tuition on a charter basis and are renewable. Please contact the Army ROTC Military Science professor for details.

Qualifications

All students who desire to enter the Army Reserve Officers' Training Corps must be United States citizens, be in good physical condition, and have high moral character. Students must be at least 17 years old to enroll and not over 30 when they receive their commission. Additional qualifications to be admitted into the advanced course include an academic average of "C" or better and passing an Army medical examination.

Academic Preparation

The SIUE Army Reserve "Officers" Training Corps academic preparation consists of two parts: (1) earning a degree in the student's chosen academic subject, and (2) completion of 18 semester hours (four-year option) or 12 semester hours (two-year option) of the Military Science curriculum. The courses in Military Science are university level academic courses. The curriculum consists of classroom instruction and a leadership laboratory in which students receive leadership experience.

Leadership Laboratory

Leadership Laboratory is required of all students enrolled in Military Science classes. Classes are held one hour each week unless otherwise designated. In addition, students attend one mandatory field training exercise each semester. Leadership Laboratory develops individual military skills and leadership ability through participation in drill and ceremonies, survival training, rappelling, field training exercises and exposure to progressively greater responsibilities within the Cadet Corps Organization.

Extracurricular Activities Sponsored by Army ROTC

Army ROTC students are encouraged to participate in a wide variety of extracurricular activities designed to enhance the development of individuals' leadership skills and military knowledge. These activities include the Color Guard, Ranger Club and intramural sports. Students not enrolled in ROTC may participate in these activities with the permission of the Professor of Military Science.

Music Pre-Major

Department Chair/Faculty: Darice Palmier
Faculty: Gail Fleming, Adam Hucke, Ed Jacobs

Dean: Paul Wreford

Southwestern Illinois College is the place to discover and develop your musical abilities, whether as a soloist, a member of a performing group or as a listener. Music faculty are recognized for their expertise and are active as performers, clinicians, festival directors, adjudicators and organizational leaders.

To achieve junior status as a music major, students are required by four-year colleges and universities to have completed 4 semesters of Music Theory, Ensemble, and Private Applied Instruction, respectively. Music majors should also be able to demonstrate piano proficiency at the MUS 214 (4th semester of class piano) level prior to transferring to a four-year college or university.

Students who intend to major in music and enroll in Private Applied Instruction and Music Theory should contact the Department Chair to arrange a music audition and theory assessment test. The audition and theory test should be completed no later than the week before classes begin and preferably much earlier. Music scholarship auditions for each academic year are held during the previous spring semester. Students are encouraged to audition for a scholarship and take the theory assessment test at that time.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Fine Arts Degree—Music Performance

This degree program is for students who are majoring in music performance and planning to transfer to a four-year institution to complete a baccalaureate degree. **AFA students complete their general education requirements <u>after</u> they transfer to a four-year college or university.** Students who are interested in pursuing the AFA-Music Performance degree program should consult with a full-time music faculty member or an academic counselor.

Associate in Fine Arts Degree—Music Performance (0050)

Transfer requirements vary by receiving instituion.

First year

Fall semester	**Semester credits**
MUS 105 Music Theory I******	4
Music Performance Ensemble	1
Music Private Applied****	2
MUS 111 Class Instruction in Piano I	2
ENG 101 Rhetoric & Composition I*	3
Math Course**	4
Total Semester Credits	**16**

Spring semester	**Semester credits**
MUS 106 Music Theory II	4
Social Science Course***	3
Music Performance Ensemble	1
Music Private Applied****	2
MUS 112 Class Instruction in Piano II	2
ENG 102 Rhetoric & Composition II*	3
Humanities Course***	3
Total Semester Credits	**18**

Summer semster	**Semester credits**
Behavioral Science Course	3

Apply for Graduation Now

Second year

Fall semester	**Semester credits**
MUS 205 Music Theory III	4
Music Performance Ensemble	1
MUS 213 Class Instruction in Piano III	2
Music Private Applied****	2
SPCH 151 Fundamentals of Public Speaking	3
Humanities Course***	3
Life Science Course	4
Total Semester Credits	**17-19**

Spring semester	**Semester credits**
MUS 206 Music Theory IV	4
Music Performance Ensemble	1
MUS 214 Class Instruction in Piano IV*****	2
Music Private Applied****	2
Human Well-Being Elective	2
MUS 103 Music Literature	3
Physical Science Course	4
Total Semester Credits	**16-18**

Music (continued)

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.
**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite.
***Minimum of one course in Human Relations is required. In addition, one Third World/Non-Western Culture course is required.
****Students are advised to take their 8 credits of Music Private Applied in one area or instrument. Audition and departmental permission are required. Contact the Music Department Chair to arrange for an audition.
*****The intent of the Illinois Articulation Initiative Music Major Panel is four semesters of Class Piano.
******Students must complete one of two prerequisites before enrolling in MUS 105, Music Theory I: A grade of "C" or better in MUS 104 or satisfactory score on the fundamental skills theory test. Contact Music Department Chair to arrange for the fundamentals test.

Associate in Fine Arts Degree—Music Education

This degree program is for students who are majoring in music education and planning to transfer to a four-year institution to complete a baccalaureate degree. **AFA students complete their general education requirements <u>after</u> they transfer to a four-year college or university.** Students who are interested in pursuing the AFA-Music Education degree program should consult with a full-time music faculty member or an academic counselor.

Associate in Fine Arts—Music Education (0051)

Transfer requirements vary by receiving instituion.

First year

Fall semester	**Semester credits**
MUS 105 Music Theory I******	4
Music Performance Ensemble	1
Music Private Applied****	2
MUS 111 Class Instruction in Piano I	2
ENG 101 Rhetoric & Composition I*	3
Math Course**	4
Total Semester Credits	**16**

Spring semester	**Semester credits**
MUS 106 Music Theory II	4
HIST 180 U.S. History to 1865 **OR**	3
HIST 181 U.S. History, 1865 to the Present	
Music Performance Ensemble	1
Music Private Applied****	2
MUS 112 Class Instruction in Piano II	2
ENG 102 Rhetoric & Composition II*	3
Humanities Course***	3
Total Semester Credits	**18**

Apply for Graduation Now

Second year

Fall semester	**Semester credits**
MUS 205 Music Theory III	4
Music Performance Ensemble	1
MUS 213 Class Instruction in Piano III	2
Music Private Applied****	2
SPCH 151 Fundamentals of Public Speaking	3
POLS 150 Intro to American Government	3
Life Science Course	4
Total Semester Credits	**17-19**

Spring semester	**Semester credits**
MUS 206 Music Theory IV	4
Music Performance Ensemble	1
MUS 214 Class Instruction in Piano IV *****	2
Music Private Applied****	2
HLTH 151 Health	2
MUS 103 Music Literature	3
Physical Science Course	4
Total Semester Credits	**16-18**

Music (continued)

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.
**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite.
***Minimum of three-credit hour course in Third World or Non-Western Culture is required in the Humanities category (ART 103, LIT 205, PHIL 155).
****Students are advised to take their 8 credits of Music Private Applied in one area or instrument. Audition and departmental permission are required. Contact the Music Department Chair to arrange for an audition.
*****The intent of the Illinois Articulation Initiative Music Major Panel is four semesters of Class Piano.
******Students must complete one of two prerequisites before enrolling in MUS 105, Music Theory I: A grade of "C" or better in MUS 104 or satisfactory score on the fundamental skills theory test. Contact Music Department Chair to arrange for the fundamentals test.

Associate in Arts Degree (0001)

Transfer requirements vary by receiving instituion.

First year

Fall semester	**Semester credits**
MUS 105 Music Theory I******	4
Music Performance Ensemble	1
ENG 101 Rhetoric & Composition I*	3
Math Course**	4
Social Science Course***	3
Total Semester Credits	**15**

(Music Private Applied***-strongly recommended-2)

Spring semester	**Semester credits**
MUS 106 Music Theory II	4
Music Performance Ensemble	1
ENG 102 Rhetoric and Composition II*	3
HIST 152 European Civilization II	3
SPCH 151 Fundamentals of Public Speaking	3
Fine Arts Humanities Course	3
Total Semester Credits	**17**

(Music Private Applied***-strongly recommended-2)

Apply for Graduation Now

Second year

Fall semester	**Semester credits**
MUS 103 Music Literature	3
MUS 205 Music Theory III	4
Music Performance Ensemble	1
PSYC 151 General Psychology	3
Life Science Course	4
Humanities **OR** Social Science Course***	3
Total Semester Credits	**18**

(Music Private Applied***-strongly recommended-2)

Spring semester	**Semester credits**
MUS 206 Music Theory IV	4
Music Performance Ensemble	1
ART 101 Art Appreciation	3
Human Well-Being Elective	2
Physical Science Course	4
General Humanities Course***	3
Total Semester Credits	**17**

(Music Private Applied***-strongly recommended-2)

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.
**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite.
***Minimum of one course in Human Relations is required. In addition, one Third World/Non-Western Culture course is required.
******Students must complete one of two prerequisites before enrolling in MUS 105, Music Theory I.: A grade of "C" or better in MUS 104 or satisfactory score on the fundamental skills theory test. Contact Music Department Chair to arrange for the fundamentals test.

Music Technology/Business Emphasis

Students who are interested in majoring in Music Technology or Music Business at a four-year college or university should consider taking some or all of the courses listed below as elective credit toward the Associate in Arts degree.

Students who are interested in pursuing an Associate in Applied Science (AAS) in Music Technology or a Certificate in Recording Technology should refer to the Programs that Lead Directly to Employment secion of the catalog (blue pages).

			Semester credits
MUS	145	Recording Studio Orientation	3
MUS	150	Recording Engineer Musicianship I	3
MUS	151	Recording Engineer Muscianship II	3
MUS	152	History of the Recording Industry	3
MUS	153	The Business of Music	3
MUS	154	Survey of Music Computer Technology	3
MUS	155	Survey of Music Computer Technology II	3
MUS	250	Basic Digital Recording Techniques	3
MUS	251	Advanced Digital Recording	3
MUS	252	Critical Listening for the Engineer	3
MUS	255	Music Technology Practicum	3

Career Opportunities

Career opportunities for the music major abound. In addition to teaching and performing, music graduates find careers in:

- Radio
- TV
- Concert Management
- Publishing
- Combinations of Music and Business
- Music Composition
- Music Technology

Philosophy Pre-Major
Associate in Arts Degree

Department Chair: Richard Spencer
Faculty: Richard Spencer, Michael Oliver, Darrell Russell, Katherine Witzig

Dean: Paul Wreford

Philosophy is at the core of liberal arts education. Its study prepares students for a wide range of pursuits. The study of philosophy develops a student's ability to analyze, evaluate, and debate ideas. While a career in philosophy is confined largely to teaching, students of philosophy have gone on to become lawyers, managers, theologians, writers, artists, comedians, and talk show hosts.

Philosophy is the study of the big theories in life. It probes into questions that range from those about who we are to the questions about the nature of reality, the meaning of the good life, the essence of truth, the idea of the good government, the notion of God, and the requirements of good art.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Philosophy Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Philosophy should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - PHIL 150-Introduction to Philosophy
   - PHIL151-Introductory Logic
   - PHIL152-Ethics
3. **Most** four-year colleges and universities will accept the following classes as Philosphy major credit:
   - PHIL 155-Non-Western Philosophy
   - PHIL 160-Introduction to Philosophy of Religion
4. The **optional** courses listed below may be applicable toward a baccalaureate Philosophy major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - HIST 101-World Civilization I
   - LIT 113-Introduction to Fiction
   - Other philosophy courses

Philosophy Pre-Major (continued)

5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Philosophy including:

- Teacher
- Lawyer
- Theologian
- Author/Writer
- Researcher
- Mathematician
- Artist

Political Science Pre-Major
Associate in Arts Degree

Department Chair/Faculty: Kevin Monroe
Faculty: Steve Gaumer, Kevin Monroe, Carolyn Myers, Van Plexico

Dean: Paul Wreford

Political scientists study the nature of power and the role of government, both in our own nation and in the ever-shrinking global arena. Political science majors can work in business and industry as labor relations managers, public-relations specialists and lobbyists, or in government as agency directors, urban planners and the like. Many utilize their talents as writers, editors or journalists, or they may serve as directors of civic or charitable organizations. Many political scientists go into law, social work and other related fields.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Political Science Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Political Science should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - POLS 150-Introduction to American Government
   - POLS 270-International Relations
3. **Most** four-year colleges and universities will accept the following classes as Political Science major credit:
   - POLS 240-Comparative Government
   - POLS 280-Political Theory
4. The **optional** courses listed below may be applicable toward a baccalaureate Political Science major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - POLS 262 American Government (State & Local)
   - HIST 180-U.S. History to 1865
   - HIST 181-U.S. History, 1865 to the Present
   - PHIL 150-Introduction to Philosophy
   - Other political science classes
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Political Science/Pre-Law including:
- Labor Relations Manager
- Public Relations Specialist
- Lobbyist
- Agency Director
- Urban Planner
- Writer
- Editor
- Journalist
- Civic or Charitable Organization Director
- Social Worker

Pre-Law

Dean: Paul Wreford

The Association of American Law Schools believes that the effectiveness of prelegal study cannot be advanced by prescribing courses of study or extracurricular activities. Instead, primary emphasis should be directed toward the development in pre-law students of basic skills and insights through education for comprehension and expression in words, for critical understanding of the human institutions and values with which law deals, and for creative power in thinking. This is best achieved in fields of individual interests and abilities. In addition, law touches so many phases of human activity that there is scarcely a subject which is not of value to the law student and to the lawyer. A student is therefore advised to place as much emphasis on the liberal arts as his or her own program of undergraduate study will permit; and within the outlines of that program the following should also be noted:

- Pre-Law is not a major in that students cannot receive a degree in pre-law. Since virtually all law schools now require applicants to possess a bachelor's degree, students are advised to select a major in the academic area in which they would like to obtain a degree.

- The following subjects are common baccalaureate majors and minors among pre-law students: Accounting, Anthropology, Economics, English, History, Life or Physical Science, Literature, Philosophy, Political Science, Psychology, Sociology and Speech Communication.

- The essential ability to think precisely and exactly is most likely to be acquired through courses in Logic, Mathematics, the Natural Sciences and Philosophy.

- Courses in English composition and Public Speaking develop the power of clear and well-ordered expression. Courses in which students receive intensive faculty critiques of their writing skills are highly recommended. Preparation in composition is essential and preparation in public speaking is of great value.

- The fields of History (particularly English and American History), Economics, Political Science, Psychology, and Sociology are important to an appreciation of human institutions and values and their relation to law.

- An understanding of financial statements and of elementary accounting principles has become almost indispensable. In the changing face of the law office, knowledge of technology is imperative.

- There are opportunities in special types of practice for those who concentrate in particular fields, such as Agriculture, Business Administration, Biology, Chemistry, Engineering or Physics, before entering law school.

- To practice law in the courts of any state, a person must be licensed, or admitted to its bar, under rules established by the state's Supreme Court. To qualify for the bar exam in most states, the applicant must complete at least three years of college and graduate from a law school approved by the American Bar Association. The Law School Admissions Test (LSAT) is generally required for admission to a college of law. It provides a standard measure of acquired reading comprehension and analytical, logical, and verbal reasoning skills that law schools can use as one of several factors in assessing applicants. The LSAT also requires a writing sample.

Psychology Pre-Major
Associate in Arts Degree

Department Chair: Laura Billings
Faculty: Laura Billings, Carla Bills, Edward Brady, Barbara Hunter, Kathy Kufskie, Traci Sachteleben, Catina Williams

Dean: Paul Wreford

The goal of the psychologist is to predict, explain, and understand people's behavior. Those who major in psychology often go on to pursue graduate study in psychology, which leads to careers in teaching, research, counseling. For instance, many who study psychology become counselors, sometimes in educational or social welfare organizations, but also with employment agencies, industry and business, hospitals, and other organizations that employ or work with many people. Psychology as a minor is excellent for business majors, teachers, sociologists, and others whose careers revolve around their relationships with people.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Psychology Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Psychology should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - PSYC 151-General Psychology
3. **Most** four-year colleges and universities will accept the following classes as Psychology major credit:
   - PSYC 259-Abnormal Psychology OR PSYC 280-Introduction to Personality Theory
   - PSYC 210-Life-Span Development, OR PSYC 250-Child Development, OR PSYC 251-Adolescent Development, OR PSYC 253-Adult Development and Aging
   - PSYC 295-Social Psychology

Psychology Pre-Major (continued)

4. The **optional** courses listed below may be applicable toward a baccalaureate Psychology major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - Other psychology classes
   - SOC 153-Introductory Sociology
   - Foreign language course(s)
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Those who major in psychology can pursue a variety of careers, including:

- Academic psychologist (research and teaching at an institution of higher learning)
- Practicing clinical psychologist
- Counselor/therapist
- Industrial-organizational psychologist
- School psychologist
- Statistical consultant

Psychology as a minor is excellent for business majors, teachers, sociologists, and others whose careers revolve around their relationships with people.

Social Work Pre-Major
Associate in Arts Degree

Coordinator/Faculty: Susan Holbrook

Dean: Paul Wreford

Social Work is a profession devoted to helping people function optimally in their environment. Social workers help people by providing direct services to individuals, families, groups and communities, and by working to change or improve social conditions. This two-year transfer program leads to an Associate in Arts Degree. The recommended curriculum is designed for students pursuing a baccalaureate degree in social work. Bachelor degree programs in social work prepare students for careers in public and private agencies such as child welfare, mental health, corrections, shelters, and many other workplaces.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Social Work Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Social Work should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - SOC 153 - Introductory Sociology
   - PSYC 151 - General Psychology
   - Statistics: Depending on where you plan to transfer, take either MATH 107-General Education Statistics or MATH 191-Introduction to Statistics
   - BIOL 105 - Human Biology
   - POLS 150 - Introduction to American Government
3. **Most** four-year colleges and universities will accept the following classes as Social Work major credit:
   - SOC 222 - Survey of Social Work
   - ECON 201 - Principles of Economics (Macro)
   - PHIL 152 - Ethics
   - SOC 230 - Race and Ethnicity
4. The **optional** courses listed below may be applicable toward a baccalaureate Social Work major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - SOC 265 - Aging and Society
   - SOC 203 - Social Problems
   - ANTH 150 - Cultural Antrhopology
   - PSYC 259 - Abnormal Psychology
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Bachelor degree programs in social work prepare students for careers in public and private agencies such as:
- Child Welfare
- Mental Health
- Corrections
- Elder Care
- Shelters and Many Other Workplaces

Sociology Pre-Major
Associate in Arts Degree

Department Chair: Laura Billings
Faculty: Susan Holbrook, Karen Jobe, Michael Smith

Dean: Paul Wreford

Sociology is the study of people in their relationships with other people, particularly in a group setting. It is closely related and intertwined with the other social sciences. Sociology majors generally choose careers where they work with people. Their understanding of interpersonal relationships makes them good administrators, managers, counselors, probation/parole officers, public relations specialists, social workers, community organizers, and teachers. Additionally, they may use their knowledge and skills in writing, editing, teaching and other communication fields.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Sociology Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Sociology should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - SOC 153-Introductory Sociology
   - Statistics: Depending on where you plan to transfer, take either MATH 107-General Education Statistics or MATH 191-Introduction to Statistics.
3. **Most** four-year colleges and universities will accept the following classes as sociology major credit:
   - SOC 203-Social Problems
   - SOC 230-Race and Ethnicity in the United States
   - SOC 255-The Family
4. The **optional** courses listed below may be applicable toward a baccalaureate Sociology major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ANTH 150-Cultural Anthropology
   - PHIL 152-Ethics
   - PSYC 151-General Psychology
   - PSYC 295-Social Psychology
   - Other Sociology courses
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course requisites.

Career Opportunities

Sociology majors generally choose careers where they work with people. Their understanding of interpersonal relationships makes them candidates for a variety of careers including:
- Administrators
- Managers
- Counselors
- Probation/Parole Officers
- Public Relations Specialists
- Social Workers
- Community Organizers
- Teachers

Additionally, they may use their knowledge and skills in writing, editing, teaching and other communication fields.

Speech Communication/Theatre Pre-Major

Associate in Arts Degree

Department Chair: Richard Spencer
Faculty: Thomas (Mac) Chamblin, Alan Friedman, Mary (Peggy) Oulvey

Dean: Paul Wreford

Speech is a subject that is a benefit to everyone, no matter what field he or she plans to enter. Even the research scientist, who spends most of his or her time in a laboratory, is expected to give papers and present seminars. Others whose work is people-oriented fields will find a good background in speech to be invaluable to success. Speech majors are frequently employed in the broadcast media, and they often continue for further training in drama. Speech and business as a combination may significantly enhance your chances for success in the business world.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Arts Degree (0001) - Speech Communication/Theatre Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Speech Communication/Theatre should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - SPCH 151-Fundamentals of Public Speaking
   - SPCH 155-Interpersonal Communication
3. **Most** four-year colleges and universities will accept the following classes as Speech Communication/Theatre major credit:
   - SPCH 200-Oral Interpretation
   - SPCH 256-Theatre Acting
   - MCOM 201-Introduction to Mass Communication
4. The **optional** courses listed below may be applicable toward a baccalaureate Speech Communication/Theatre major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - SPCH 120-Theatre Appreciation
   - SPCH 220-American Playhouse
   - PSYC 151-General Psychology
   - Other Speech Communication, Mass Communication and Theatre courses
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

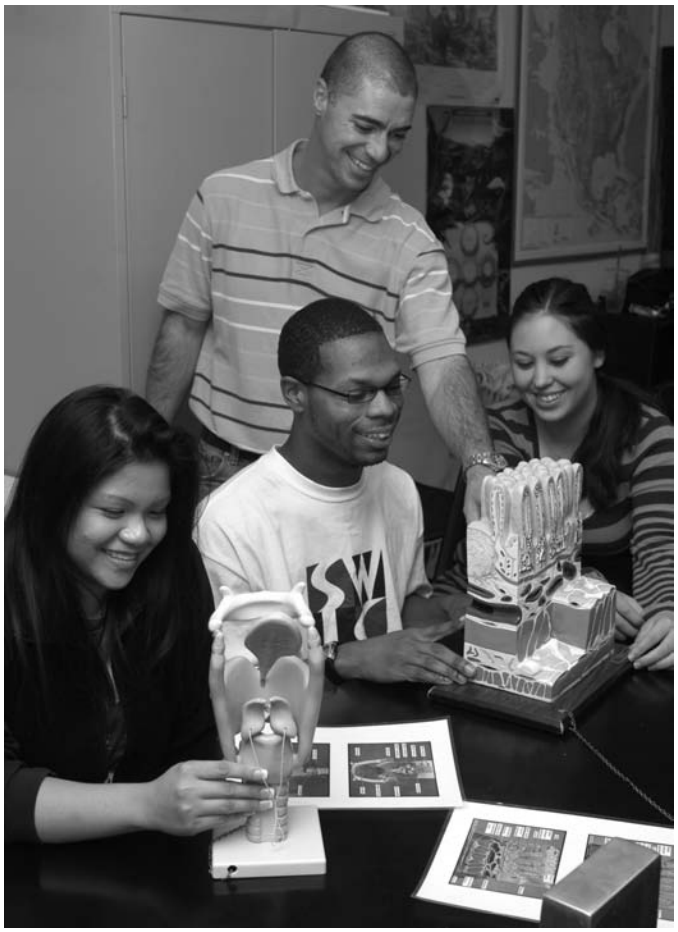
Career Opportunities

Speech majors are frequently employed in areas such as:

- Broadcast media
- Advertising, marketing and business management
- Theatre

Programs that Lead to a Bachelor's Degree

Associate in Science and Associate in Engineering Science



Associate in Science
Program Code: 0002

Description:
These requirements are for students who are majoring in business, science or mathematics and who plan to transfer to a four-year institution to complete a baccalaureate degree. The curriculum guides that follow serve as a general guide to the selection of courses toward fulfilling degree requirements specific to your intended major at a four-year college or university. Since requirements vary at colleges and universities, it is important to select your courses with the assistance of a Counselor.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 64 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Human Relations
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are listed in **white** print in the general education areas.

___ Humanities: ART 110, LIT 117, LIT 215
___ Social Science: ANTH 210, ECON 115, ECON 201, GEOG 151, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150
___ Behavioral Science: PSYC 200, PSYC 265, PSYC 277, PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255, SOC 259, SOC 265

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are **highlighted** in the general education areas.

___ Humanities: ART 103, HIST 286, LIT 205, MUS 110, PHIL 155
___ Social Science: GEOG 152, GEOG 202, HIST 114, HIST 115, HIST 117, HIST 118, POLS 270
___ Behavioral Science: ANTH 150

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Science
Degree Requirements Checklist

Communications (total of 9 semesters) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151

General Humanities (total of 3 semester credits)

_____ FREN 202
_____ GERM 202
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202

Humanities-Fine Arts (total of 3 semester credits)

_____ ART 101
_____ ART 102
_____ **ART 103**
_____ ART 104
_____ ART 105
_____ ART 106
_____ **ART 110**
_____ FILM 115
_____ FILM 215
_____ MUS 101
_____ MUS 102
_____ **MUS 110**
_____ SPCH 120
_____ SPCH 220

Additional General Humanities/Fine Arts (total of 3 semester credits)

_____ Additional course from either General Humanities or Fine Arts

Social Science (total of 3 semester credits)

_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ **GEOG 152**
_____ **GEOG 202**
_____ HIST 101
_____ HIST 102
_____ **HIST 114**
_____ **HIST 115**
_____ **HIST 117**
_____ **HIST 118**
_____ HIST 152
_____ **HIST 180**
_____ **HIST 181**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ **POLS 270**

Behavioral Science (total of 3 semester credits)

_____ **ANTH 150**
_____ ANTH 160
_____ ANTH 250
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 230**
_____ **SOC 255**

Additional Social Science/Behavioral Science (total of 3 semester credits)

_____ Additional course from either Social Science or Behavioral Science

Mathematics (total of 4 semester credits)

_____ MATH 113
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 213
_____ BUS 205

Life Science (total of 4 semester credits)

_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 180
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Additional Math or Science (Select 4 additional semester credits from either Mathematics, Life Science, Physical Science or from the following)

_____ BIOL 102
_____ BIOL 105
_____ BIOL 157
_____ BIOL 158
_____ BIOL 204
_____ BIOL 250
_____ BIOL 270
_____ CHEM 103
_____ CHEM 106
_____ CHEM 201
_____ CHEM 202
_____ CHEM 253
_____ ES 150
_____ ES 250
_____ MATH 170
_____ MATH 210
_____ MATH 270
_____ MATH 290
_____ MATH 292
_____ PHYS 152
_____ PHYS 205
_____ PHYS 206

Human Well-Being (total of 2 semester credits) Additional graduation requirement

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

Transfer Major/Minor Fields and Electives (total of 19 semester credits)

Applicable elective courses are identified in the Course Description Guide as "T" type classes.
See a counselor to assist you with the selection of courses to fulfill the above requirements. Specific course requirements vary among colleges and universities.

XX Human Relations Classes **XXX** Third World or Non-Western Culture

Associate in Engineering Science
Program Code: AES1

Description:
These requirements are for students who are majoring in engineering and who plan to transfer to a four-year college or university to complete a baccalaureate degree. The curriculum guides that follow serve as a general guide to the selection to courses toward fulfilling degree requirements specific to your intended major at a four-year college or university. Since requirements vary at colleges and universities, it is important to select your courses with the assistance of a Counselor.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements outlined in this catalog are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 65 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

Subject Areas:
Courses must be selected from two subject areas in Social Science and Humanities.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Human Relations:
One of the following courses must be completed. The course that is selected is also applied toward the Social/Behavioral Science General Education requirement.

___ Social Science: ECON 115, ECON 201, HIST 180, HIST 181, POLS 150

___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

Non-Western Culture:
One of the following courses must be completed. The course that is selected is also applied toward the Humanities/Fine Arts General Education requirements.

___ ART 103, MUS 110

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Engineering Science Degree Requirements Checklist

(Required by all Engineering Specialties)

Communications (total of 6 semester credits) A minimum grade of "C" is required in ENG 101 & ENG 102

_____ ENG 101 _____ ENG 102

General Humanities – Fine Arts (total of 3 semester credits)

_____ **ART 103** _____ **MUS 110**

Social/Behavioral Sciences (total of 3 semester credits)

_____ **ECON 115**
_____ **ECON 201**
_____ **HIST 180**
_____ **HIST 181**
_____ **POLS 150**
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 230**
_____ **SOC 255**

Human Well-Being (total of 2 semester credits)

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

Mathematics (total of 20 semester credits)

_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 210
_____ MATH 290

Physical Science (total of 17 semester credits)

_____ CHEM 105
_____ PHYS 204
_____ PHYS 205
_____ PHYS 206

Select Engineering Specialty

Mechanical Engineering
Aeronautical Engineering
General Engineering
Manufacturing Engineering
Engineering Mechanics
(total of 13 semester credits)
_____ PHYS 263
_____ PHYS 264
_____ ENGR 103
_____ ENGR 271

Chemical Engineering
(total of 15 semester credits)
_____ CHEM 106
_____ CHEM 201
_____ CHEM 202

Computer & Electrical Engineering
(total of 13 semester credits)
_____ ENGR 271
_____ Electives (10 hrs)

Civil Engineering
(total of 13 semester credits)
_____ PHYS 263
_____ PHYS 264
_____ ENGR 103
_____ Electives (3 hrs)

Industrial Engineering
(total of 13 semester credits)
_____ PHYS 263
_____ PHYS 264
_____ ECON 202
_____ Electives (4 hrs)

Electives Please check with your transfer institution for suggested electives. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended. Engineering majors are strongly encouraged to enroll in ECON 201.

_____ CHEM 106 (5 hrs) _____ ENGR 275

Social Sciences (0-6 hrs) Students may not count completed Social/Behavior Science credit from above.

_____ ANTH 150
_____ ANTH 160
_____ ANTH 250
_____ ECON 115
_____ ECON 201
_____ ECON 202
_____ GEOG 152
_____ GEOG 202
_____ HIST 101
_____ HIST 102
_____ HIST 114
_____ HIST 115
_____ HIST 117
_____ HIST 118
_____ HIST 152
_____ HIST 180
_____ HIST 181
_____ POLS 150
_____ POLS 240
_____ POLS 262
_____ POLS 270
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ PSYC 295
_____ SOC 153
_____ SOC 203
_____ SOC 230
_____ SOC 255

General Humanities (0-6 hrs)

_____ FREN 202
_____ GERM 202
_____ LIT 113
_____ LIT 117
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ LIT 213
_____ LIT 214
_____ LIT 215
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ PHIL 155
_____ PHIL 160
_____ SPAN 202

XXX Human Relations Classes **XXX** Third World or Non-Western Culture

Associate in Arts in Teaching-Secondary Mathematics Program Code: 0092

Description:
The Associate in Arts in Teaching - Secondary Mathematics is intended for students interested in becoming high school mathematics teachers. Completion of this degree should enable students to transfer as a junior into an upper division teacher preparation program at an Illinois public university. A Bachelor's Degree in Mathematics with Secondary Teaching Certification is required to teach high school mathematics in Illinois.

Admission:
Students wishing to pursue this degree may do so prior to being formally admitted to the program. However, all students must fulfill the admissions requirements, noted under the Admissions Information section of the catalog, prior to graduation.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 64 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

English 101 Requirement:
All students pursuing transfer degrees (AA, AS, AFA, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credit hours of enrollment.

Graduation Requirement:
Students must pass the Illinois Basic Skills Test for pre-service teachers prior to graduation. Contact the Program Coordinator for more information.

Human Relations:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are listed in **white** print in the general education areas.

___ Humanities: ART 110, LIT 117, LIT 215
___ Social Science: ECON 115, ECON 201, HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

Non-Western Culture:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/ Behavioral Science General Education requirement as applicable. For reference, these courses are highlighted in the general education areas.

___ Humanities: ART 103, HIST 286, LIT 205, MUS 110, PHIL 155
___ Social Science: GEOG 152, GEOG 202, HIST 114, HIST 115, HIST 117, HIST 118, POLS 270
___ Behavioral Science: ANTH 150

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in Arts in Teaching-Secondary Mathematics Degree Requirements Checklist

Communications (total of 9 semesters) A minimum grade of "C" is required in ENG 101 & 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151

General Humanities (total of 3 semester credits)

_____ FREN 202
_____ GERM 202
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202

Humanities-Fine Arts (total of 3 semester credits)

_____ ART 101
_____ ART 102
_____ **ART 103**
_____ ART 104
_____ ART 105
_____ ART 106
_____ **ART 110**
_____ FILM 115
_____ FILM 215
_____ MUS 101
_____ MUS 102
_____ **MUS 110**
_____ SPCH 120
_____ SPCH 220

Additional General Humanities/Fine Arts (total of 3 semester credits)

_____ Additional course from either General Humanities or Fine Arts

Social Science (total of 3 semester credits)

_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ **GEOG 152**
_____ **GEOG 202**
_____ HIST 101
_____ HIST 102
_____ **HIST 114**
_____ **HIST 115**
_____ **HIST 117**
_____ **HIST 118**
_____ HIST 152
_____ **HIST 180**
_____ **HIST 181**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ **POLS 270**

Behavioral Science (total of 6 semester credits) **PSYC 151 is required**

_____ **ANTH 150**
_____ ANTH 160
_____ ANTH 250
_____ PSYC 151
_____ PSYC 210
_____ PSYC 250
_____ PSYC 251
_____ PSYC 253
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 230**
_____ **SOC 255**

Mathematics General Education (total of 5 semester credits)

_____ MATH 203

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 108
_____ BIOL 151

Physical Science (total of 4-5 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 180
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Mathematics Core Requirements (total of 12 semester credits)

_____ MATH 204 _____ MATH 205 _____ MATH 292

Professional Education Core Requirements (total of 9 semester credits)

_____ ED 255 _____ ED 260 _____ ED 265

Human Well Being (total of 2 semester credits) Additional graduation requirement

_____ HLTH 151

One additional hour of elective credit is required for this degree (pending ICCB approval)

XXX Human Relations Classes XXX Third World or Non-Western Culture

Accounting Pre-Major
Associate in Science Degree

Department Chair: Dawn Peters
Faculty: Michael Foland, CPA, Dawn Peters, CPA

Dean: Janet Fontenot

Accounting courses are useful to everyone in business. A major in accounting may lead to careers in business, industry or government. Those who transfer to four-year colleges or universities and who continue for a baccalaureate degree may prepare for a professional career as a certified public accountant.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Accounting Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Accounting should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ACCT 110 - Financial Accounting
   - ACCT 111 - Managerial Accounting
   - ECON 201 - Principles of Economics I (Macro)
   - ECON 202 - Principles of Economics II (Micro)
3. **Most** four-year colleges and universities will accept the following classes as Accounting major credit:
   - ACCT 110 - Financial Accounting
   - ACCT 111 - Managerial Accounting
   - ECON 201 - Principles of Economics I (Macro)
   - ECON 202 - Principles of Economics II (Micro)
4. The **optional** courses listed below may be applicable toward a baccalaureate Accounting major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BUS 209 - Business Computer Systems
   - MATH 213 - Calculus for Bus & Social Science
   - BUS 205 - Economic and Business Statistics
   - SPCH 151 - Fundamentals of Public Speaking
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Accounting including:
- Accountant
- Auditor
- Controller
- Assistant Controller
- Tax Preparer
- Investment Banker

Agriculture Pre-Major
Associate in Science Degree

Program Coodinator: Kurt Range

Dean: Amanda Starkey

Agriculture in today's world is a business – planning, production, and marketing of agriculture products and supplies. One out of every four jobs in Illinois is related to growing, processing, and transporting food products. Students who enter the field of agriculture have many career opportunities, including new, non-traditional careers in technology driven areas.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Agriculture Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Agriculture should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - AGRI 111 – Animal Science
   - AGRI 121 – Soil Science
   - AGRI 152 – Agricultural Economics
   - AGRI 235 – Crop Science
3. **Most** four-year colleges and universities will accept the following classes as Agriculture major credit:
   - HORT 102 – Introduction to Horticulture
   - HORT 165 – Floral Design I
4. The **optional** courses listed below may be applicable toward a baccalaureate Agriculture major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BIOL 151 – Botany
   - HORT 112 – Media and Fertility
   - HORT 132 – Garden Center & Nursery Management
   - HORT 135 – Turf Management
   - HORT 152 – Greenhouse Management
   - HORT 215 – Horticulture Diagnostics
   - HORT 226 – Landscaping
   - HORT 228 – Computer-Aided Landscaping
   - HORT 242 – Fruit Production
   - HORT 252 – Advanced Greenhouse Management
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

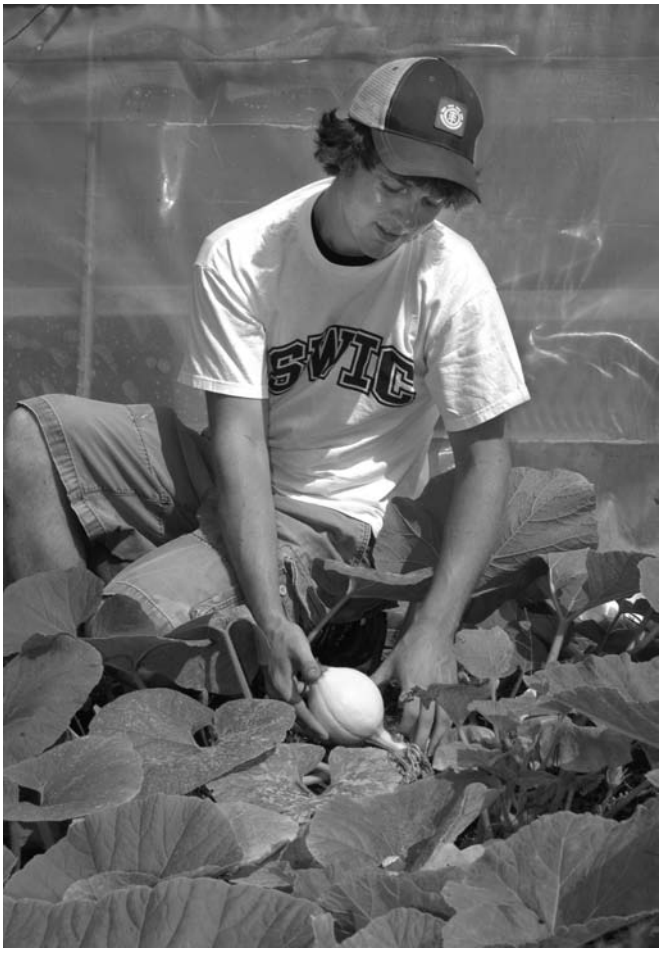
Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Agriculture Pre-Major (continued)

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Agriculture including:

- Farm Manager
- Rancher
- Forester
- Forestry Technician
- Fish and Game Warden
- Animal Trainer
- Horticulturist
- Crop/Soil Conservationist
- Park Ranger
- Agronomist
- Conservation Agent
- Floral Designer
- Wildlife Manager
- Plant Geneticist/Breeder
- Agricultural Researcher/ Developer
- Agricultural Economist
- Animal Management
- Agribusiness Manager
- Grain Merchandiser
- Food Safety Inspector
- Agricultural Product Retailer/ Salesperson
- High School Teacher
- Agricultural Scientist
- Cereal Chemist
- Equine Management



Biology Pre-Major
Associate in Science Degree

Department Chair/Faculty: Robert Weck
Faculty: Jessica Baack, Corinne Carey, Michael Dyer, Brett Egger, Mike Marlen, Randi Papke, Cinnamon VanPutte

Dean: Amanda Starkey

Biology pre-majors may work toward degrees in organismal biology such as botany, microbiology, or zoology; environmental degrees such as ecology, forestry, or wildlife biology; professional fields such as pre-dentistry, pre-pharmacy, pre-medicine, or pre-veterinary; or education degrees such as elementary, secondary, or college science teaching.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Biology Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Biology should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 – Principles of Biology I
   - BIOL 102 – Principles of Biology II
   - CHEM 105 – General Chemistry I
   - CHEM 106 – General Chemistry II
   - CHEM 201 – Organic Chemistry I
   - CHEM 202 – Organic Chemistry II
   - MATH 203 – Analytic Geometry & Calculus I
3. **Most** four-year colleges and universities will accept the following classes as Biology major credit:
   - PHYS 151 - College Physics I OR PHYS 204 – Engineering Physics (Mechanics)
   - PHYS 152 - College Physics II OR PHYS 205 – Engineering Physics (Heat, Electricity, & Magnetism)
   - MATH 191 – Introduction to Statistics
4. The **optional** courses listed below may be applicable toward a baccalaureate Biology major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BIOL 151 – Fundamental Botany
   - BIOL 204 – Vertebrate Zoology
   - BIOL 270 – Genetics
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Biology Pre-Major (continued)

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Biology including:

- Aquatic Biologist
- Biomedical Scientist
- Ecologist
- Fisheries Biologist
- Forensic Scientist
- Geneticist
- Infection Control Specialist
- Laboratory Technician
- Marine Biologist
- Microbiologist
- Mortician
- Physiologist
- Public Health Specialist
- Teacher
- Veterinarian
- Wildlife Biologist

Business Administration Pre-Major
Associate in Science Degree

Department Chair: Dawn Peters
Faculty: Christie Highlander, Stacy Martin, James McGowen, Paris Rosenberg, Dennis Shannon

Dean: Janet Fontenot

Opportunities in business, industry, government and education are open to those who major in business. Careers include several kinds of accounting, business administration, office administration, business management, computer science, finance, retailing, marketing, banking, and consumer protection and awareness.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Business Administration Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Business Administration should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ACCT 110 - Financial Accounting
   - ACCT 111 - Managerial Accounting
   - ECON 201 - Principles of Economics I (Macro)
   - ECON 202 - Principles of Economics II (Micro)
3. **Most** four-year colleges and universities will accept the following classes as Business Administration major credit:
   - ACCT 110 - Financial Accounting
   - ACCT 111 - Managerial Accounting
   - ECON 201 - Principles of Economics I (Macro)
   - ECON 202 - Principles of Economics II (Micro)
4. The **optional** courses listed below may be applicable toward a baccalaureate Business Administration major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BUS 209 - Business Computer Systems
   - MATH 213 - Calculus for Bus & Social Science
   - BUS 205 - Economic and Business Statistics
   - SPCH 151 - Fundamentals of Public Speaking
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Business Administration including:
- Entry Level Manager
- Mid Level Manager
- Bank Manager

Chemistry Pre-Major
Associate in Science Degree

Department Chair /Faculty: Theodore Dolter
Faculty: Linda Dawkins, Steve Gentemann, Mitchell Robertson

Dean: Amanda Starkey

Chemistry provides the basis for medicine, biomedical technology, ceramics, polymers, metallurgy, environmental and ecological sciences and many other fields. Students may pursue one of these fields or may choose a special interest in a specific area of chemistry such as analytical chemistry, biochemistry, inorganic chemistry, physical chemistry, colloid and surface chemistry, polymer chemistry or life science.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Chemistry Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Chemistry should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - CHEM 105 – General Chemistry I
   - CHEM 106 – General Chemistry II
   - CHEM 201 – Organic Chemistry I
   - CHEM 202 – Organic Chemistry II
3. **Most** four-year colleges and universities will accept the following classes as Chemistry major credit:
   - MATH 203 – Analytic Geometry & Calculus I
   - MATH 204 – Analytic Geometry & Calculus II
   - PHYS 204 – Engineering Physics (Mechanics)
   - PHYS 205 – Engineering Physics (Heat, Elec & Magnetism)
4. The **optional** courses listed below may be applicable toward a baccalaureate Chemistry major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BIOL 101 – Principles of Biology I
   - BIOL 102 – Principles of Biology II
   - CHEM 253 – Quantitative Analysis
   - PHYS 206 – Engineering Physics (Light and Modern Physics)
   - MATH 205 – Analytic Geometry & Calculus III
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Chemistry including:
- Phar;macologist
- Biochemist
- Pharmacist
- Teacher
- Chemical Engineer
- Toxicologist
- Quality Control Specialist
- Chemical Technician
- Crime Lab Analyst
- Product Tester
- Forensic Chemist
- Analytical Chemist
- Water Purification Chemist
- Pharmaceutical Sales Person

Computer Science Pre-Major
Associate in Science Degree

Department Chair: Keven Hansen
Faculty: David Collins, Jr.

Dean: Amanda Starkey

This two-year program is designed for students who plan to transfer to a senior institution to complete a four-year degree program with a *technical/mathematical emphasis.* A four-year degree in computer science prepares students to work as scientific and business application programmers, computer systems analysts, operation research analysts, and numerical analysts. Career opportunities are available in industry, business, government, and education.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Computer Science Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Computer Science should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MATH 170-Computer Science I
   - MATH 203-Analytic Geometry & Calculus I
   - MATH 204-Analytic Geometry & Calculus II
   - MATH 270-Computer Science II
   - PHYS 204-Engineering Physics (Mechanics)
   - MATH 191-Introduction to Statistics
   - MATH 292-Linear Algebra
3. The **optional** courses listed below may be applicable toward a baccalaureate Computer Science major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - MATH 210-Computer Programming for Engineers
   - MATH 290-Differential Equations
4. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Computer Science including:
- Web Master
- Database Administrator
- Computer Network Specialist
- Computer Programmer
- Computer Software Engineer
- Computer Systems Analyst
- Information Systems Manager
- Teacher/Professor
- Internet/Intranet Programmer
- Computer Operator

Earth Science Pre-Major
Associate in Science Degree

Department Chair: Theodore Dolter
Faculty: Joy Branlund, Stanley Hatfield

Dean: Amanda Starkey

Earth Science is the general name for all the sciences that seek to understand the earth and its neighbors in space. Geology, which literally means the study of the earth, examines the origin and development of the solid earth, as well as the processes that operate beneath and upon its surface. Meteorology involves the study of our atmosphere while oceanography deals with the dynamics of the oceans. The study of the earth is not confined to investigating the interactions and interrelationships on our planet alone, but also attempts to relate the earth to the larger universe using the science of astronomy.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Earth Science Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Geology, Astronomy, Meteorology or Oceanography should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ES 101 – Earth Science
   - ES 102 – Physical Geology (Geology major)
   - ATY 101 – Astronomy (Astronomy major)
   - ES 250 – Introduction to Weather and Climate (Meteorology major)
3. **Most** four-year colleges and universities will accept the following classes as major credit towards a degree in Geology, Astronomy, Meteorology or Oceanography:
   - MATH 203 – Analytic Geometry & Calculus I
   - MATH 204 – Analytic Geometry & Calculus II
   - CHEM 105 – General Chemistry I
   - CHEM 106 – General Chemistry II
4. The **optional** courses listed below may be applicable toward a baccalaureate degree in Geology, Astronomy, Meteorology or Oceanography. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - PHYS 151 – College Physics I (Geology or Oceanography major)
   - PHYS 152 – College Physics II (Geology or Oceanography major)
   - PHYS 204 – Engineering Physics (Astronomy or Meteorology major)
   - PHYS 205 – Engineering Physics (Astronomy or Meteorology major)
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Geology, Astronomy, Meteorology or Oceanography including:

- Geologist
- Oceanographer
- Mining Engineer
- Agronomist
- Teacher
- Techtronics
- Economic Geologist
- Paleontologist
- Park Naturalist
- Hydrologist
- Solar Energy Engineer
- Seismologist
- Agricultural Scientist
- Environmental Engineer
- Soil Scientist
- Forest Ranger
- Volcanologist

Economics Pre-Major
Associate in Science Degree

Department Chair: Dawn Peters
Faculty: James McGowen, Paris Rosenberg, Dennis Shannon

Dean: Janet Fontenot

A major in economics will prepare students for employment in business and government. Economics is also an excellent major for students who plan on graduate study in law, business or any of the social sciences. A minor in economics is excellent for those who are majoring in any of the social sciences or business-related fields. ECON 201 and ECON 202 may be used to meet the social science course elective.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Economics Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Economics should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ACCT 110 - Financial Accounting
   - ACCT 111 - Managerial Accounting
   - ECON 201 - Principles of Economics I (Macro)
   - ECON 202 - Principles of Economics II (Micro)
3. **Most** four-year colleges and universities will accept the following classes as Economics major credit:
   - ACCT 110 - Financial Accounting
   - ACCT 111 - Managerial Accounting
   - ECON 201 - Principles of Economics I (Macro)
   - ECON 202 - Principles of Economics II (Micro)
4. The **optional** courses listed below may be applicable toward a baccalaureate Economics major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BUS 209 - Business Computer Systems
   - MATH 213 - Calculus for Bus & Social Science
   - BUS 205 - Economic and Business Statistics
   - SPCH 151 - Fundamentals of Public Speaking
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Economics including:
- Entry Level Manager
- Mid Level Manager
- Sales Manager
- Financial Analyst
- Financial Consultant
- Bank Manager

Engineering Pre-Major
Associate in Engineering Science Degree

Department Chair/Faculty: Theodore Dolter
Faculty: David Collins, Jr., Lee Brendel, Linda Dawkins, Steve Gentemann, Tim Grant, Keven Hansen, Mitchell Robertson, Carmen Shepard, John Shively, Jennifer Simonton

Dean: Amanda Starkey

This degree program is for students who are majoring in engineering and planning to transfer to a four-year college or university to complete a baccalaureate degree. AES students complete their general education requirements after they transfer. Students who are interested in pursuing the AES degree should consult with an academic advisor and the transfer institution. Note that different engineering specialties require a unique set of courses.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Engineering Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Engineering Science with a SWIC counselor.
- The **Associate in Engineering Science Degree Requirement Checklist** (page 107) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Engineering Science Degree (AES1) - Engineering Pre-Major

Students who plan to earn an Associate in Engineering Science Degree and then transfer to a four-year college or university to major in Engineering should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Engineering Science Degree listed on page 107 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - PHYS 204 – Engineering Physics (Mechanics)
   - PHYS 205 – Engineering Physics (Heat, Elec & Magnetism)
   - PHYS 206 – Engineering Physics (Light and Modern Physics)
   - CHEM 105 – General Chemistry I
   - MATH 203 – Analytic Geometry & Calculus I
   - MATH 204 – Analytic Geometry & Calculus II
   - MATH 205 – Analytic Geometry & Calculus III
   - MATH 210 – Computer Programming for Engineers
   - MATH 275 – Mechanics of Solids
   - MATH 290 – Differential Equations

Engineering Pre-Major (continued)

3. **Most** four-year colleges and universities will accept the following classes as Engineering major credit:
   - MATH 292 – Linear Algebra
   - PHYS 263 – Analytical Mechanics-Statics
   - PHYS 264 – Analytical Mechanics-Dynamics
   - CHEM 106 – General Chemistry II
4. The **optional** courses are listed on the Associate in Engineering Science Degree Requirement Checklist (page 107) and should be chosen by specialty. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
5. Fulfill all other Associate in Engineering Science Degree requirements listed on page 106 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 65 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in engineering including:

- Aerospace Engineer
- Agricultural Engineer
- Automotive Engineer
- Biomedical Engineer
- Chemical Engineer
- Electrical/Electronics Engineer
- Industrial Designer
- Materials Engineer
- Mechanical Engineer
- Metallurgical Engineer
- Mining Engineer
- Nuclear Engineer
- Petroleum Engineer
- Surveyor

Exercise Science Pre-Major
Associate in Science Degree

Department Chair: Robert Weck
Faculty: Garry Ladd, Scott Wolf

Dean: Amanda Starkey

Exercise Science is the study and application of scientific principles of human movement. As the nation addresses health issues associated with physical inactivity, employment opportunities in exercise science, fitness, and wellness are expected to grow at a faster than average rate. The Exercise Science pre-major will provide students with opportunities to acquire the knowledge, skills, abilities, and values that are essential for competency as a professional in the field of personal training and upper division baccalaureate study in exercise science.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Exercise Science Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Exercise Science should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 - Principles of Biology I
   - CHEM 101-Introductory Chemistry or CHEM 105-General Chemistry
   - SPCH 151-Fundamentals of Public Speaking
   - PSYC 151-General Psychology
   - HLTH 151-Personal Health and Wellness
3. **Most** four-year colleges and universities will accept the following classes as Exercise Science major credit:
   - PE 150-Introduction to Exercise Science
   - PE 152-Fitness Testing and Prescription
   - PE 155-Physical Fitness and Wellness
   - PE 160-Physical Fitness I
   - BIOL 157 - Human Anatomy & Physiology I
   - BIOL 158 - Human Anatomy & Physiology II
4. The **optional** courses listed below may be applicable toward a baccalaureate Exercise Science major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - CHEM 103-Intro Organic & Biological Chemistry
   - HLTH 152-First Aid-Medical Self Help
   - HLTH 154-Nutrition, Exercise, & Weight Management
   - PE 240-Personal Health and Fitness Trainer I
   - PE 241-Personal Health and Fitness Trainer II
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Career opportunities in Exercise Science are expected to grow faster than the average. Career opportunities exist as:
- Personal Trainer
- Strength and Conditioning Coach
- Health and Fitness Specialist
- Athletic Trainer
- Sports Medicine Specialist
- Cardiopulmonary Rehabilitation Specialist
- Group Exercise Instructor
- Exercise Physiologist
- Employee Fitness Director

Geography Pre-Major
Associate in Science Degree

Department Chair: Kevin Monroe
Faculty: Jeff Arnold

Dean: Paul Wreford

Geography is the study of pattern and place on the earth's surface, that is, how the earth's surface is organized and used, and how its natural and cultural landscapes fuse into the powerful context of place. In Southwestern Illinois College's geography courses, students explore the processes that give rise to geographic patterns, examine the spatial outcomes of environmental and social forces, and learn to use state-of-the-art mapping software to display and analyze the world around us.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Geography Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Geography should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - GEOG 151 – Geography of the U.S. and Canada
   - GEOG 152 – World Regional Geography
   - ES 101 – Earth Science
3. **Most** four-year colleges and universities will accept the following classes as Geography major credit:
   - GEOG 202 – Economic Geography
   - GEOG 240 – GIS I
4. The **optional** courses listed below may be applicable toward a baccalaureate Geography major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - GEOG 241 – GIS II
   - ES 250 – Intro to Weather and Climate
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Geography majors and minors find work in the following areas:
- Resource Management
- Geographic Information Systems
- Urban and Regional Planning
- Other Fields in Business, Education, Government and Industry

Health Science/Safety Education Pre-Major

Associate in Science Degree

Department Chair: Robert Weck
Faculty: Garry Ladd, Scott Wolf

Dean: Amanda Starkey

The Health Science/Safety Education major is designed to emphasize the importance of adopting healthy lifestyles through informed choice by empowering students to distinguish between behaviors that foster and those that hinder well-being. Students will be prepared primarily for careers in the public health sector.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Health Science/Safety Education Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Health Science/Safety Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - HLTH 151 – Personal Health and Wellness
   - BIOL 101 – Principles of Biology I
   - CHEM 101 – Introductory Chemistry
   - PSYC 151 – General Psychology
3. **Most** four-year colleges and universities will accept the following classes as Health Science/Safety Education major credit:
   - HLTH 152 – First Aid-Medical Self Help
   - HLTH 154 – Nutrition, Exercise, and Weight Management
   - HLTH 164 – Consumer Health
4. The **optional** courses listed below may be applicable toward a baccalaureate Health Science/Safety Education major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BIOL 105 – Human Biology or BIOL 157 – Human Anatomy & Physiology I
   - BIOL 250 – Microbiology
   - PSYC 270 – Health Psychology
   - SOC 153 – Introductory Sociology
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Career opportunities in Health Science/ Safety Education are expected to grow faster than the average. Career opportunities exist as:

- First Aid/CPR/AED Instructor
- Health Behavior Specialist
- Community Health Educator
- Environmental Health Specialist
- Industrial Hygienist
- Occupational Health and Safety Technician
- Health Consultant
- Alcohol or Drug Abuse Consultant

Mathematics Pre-Major
Associate in Science Degree

Department Chair /Faculty: Keven Hansen
Faculty: Robin Anderson, Lee Brendel, Robert Brieler, David Collins, Jr., Laura Dyer, Christopher Farmer, Timothy Grant, Jaime Manche, Michael McClure II, Vanessa Miller, Julie Muniz, Connie Park, Joyce Ray, Melissa Rossi, John Shively, Jennifer Simonton, Rajeev Talkad, Kirsten Webb

Dean: Amanda Starkey

As society has become more technical, many professions are requiring additional mathematical skills. Some of the fastest growing and highest paying fields require individuals with sophisticated mathematical competence, as well as other communication skills. A Bachelor's Degree in Mathematics is a highly marketable degree in a wide variety of professions.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Mathematics Pre-Major

Students who plan to earn an Associate in Science Degree and then transfer to a four-year college or university to major in Mathematics should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - MATH 203 - Analytic Geometry & Calculus I
   - MATH 204 - Analytic Geometry & Calculus II
   - MATH 205 - Analytic Geometry & Calculus III
   - MATH 290 - Differential Equations
   - MATH 292 - Linear Algebra

Mathematics Pre-Major (continued)

3. The **optional** courses listed below may be applicable toward a baccalaureate Mathematics major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - PHYS 204 - Engineering Physics (Mechanics)
   - PHYS 205 - Engineering Physics (Heat, Electricity & Magnetism)
   - MATH 210 - Computer Programming for Engineers
   - MATH 170 - Computer Science I
   - MATH 191 - Introduction to Statistics
4. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Math including:

- Statistician
- Actuary
- Operations Research Analyst
- Engineer (Civil, Electrical, Mechanical, etc.)
- Teacher
- Financial Analyst
- Systems Consultant
- Research Data Analyst

Math Sequence

Math 93
Review of Arithmetic

Math 94
Basic Algebra

Math 96
Elementary Geometry for College Students

Math 97
Intermediate Algebra

Implementation
Placement into mathematics courses is based on COMPASS level or prior college coursework.

Level 1	Math 93
Level 2	Math 94
Level 3	Math 97
Level 4	Math 105, Math 107, Math 111, Math 112
Level 5	Math 113, Math 114, Math 191, Math 213
Level 6	Math 203

Geometry requirement may be met with completion of Math 96 with a "C" or better, or successful completion of one year of high school geometry.

A.A. Pre Education Mathematics Courses

Math 105
Math for Elementary Teachers I

Math 106
Math for Elementary Teachers II

A.A. Liberal Arts

Math 111
Liberal Arts Math

A.A. Liberal Arts

Math 107
General Education Statistics

Math 112
College Algebra

Math 114
Trigonometry

A.S. Math/Science/Engineering

Math 203
Analytic Geometry & Calculus I

Math 204
Analytic Geometry & Calculus II

Math 205
Analytic Geometry & Calculus III

Math 290
Differential Equations

A.S. Business/Social Sciences

Math 113
Finite Math for Business & Social Sciences

Math 191/Bus 205
Introduction to Statistics

Math 213
Calculus for Business & Social Sciences

Math 292
Linear Algebra

The department also offers:

MATH	170	Computer Science I
MATH	270	Computer Science II
MATH	120	Computer Programming in BASIC
MATH	210	Computer Programming for Engineers

Mathematics courses listed under the A.S. Degree requirements may be used toward the A.A. Degree mathematics requirements.

Physics Pre-Major

Associate in Engineering Science Degree

Department Chair: Theodore Dolter
Faculty: Carmen Shepard

Dean: Amanda Starkey

Physics seeks to understand the very basic concepts of force, energy, mass and charge. It is a broad and deep subject split into theoretical and experimental branches. Theoretical physics deals with the inquiry and formulation of new theories while experimental physics tests and analyzes these or previously existing theories. Physics relies extensively on sophisticated mathematics to provide its framework of study. A degree in physics can lead to careers from engineering to space research. Nuclear power, lasers and solid-state electronics are examples of technological advances that have come about through the study of physics.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Engineering Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Engineering Science with a SWIC counselor.
- The **Associate in Engineering Science Degree Requirement Checklist** (page 107) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Engineering Science Degree (AES1) - Physics Pre-Major

Students who plan to earn an Associate in Engineering Science Degree and then transfer to a four-year college or university to major in Physics should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Engineering Science Degree listed on page 107 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - PHYS 204 - Engineering Physics (Mechanics)
   - PHYS 205 - Engineering Physics (Heat, Elec & Magnetism)
   - PHYS 206 - Engineering Physics (Light and Modern Physics)
   - MATH 203 - Analytic Geometry & Calculus I
   - MATH 204 - Analytic Geometry & Calculus II
   - MATH 205 - Analytic Geometry & Calculus III
   - MATH 290 - Differential Equations
3. The **optional** courses listed below may be applicable toward a baccalaureate Physics major. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - MATH 292 - Linear Algebra
   - CHEM 105 - General Chemistry I
   - CHEM 106 - General Chemistry II
   - PHYS 263 - Analytical Mechanics - Statics
   - PHYS 264 - Analytical Mechanics - Dynamics
4. Fulfill all other Associate in Engineering Science Degree requirements listed on page 106 of this Catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 65 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's Degree in Physics including:

- Nuclear Engineer
- Atomic Physicist
- Medical Physicist
- Aerospace Engineer
- Civil Engineer
- Geologist
- Architect
- Audio Engineer
- Electrical Engineer
- Teacher

Pre-Chiropractic Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

Chiropractic is a health care discipline that emphasizes the healing of the body without the use of drugs or surgery. The practice of chiropractic focuses on the relationship between the structure of the spine and function of the nervous system, and how that relationship affects the preservation and restoration of health. Doctors of Chiropractic work in cooperation with other health care practitioners when in the best interest of the patient.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Pre-Chiropractic Pre-Major

Students who plan to earn an Associate in Science Degree, transfer to a four-year college or univeristy, and then continue on to a School of Chiropractic should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution and professional school where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 - Principles of Biology I
   - BIOL 157 - Human Anatomy & Physiology I
   - BIOL 158 - Human Anatomy & Physiology II
   - CHEM 105 - General Chemistry I
   - CHEM 106 - General Chemistry II
   - CHEM 201 - Organic Chemistry I
3. **Most** chiropractic schools will accept the following courses for credit towards meeting admission requirements:
   - MATH 112 - College Algebra
   - MATH 191 - Introduction to Statistics
   - PHYS 151 - College Physics I
   - PHYS 152 - College Physics II
   - CHEM 202 - Organic Chemsitry II
4. The **optional** courses listed below may be applicable toward admission to chiropractic schools. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - PSYC 151 - General Psychology
   - BIOL 250 - Microbiology
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Pre-Dentistry Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

Dentists focus on maintaining oral health through such preventive and repair practices as extracting, filling, cleaning or replacing teeth; performing corrective work, such as straightening teeth; treating diseased tissue of the gums; performing surgical operations on the jaw or mouth; and making and fitting false teeth. To be a dentist, one must attend dental school after graduating from college. Most dental schools require applicants to pass the DAT, or Dental Admissions Test, which tests a student's ability to succeeded in dental school.

Individuals interested in pursuing dentistry as a career should also note the importance of manual dexterity and scientific ability. Skilled, steady hands are neceesary, as well as good space and shape judgment and artistic and creative ability. Good vision is required because of the detailed work. Individuals should also possess a love of learning since advances in dental research require dentists to continue their education througout their careers.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Pre-Dentistry Pre-Major

Students who plan to earn an Associate in Science Degree, transfer to a four-year college or university, and then continue on to a School of Dentistry should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 - Principles of Biology I
   - BIOL 102 - Principles of Biology II
   - CHEM 105 - General Chemistry I
   - CHEM 106 - General Chemistry II
   - CHEM 201 - Organic Chemistry I
   - CHEM 202 - Organic Chemistry II
3. **Most** dental schools will accept the following courses for credit towards meeting admission requirements:
   - MATH 191 - Introduction to Statistics
   - PHYS 151 - College Physics I
   - PHYS 152 - College Physics II
4. The **optional** courses listed below may be applicable toward admission to dental school. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - PSYC 151 - General Psychology
   - BIOL 270 - Genetics
   - MATH 203 - Analytic Geometry & Calculus I
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Pre-Medicine Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

A physician's responsibilities cover a wide range of functions in health maintenance, including both acute care and preventive care approaches involving substantial patient education. These responsibilities include diagnosing disease, supervising the care of patients, and prescribing and implementing treatment.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Pre-Medicine Pre-Major

Students who plan to earn an Associate in Science Degree, transfer to a four-year college or university, and then continue on to a School of Medicine should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 - Principles of Biology I
   - BIOL 102 - Principles of Biology II
   - CHEM 105 - General Chemistry I
   - CHEM 106 - General Chemistry II
   - CHEM 201 - Organic Chemistry I
   - CHEM 202 - Organic Chemistry II
3. **Most** medical schools will accept the following courses for credit towards meeting admission requirements:
   - MATH 191 - Introduction to Statistics
   - PHYS 151 - College Physics I
   - PHYS 152 - College Physics II
4. The **optional** courses listed below may be applicable toward admission to medical schools. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - PSYC 151 - General Psychology
   - BIOL 270 - Genetics
   - MATH 203 - Analytic Geometry & Calculus I
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Pre-Pharmacy Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

Pharmacists distribute prescription drugs to individuals and advise patients and physicians on the selection, dosages, interactions, and side effects of medications. Pharmacists monitor the health of patients to ensure the safe and effective use of medication. They also advise patients about general health topics such as diet, exercise, and stress management. They could be involved in research for pharmaceutical manufacturers, developing new drugs and testing their side effects, or they could work in marketing, sales, or carrying out cost-benefit analysis on certain drugs. Other pharmacists work for the government or public health care services.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Pre-Pharmacy Pre-Major

Students who plan to earn an Associate in Science Degree, transfer to a four-year college or university, and then continue on to a School of Pharmacy should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution and professional school where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 – Principles of Biology I
   - BIOL 102 – Principles of Biology II
   - CHEM 105 – General Chemistry I
   - CHEM 106 – General Chemistry II
   - CHEM 201 – Organic Chemistry I
   - CHEM 202 – Organic Chemistry II
3. **Most** pharmacy schools will accept the following courses for credit towards meeting admission requirements:
   - PHYS 151 – College Physics I
   - PHYS 152 – College Physics II
   - BIOL 157 – Human Anatomy & Physiology I
   - BIOL 158 – Human Anatomy & Physiology II
   - MATH 203 – Analytic Geometry & Calculus I
4. The **optional** courses listed below may be applicable toward admission to pharmacy schools. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - ECON 201 – Principles of Economics I (Macro) or other ECON class
   - BIOL 151 – Fundamental Botany

Pre-Pharmacy Pre-Major (continued)

5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Pre-Veterinary Medicine Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

A veterinarian's responsibilities cover a wide range of functions in animal health maintenance, including both acute care and preventive care approaches. These responsibilites include diagnosing disease, supervising the care of animals, and prescribing and implementing treatment.

Important Transfer Information

Read the Course Description Guide (yellow section of the Catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The **Associate in Science Degree Requirement Checklist** (page 105) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Steps to Transfer to Four-Year Institutions" on page 23.

Associate in Science Degree (0002) - Pre-Veterinary Medicine Pre-Major

Students who plan to earn an Associate in Science Degree, transfer to a four-year college or university, and then continue on to a School of Veterinary Medicine should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 105 of this Catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - BIOL 101 - Principles of Biology I
   - BIOL 102 - Principles of Biology II
   - CHEM 105 - General Chemistry I
   - CHEM 106 - General Chemistry II
   - CHEM 201 - Organic Chemistry I
   - CHEM 202 - Organic Chemistry II
3. **Most** veterinary schools will accept the following classes for credit towards meeting admission requirements
   - MATH 191 - Introduction to Statistics
   - PHYS 151 - College Physics I
   - PHYS 152 - College Physics II
4. The **optional** courses listed below may be applicable toward admission to veterinary schools. **Please keep in mind that most transfer institutions limit the number of credit hours taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
   - BIOL 204 - Vertebrate Zoology
   - BIOL 270 - Genetics
   - MATH 203 - Analytic Geometry & Calculus I
5. Fulfill all other Associate in Science Degree requirements listed on page 104 of this Catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Programs that Lead Directly to Employment

Associate in Applied Science Degrees and Certificates

Southwestern Illinois College offers, but is not limited to, the following degrees and certificates programs

Accounting
Administration of Justice
Automotive Collision Repair Technology
Aviation Maintenance Technology
Aviation Management
Aviation Pilot Training
Commercial Maintenance Mechanics
Computer-Aided Drafting
Computer Information Systems
Construction Apprenticeship Training Programs
Construction Management Technology
Culinary Arts and Food Management
Early Childhood Education
Electrical/Electronic Technology Programs
Electronic Publishing
Fire Science
Graphic Communication
Health Information Technology
Heating, Ventilation, Air Conditioning, and Refrigeration
Horticulture
Human Services Technology
Industrial Mainteance Mechanics
Industrial Pipefitting
Management
Marketing
Massage Therapy
Medical Assistant
Medical Laboratory Technology
Music Technology
Networking Design and Administration
Network Associate Certificate
Nurse Assistant
Nursing Education
Office Administration and Technology
Paralegal Studies
Paramedic
Paraprofessional Education
Physical Therapist Assistant
Precision Machining Technology
Radiologic Technology
Real Estate Appraisal
Respiratory Care
Sign Language Studies: Interpreter
Warehousing and Distribution
Ward Clerk
Web Designer
Web Development and Administration
Welding Technology

Associate in Applied Science

Description:
These requirements are for students who plan to begin their career upon completion of their two-year program.

Admission:
Most AAS programs do not require special application or admission requirements. However, students planning to pursue a degree in some allied health fields must meet the admission requirements outlined for each degree on the pages that follow and be formally accepted into the program prior to enrolling in major courses. The following programs have special admission procedures: Medical Assistant, Medical Laboratory Technology, Health Information Technology, Nursing Education, Paramedic, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care Technology.

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

The above terms do not apply to the following Allied Health programs - Health Information Technologies, Medical Assistant, Massage Therapy, Medical Laboratory Technology, Nursing, Paramedic, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care. Regulations for completion of these programs are clearly outlined in the respective Student Handbooks distributed to students upon admission or enrollment in the program.

Total Hours:
A minimum of 64 semester credits is required for AAS degrees. More than 64 hours is required for some degrees. Refer to the blue program pages for the specific course requirements for each of the AAS degrees/certificates.

General Education Degree Requirements:
Reference the adjacent blue page to determine the general education courses that are classified as: Communication, Humanities, Social Science, Human Well-Being, and Human Relations requirements.

Residency:
Fifteen (15) of the last 24 hours or an accumulation of 36 hours must be completed at Southwestern Illinois College. Active duty U.S. Armed Forces and Reserve service members must earn only 15 hours at Southwestern.

GPA:
A minimum cumulative GPA of 2.00 is required for a degree.

Human Relations:
One of the following courses must be completed. Some degrees require a specific course within this group. Check the course requirements as outlined in the AAS program guides that follow prior to selecting courses. For reference these courses are listed in **white** in the general education areas.

___ Humanities: ART 110, LIT 117, and LIT 215
___ Social Science: ANTH 210, ECON 115, ECON 201, GEOG 151, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150
___ Behavioral Science: PSYC 200, PSYC 265, PSYC 267, PSYC 277, PSYC 295, SOC 153, SOC 203, SOC 210, SOC 222, SOC 230, SOC 255, SOC 259, SOC 265

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

General Education Course Classifications for the Associate in Applied Science Degree

Refer to the blue AAS program pages for the specific course requirements for each of the AAS degrees. This page is a reference for general education requirements listed as: Communications, Humanities, Social/Behavioral Science, Human Well-Being, or Human Relations elective.

Communications (total of 6 semester credits)

_____ ENG 101 **is required for all Associate degrees**

_____ CHIN 101
_____ CHIN 102
_____ ENG 102
_____ ENG 103
_____ ENG 105
_____ ENG 106
_____ ENG 107
_____ ENG 108
_____ ENG 207
_____ FILM 105
_____ FREN 101
_____ FREN 102
_____ FREN 201
_____ FREN 202
_____ GERM 101
_____ GERM 102
_____ GERM 201
_____ GERM 202
_____ JOUR 101
_____ JOUR 110
_____ MCOM 201
_____ OAT 261
_____ SPAN 101
_____ SPAN 102
_____ SPAN 201
_____ SPAN 202
_____ SPCH 151
_____ SPCH 155
_____ SPCH 170
_____ SPCH 180
_____ SPCH 190
_____ SPCH 200

Humanities and Social/Behavioral Sciences (total of at least 6 semester credits)

Humanities

_____ ART 101
_____ ART 102
_____ ART 103
_____ ART 104
_____ ART 105
_____ ART 106
_____ **ART 110**
_____ FILM 115
_____ FILM 215
_____ HIST 286
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ LIT 205
_____ LIT 208
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ LIT 293
_____ MUS 101
_____ MUS 102
_____ MUS 103
_____ MUS 110
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ PHIL 155
_____ PHIL 156
_____ PHIL 160
_____ PHIL 171
_____ SPCH 120
_____ SPCH 220

Social/Behavioral Sciences

_____ ANTH 150
_____ ANTH 160
_____ ANTH 175
_____ **ANTH 210**
_____ ANTH 250
_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ GEOG 143
_____ **GEOG 151**
_____ GEOG 152
_____ GEOG 202
_____ GEOG 240
_____ GEOG 241
_____ HIST 101
_____ HIST 102
_____ HIST 114
_____ HIST 115
_____ HIST 117
_____ HIST 118
_____ HIST 151
_____ HIST 152
_____ HIST 160
_____ HIST 161
_____ **HIST 180**
_____ **HIST 181**
_____ **HIST 230**
_____ HIST 232
_____ HIST 234
_____ HIST 250
_____ HIST 282
_____ HIST 288
_____ **HIST 292**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ POLS 270
_____ POLS 273
_____ POLS 289
_____ POLS 290
_____ POLS 292
_____ PSYC 151
_____ **PSYC 200**
_____ PSYC 210
_____ PSYC 225
_____ PSYC 250
_____ PSYC 251
_____ PSYC 252
_____ PSYC 253
_____ PSYC 254
_____ PSYC 259
_____ PSYC 260
_____ **PSYC 265**
_____ PSYC 266
_____ **PSYC 267**
_____ PSYC 270
_____ PSYC 280
_____ **PSYC 277**
_____ PSYC 288
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 210**
_____ **SOC 222**
_____ **SOC 230**
_____ **SOC 255**
_____ **SOC 259**
_____ **SOC 265**

Human Well-Being (total of 2 semester credits)

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

Specific Program Requirements (total of 50 semester credits)

Each Associate in Applied Science degree has unique course requirements. The specific course requirements are on the pages that follow. The degree programs are listed in alphabetical order.

XXX Human Relations Classes

Accounting

Coordinator/Faculty: Sue Taylor, ext. 5434
Faculty: Tom Bilyeu, Mike Foland, Dawn Peters

Dean: Janet Fontenot

The mission of the Accounting AAS program is to provide the necessary skills for students to be successful in entry-level accounting positions or to begin a career as a full-charge bookkeeper. The curriculum includes the Certified Bookkeeper Review course. Upon successful completion of the course students have the option of sitting for the Certified Bookkeeper Review exam. Students who wish to transfer to a 4-year institution for an undergraduate accounting degree should consider the Accounting Pre-Major curriculum described in the Associate in Science degree page.

The courses required for the degree program are listed below. This is a sample schedule. Course availability varies from semester to semester. Students must pay close attention to the prerequisites for each course. Contact a counselor or the program coordinator for more information about this degree program including course availability.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (049A)

First year

Fall semester			**Semester credits**
BUS	101	Introduction to Business	3
MGMT	102	Business Mathematics	3
ACCT	110	Financial Accounting	3
CIS	185	Introduction to Information Technology OR CIS/OAT Electives*	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**15**

Spring semester			**Semester credits**
ACCT	111	Managerial Accounting	3
MGMT	213	Human Relations in the Workplace	3
ECON	201	Principles of Economics I (Macro)	3
SPCH	151	Fundamentals of Public Speaking	3
OAT	175	Electronic Spreadsheets	3
Total Semester Credits			**15**

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Second year

Fall semester			**Semester credits**
ACCT	211	Intermediate Accounting	3
BUS	215	Business Law I	3
MGMT	206	Individual & Business Income Tax	3
Human Well-Being Elective			2
PSYC	151	General Psychology	3
ACCT	106	Intro to Quickbooks	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
MGMT	241	Fundamentals of Finance	3
ACCT	210	Cost Accounting	3
ACCT	212	Certified Bookkeeper Review	3
MGMT	214	Principles of Management	3
MGMT	240	Ethics in the Workplace	1
Elective			1
Specified Electives (choose one):			3
MGMT	269	Accounting AAS Internship	
MGMT	270	Business Planning	
OAT	185	Database Applications	
OAT	261	Business Communications	
MKT	243	Basic Selling Techniques	
OAT	180	Word Processing	
Total Semester Credits			**17**

Total credit hours required **64**

Accounting (continued)

*Recommended CIS/OAT Electives

OAT	175	Electronic Spreadsheets
OAT	180	Word Processing
OAT	181	Operating Systems
OAT	185	Database Applications
CIS	160	Internet Basics
CIS	164	Internet Essentials

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in Accounting by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and The Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Career Opportunities

A graduate of the Accounting AAS program is prepared for the following positions:

- Accounting Clerk
- Full-charge Bookkeeper
- Accounting support staff

Visit the Occupational Outlook Handbook website for job market information: http://www.bls.gov/oco/ocos144.htm

Phi Beta Lambda-Abe Small Chapter

Phi Beta Lambda (PBL) is a nonprofit educational association of students preparing for careers in business. All Southwestern Illinois College students are welcome to join. Contact the Business Division at 618-222-5313 for more information.

Administration of Justice

Coordinator/Faculty: Van Muschler, ext. 5653

Dean: Julie Muertz

This two-year curriculum and the graduation degree requirements in the front of this catalog lead to the Associate in Applied Science Degree for the student preparing for a career in Administration of Justice. Courses may transfer to senior institutions that offer a bachelors degree in criminal justice.

See the Program Coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0029)

First year

Fall semester			**Semester credits**
AOJ	100	Intro to Administration of Justice	3
AOJ	105	Police Administration	3
AOJ	151	Policing: Methods and Ethics	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
AOJ Approved Elective*			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
AOJ	153	Juvenile Delinquency	3
AOJ	155	Community Policing	3
ENG	102	Rhetoric and Composition II	3
POLS	150	Intro to American Government	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**15**

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Second year

Fall semester			**Semester credits**
AOJ	203	Criminal Law & Admin of Justice	3
AOJ	251	Rules of Criminal Evidence	3
SPCH	151	Fundamentals of Public Speaking	3
Sociology Course***			3
CIS Electives **OR**			3
Approved Computer course			
Total Semester Credits			**15**

Spring semester			**Semester credits**
EMTP	105	First Responder-EMS**	4
AOJ	255	Criminal Investigation Case Preparation	3
AOJ	290	Police Report Writing	3
AOJ Elective*			3
Approved Elective****			4
Total Semester Credits			**17**

Students must meet all graduation requirements including Human Relations identified at the front of the catalog.

*AOJ electives may be selected from the following list of approved AOJ courses according to career goal. Law enforcement: 101, 102, 110, 144, 145, 156, 160, 202, 204, 205, 256, and 278; Corrections: 103, 106, 111, 250, 252, 261, and 278. Pre-service students not planning to transfer to a senior institution should participate in a work-experience internship (AOJ 278) after completing 30 semester hours.

**EMTP 110 may be substituted.

***SOC 203 is preferred. Any 200-level sociology course or AOJ 160 is acceptable .

****Electives may be selected from any of the following subject areas: Administration of Justice, Business, Foreign Language, Mathematics, Social Science, Physical Education, Life Sciences, Physical Sciences, or an approved computer course: OAT 122, 128, 130, 131, 132, 133, 146, 155, 156, 164, 165, 170, 171, 172, 175, 180, 185, 190, 225, 230, 240, 273, 285.

Administration of Justice Certificate (0030)

Those who want a concentrated program of study in only police science may enroll in the certificate program. Upon successful completion of the required courses, the student is awarded a certificate of program proficiency.

			Semester credits
AOJ	100	Intro to Administration of Justice	3
AOJ	105	Police Administration	3
AOJ	151	Policing: Methods and Ethics	3
AOJ	153	Juvenile Delinquency	3
AOJ	203	Criminal Law & Admin of Justice	3
AOJ	251	Rules of Criminal Evidence	3
AOJ	255	Criminal Investigation Case Preparation	3
ENG	101	Rhetoric & Composition I	3
Elective			3
Total Credits			**27**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

The submission of a student portfolio is required of each student the semester prior to graduation. See the AOJ Coordinator for details.

Career Opportunities

A graduate of the Administration of Justice Program is prepared to work as a:

- Police Officer
- Patrol Officer
- Security Officer
- Corrections Officer
- Deputy Sheriff
- Community Service Officer

Administration of Justice (continued)

Police Academy Intern Training Program

Through the Illinois Law Enforcement Intern Training Act, qualified civilians may attend the Basic Law Enforcement Training Program. Traditionally peace officers are hired by a law enforcement agency and then sent to a Police Academy for training. Now, qualified civilians have the opportunity to be trained prior to employment; and law enforcement agencies will have the opportunity to hire Police Academy trained individuals ready for service.

Through the intern program, students will receive the basic academic and practical skills that a law enforcement officer requires in today's job market. The program meets the standards set by the Illinois Law Enforcement Training and Standards Board and provides accepted applicants with the same training received by sworn law enforcement officers. While completion of training does not guarantee employment with a law enforcement agency, there is a strong interest by police agencies to hire select individuals who have completed the basic Law Enforcement Training program.

The Police Academy Intern Training programs is 10/12 weeks (400/480 hours) of intensive academic and physical training. The program includes all aspects of basic law enforcement such as legal issues, citizen interaction, communications, investigations, firearms, and defensive tactics. Successful completion of the curriculum and the State Certification Exam makes graduates eligible for employment as a law enforcement officer. **For additional information and application, visit the Police Academy website www.southwesternpoliceacademy.com.**

Police Academy Certificate (029A)

This certificate program is for individuals enrolled in the Police Academy as a full-time peace officer or accepted academy interns. Interns must successfully complete application requirements per State of Illinois Intern Training Act.

			Semester credits
AOJ	104	Police Officer Proficiencies	3
AOJ	150	Police Officer's Patrol Functions	3
AOJ	152	The Police Function & Human Behavior	3
AOJ	201	Law for Patrol Officers	5
AOJ	206	Police Traffic & Crash Management	2
AOJ	257	Patrol Investigations	3
FS	280	Haz Mat Awareness	.5
PE	160	Physical Fitness I	1
Total Credits			**20.5**

Armed Private Security Certificate (029B)

This short certificate prepares graduates for employment as armed security guards/officers. This program is approved by the Illinois Department of Professional Regulation for armed security guard certification. Students interested in pursuing this certificate must be 18 years of age and possess a FOID card.

			Semester credits
AOJ	144	Security Officer Certification	2
AOJ	145	Introduction to Firearms	1

Unarmed Private Security Certificate (029C)

This course prepares garduates for employment as unarmed security guards/officers. It is approved by the Illinois Department of Professional Regulation.

			Semester credits
AOJ	144	Security Officer Certification	2

Career Opportunities

A student attaining the Armed Private Security certificate is prepared to work as a(n):

- Security officer
- Armed Security Officer

Automotive Collision Repair Technology

Coordinator/Faculty: Claude Heimburger, ext. 7314

Dean: Bradley Sparks

The Automotive Collision Repair Technology Program consists of an Associate in Applied Science Degree and four different certificates of proficiency. I-CAR points now available.

The Associate in Applied Science Degree follows a course of study which incorporates a mix of technical courses from each of the four certificates, in addition to the required general education courses and program electives. The four certificates allow students to learn groups of skills associated with the major areas of work in an auto collision repair shop such as: Non-Structural Repair, Structural Repair, Automotive Refinish and Mechanical Systems.This program is offered at the Sam Wolf Granite City Campus.

See the Program Coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0081)

First year

Fall semester			**Semester credits**
ACRT	111	Non-Structural Repair I	5
ACRT	131	Automotive Refinishing I	4
ENG	101	Rhetoric and Composition I	3
CIS	120	Introduction to the PC	1
CIS	125	Operating Systems/PC	1
SPCH	155	Interpersonal Communication	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
ACRT	121	Automotive Damage Analysis	5
ACRT	122	MIG Welding	4
GT	105	Intro to Technical Math **OR**	3
MATH	112	College Algebra **OR** higher level Math	
HLTH	151	Health **OR**	2
HLTH	152	First Aid-Medical Self Help	
ACRT	201	Automotive Repair - Internship	4
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
ACRT	141	Steering and Suspension I	2
ACRT	112	Non-structural Repair II	5
Social Science Course			3
ACRT Option Courses*			2
WLDT	253	GTAW/GMAW/FCAW/PAC	4
Total Semester Credits			**16**

Spring semester			**Semester credits**
ACRT	142	Steering & Suspension II	3
ACRT	132	Automotive Refinishing II	3
Human Relations Course			3
ACRT	299	Problems in Automotive Repair	3
ACRT Option Courses*			4
Total Semester Credits			**16**

Total Credits **67**

*ACRT Option courses are limited to ACRT program course prefixes only.

All students must complete graduation degree requirements listed at the beginning of the blue pages in this catalog.

Non-Structural Repair Certificate (081A)

			Semester credits
ACRT	111	Non-Structural Repair I	5
ACRT	112	Non-Structural Repair II	5
ACRT	113	Non-Structural Repair III	3
ACRT	114	Non-Structural Repair IV	4
ACRT	115	Plastic Repair	5
Total Credits			**22**

Structural Repair Certificate (081B)

			Semester credits
ACRT	121	Automotive Damage Analysis	5
ACRT	122	MIG Welding	4
ACRT	123	Straightening Structural Parts	5
ACRT	124	Panel Replacement I	2
ACRT	125	Panel Replacement II	4
ACRT	126	Panel Replacement III	4
Total Credits			**24**

Automotive Refinishing Certificate (081C)

			Semester credits
ACRT	131	Automotive Refinishing I	4
ACRT	132	Automotive Refinishing II	3
ACRT	133	Automotive Refinishing III	4
ACRT	134	Automotive Refinishing IV	4
Total Credits			**15**

Automotive Collision Repair Technology (continued)

Mechanical Systems Certificate (081D)

			Semester credits
ACRT	141	Steering & Suspension I	2
ACRT	142	Steering & Suspension II	3
ACRT	143	Mechanical Systems I	3
ACRT	144	Mechanical Systems II	4
Total Credits			**12**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

The programs will provide a solid foundation for Automotive Collision Repair Technicians through the application of core knowledge and development of required skills. A graduate of the Automotive Collision Repair Technology Program is prepared to work as a (n):

- Repair Technician
- Detailer
- Insurance Assessor
- Customer Service Manager
- Owner and Manager for auto dealerships or their own collision repair business

The job market for Auto Collision repair people is strong both local and statewide which is indicated by an annual growth rate of 25%.

Aviation Maintenance Technology

Coordinator/Faculty: Robert Beckett
Faculty: Gregg Sweeten

Dean: Amanda Starkey

The Aviation Maintenance Technology program gives you the opportunity to obtain the FAA Approved Airframe and/or Powerplant Certificate in one year and an Associate in Applied Science Degree with an additional semester of classes. The FAA approved certificate allows the student to take the FAA written, oral and practical tests in the General, Airframe, and Powerplant courses. Upon successful completion of the FAA tests, the FAA will issue a FAA airframe and/or Powerplant License.

This program offers a one-year or two-year format. The one-year format allows one to obtain the A&P Certificate (core courses) in 50 weeks (8 hours/day). The two-year format allows one to complete the A&P Certificate or Associate in Applied Science Degree in two years (4 hours/day). **See the Program Coordinator or an academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0009)

Core Courses			**Semester credits**
AVMT	121	Instruments and Navigation Systems	3
AVMT	122	Fuel Systems and Inspection	3
AVMT	126	Aircraft Non-metallic Structures	3
AVMT	127	Aircraft Metallic Structures	3
AVMT	131	Aircraft Electrical Systems	3
AVMT	132	Charging Systems & Aircraft Rigging	3
AVMT	136	Aircraft Fluid Power Systems	3
AVMT	137	Landing Gear Systems	3
AVMT	140	Materials, Processes, and Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
AVMT	157	Turbine Engines	3
AVMT	158	Ignition and Starting Systems	3
AVMT	171	Aircraft Powerplant Sys. & Comp.	3
AVMT	172	Aircraft Fuel Metering Systems	3
AVMT	176	Aircraft Propellers	3
AVMT	177	Aircraft Powerplant Systems	3
AVMT	186	Reciprocating Engine Overhaul	3
AVMT	187	Reciprocating Engine Maintenance	3
Total Credits			**60**

General Education Courses			
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective(s)			2
Communications Elective			3
Human Relations Elective			3
Humanities **AND/OR** Social Science Elective			3
General Education Elective			1
Total Credits			**15**

Airframe & Powerplant Certificate (009A)

AVMT	121	Instrument and Navigation Systems	3
AVMT	122	Fuel Systems and Inspection	3
AVMT	126	Aircraft Non-metallic Structures	3
AVMT	127	Aircraft Metallic Structures	3
AVMT	131	Aircraft Electrical Systems	3
AVMT	132	Charging Systems & Aircraft Rigging	3
AVMT	136	Aircraft Fluid Power Systems	3
AVMT	137	Landing Gear Systems	3
AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
AVMT	157	Turbine Engines	3
AVMT	158	Ignition and Starting Systems	3
AVMT	171	Aircraft Powerplant Systems & Comp	3
AVMT	172	Aircraft Fuel Metering Systems	3
AVMT	176	Aircraft Propellers	3
AVMT	177	Aircraft Powerplant Systems	3
AVMT	186	Reciprocating Engine Overhaul	3
AVMT	187	Reciprocating Engine Maintenance	3
Total Credits			**60**

Airframe Certificate (009B)

AVMT	121	Instrument and Navigation Systems	3
AVMT	122	Fuel Systems and Inspection	3
AVMT	126	Aircraft Non-metallic Structures	3
AVMT	127	Aircraft Metallic Structures	3
AVMT	131	Aircraft Electrical Systems	3
AVMT	132	Charging Systems & Aircraft Rigging	3
AVMT	136	Aircraft Fluid Power Systems	3
AVMT	137	Landing Gear Systems	3
AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
Total Credits			**36**

Aviation Maintenance Technology (continued)

Powerplant Certificate (009C)

AVMT	140	Materials, Processes & Fabrication	3
AVMT	145	Basic Electricity & Technology	3
AVMT	150	Fundamentals & Operations	3
AVMT	155	Regulations & Science	3
AVMT	157	Turbine Engines	3
AVMT	158	Ignition and Starting Systems	3
AVMT	171	Aircraft Powerplant Systems & Comp	3
AVMT	172	Aircraft Fuel Metering Systems	3
AVMT	176	Aircraft Propellers	3
AVMT	177	Aircraft Powerplant Systems	3
AVMT	186	Reciprocating Engine Overhaul	3
AVMT	187	Reciprocating Engine Maintenance	3
Total Credits			**36**

Students must earn a grade of "C" or better in all AVMT courses to meet degree and certificate requirements.

Avionics Courses

These courses are not part of the FAA approved Airframe and Powerplant Certificates, but are sometimes beneficial to those working in aviation fields.

AVE	131	Intro to Avionics Installation	3
AVE	141	Avionics Installation Trends	3

Other courses that may be of interest to AVMT students are: AVE 151, AVE 152, AVE 201, AVE 299, EET 260, EET 264.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

The FAA license is necessary for the student to pursue career opportunities as a(n):

- Powerplant Mechanic
- Airframe Mechanic
- Combination Airframe and Powerplant Mechanic (A&P Mechanic)

Aviation Management

Coordinator/Faculty: Keith Mueller

Dean: Amanda Starkey

Southwestern Illinois College offers an Associate of Applied Science Degree in Aviation Management. Successful graduates who complete the program have the opportunity to go into a wide variety of aviation related careeres and support roles including logistic, flight operations support, manufacturing, maintenance coordinator, maintenance management, product representatives, corporate and airline aviation support roles. Aviation is a global industry and continues to expand to meet the requirements of national defense and increased domistic and international passenger travel. The Federal Aviation Administration forecasts that domestic and international travel will increase approximately 30% to 1 billion passengers carried annually by U.S. airlines by the year 2025 along with the increasing demand for shipment of air cargo.

Graduates of the Aviation Management Program have the opportunity to enter the Southern Illinois University Bachelor of Science Degree in Aviation Management at Southern Illinois University-Carbondale. Students have the opportunity to enroll at the SIUC campus or at satellite locations.

Contact the Program Coordinator or an academic counselor for additional information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Aviation Management
Associate in Applied Science Degree (0008)

First year

Fall semester			**Semester credits**
AVIA	101	Private Pilot Flight Theory	3
AVIA	108	Aviation History	3
AVIA	122	Aircraft Systems and Components	2
AVIA	260	Aviation Meteorology	3
ENG	101	Rhetoric & Composition I	3
CIS	120	Introduction to the PC	1
Total Semester Credits			**15**

Spring semester			**Semester credits**
AVIA	131	Air Traffic Control Systems	3
AVIA	141	Federal Aviation Regulations	3
AVIA	160	Aviation Management I	3
ENG	103	Tech Writing OR Communications Elective	3
MGMT	213	Human Relations in the Workplace	3
CIS Elective			1
Total Semester Credits			**16**

Summer Semester			**Semester credits**
PSYC	151	General Psychology	3
Total Semester Credits			**3**

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Second Year

Fall Semester			**Semester credits**
AVIA	105	Introduction to Civil Aviation	3
AVIA	261	Aviation Management II	3
BUS	215	Business Law I	3
ES	101	Earth Science	4
MGMT	217	Human Resource Management	3
Total Semester Credits			**16**

Spring Semester			**Semester credits**
AVIA	266	Airport Planning and Management	3
AVIA	280	Internship	3
Human Relations Elective			3
Human Well-Being Elective			2
Math*			4
Total Semester Credits			**15**

*GT 105 or MATH 112-please check for transferability.

Aviation Pilot Training

Coordinator/Faculty: Keith Mueller

Dean: Amanda Starkey

Southwestern Illinois College offers a Federal Aviation Regulation Approved Part 141 two-year curriculum leading to an Associate in Applied Science Degree in Pilot Training. The successful graduate holds a commercial pilot certificate with single engine, multi-engine and instrument ratings. An optional flight instructor certificate is also available. The successful graduate should qualify to enter Southern Illinois University (Capstone program) Bachelor's Degree program in Aviation Management.

A one-year aviation certificate program is also offered. This program is designed to provide the minimum Federal Aviation Administration pilot certificates and ratings for a student to obtain an entry level position in commercial aviation.

Students should check the class schedules for times and locations. Students should check with the Coordinator for current flight course fees.

Individual classes and simulator courses are available for each FAA flight rating on a space available basis.

See the Program Coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Aviation Pilot Training
Associate in Applied Science Degree (0012)

First year

Fall semester			**Semester credits**
AVIA	101	Private Pilot Flight Theory	3
AVIA	102	Flight Training Private Part I	2
AVIA	103	Simulator Private	1
AVIA	260	Aviation Meteorology	3
ENG	101	Rhetoric & Composition I	3
AVIA	122	Aircraft Systems and Components	2
Total Semester Credits			**14**

Spring semester			**Semester credits**
AVIA	104	Flight Training Private Part II	3
AVIA	201	Instrument Flight Theory	3
ENG	103	Tech Writing **OR** Comm. Elective	3
AVIA	153	Simulator Intermediate	1
AVIA	131	Air Traffic Control Systems	3
GT	105	Tech Math **OR** Math 112	4
Total Semester Credits			**17**

Summer semester			**Semester credits**
AVIA	202	Flight Training Instrument	3
AVIA	203	Simulator Instrument	1
AVIA	151	Commercial Pilot Flight Theory	3
Total Semester Credits			**7**

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Second year

Fall semester			**Semester credits**
Humanities **OR** Social Science Elective			3
AVIA	154	Flight Training Commercial Part I	3
AVIA	251	Flight Instructor Theory	3
AVIA	Electives		6
Total Semester Credits			**15**

Spring semester			**Semester credits**
AVIA	155	Flight Training Commercial II	2
AVIA	269	Multi-Engine Flight Theory	1
AVIA	270	Flight Training Multi-Engine	1
AVIA	Elective		4
Human Well-Being Elective			2
Human Relations Elective			3
Total Semester Credits			**13**

ALL FEDERAL AND STATE VETERAN STUDENTS SHOULD CONSULT WITH SOUTHWESTERN'S VETERAN'S SERVICE OFFICE BEFORE ENROLLING IN ANY AVIATION COURSES.

Aviation Pilot Training Certificate (012A)

Fall semester			**Semester credits**
AVIA	101	Private Pilot Flight Theory	3
AVIA	102	Flight Training Private Part I	2
AVIA	103	Simulator Private	1
AVIA	104	Flight Training Private Part II	3
AVIA	260	Aviation Meteorology	3
Total Semester Credits			**12**

Spring semester			**Semester credits**
AVIA	151	Commercial Pilot Flight Theory	3
AVIA	153	Simulator Intermediate	1
AVIA	154	Flight Training Commercial I	3
AVIA	201	Instrument Flight Theory	3
AVIA	251	Flight Instructor Theory	3
AVIA	269	Multi-Engine Flight Theory	1
Total Semester Credits			**14**

Summer semester			**Semester credits**
AVIA	155	Flight Training Commercial II	2
AVIA	202	Flight Training Instrument	3
AVIA	203	Simulator Instrument	1
AVIA	270	Flight Training Multi-Engine	1
Total Semester Credits			**7**

Aviation Pilot Training (continued)

Private Pilot Certificate (012F)

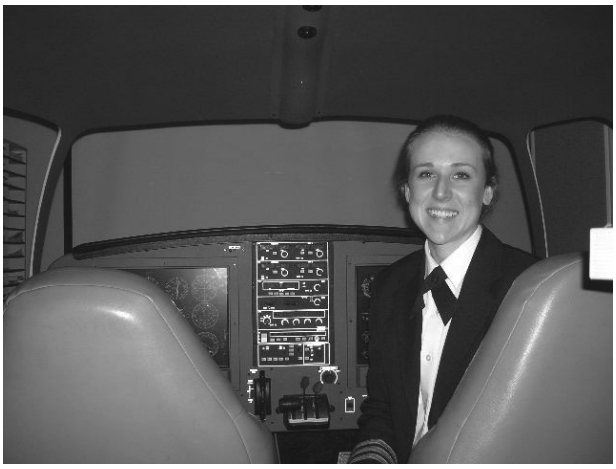
An individual certificate is available for Private Pilot. A certificate will be issued upon completion of:

			Semester credits
AVIA	101	Private Pilot Flight Theory	3
AVIA	102	Flight Training Private Part I	2
AVIA	103	Simulator Private	1
AVIA	104	Flight Training Private Part II	3
AVIA	260	Aviation Meteorology	3
Total Credits			**12**

Notice: Check class schedule for aviation fees in effect at the time of your registration.

Flight courses AVIA 102, 104, 154, 155, 202, 252, 254, 255, 270, and 292 are not taught by SWIC, but are available for course credit for the AAS Degree. Flight courses are offered by area training facilities.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.



Career Opportunities

A graduate of the Aviation Pilot Training Program is prepared to work as a (n):

- Airplane Pilot, Commercial
- Airplane Pilot, Private
- Corporate Pilot
- Flight Instructor
- Agricultural Pilot

Commercial Maintenance Mechanics

Coordinator: Mark Bosworth, Ext. 7457

Dean: Bradley Sparks

The Commericial Maintenance Mechanics program at Southwestern Illinois College prepares students with the skills and experience necessary to enter the workforce as entry level technicians in a commercial facility. Students will learn multiple disciplines which include machining, pipefitting, construction, HVAR, and electricity. Commercial Maintenance Mechanics maintain and repair a variety of equiment used in many different facilities such as hospitals, hotels, office buildings, schools and commercial businesses. Because commercial facilities cannot hire specialists for each trade, Commercial Technicians are hired to keep the facilities running.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053K)

First year

Fall semester			**Semester credits**
PMT	101	Intro to the Machine Trades	4
EET	101	Intro to Electricity/Electronics	4
IML	120	Mechanical Blueprint Reading I	4
GT	104	Math for Electronics	4
HLTH	151	Personal Health and Wellness	2
Total Semester Credits			**18**

Spring semester			**Semester credits**
EET	111	Electrical Circuits	4
HVAR	100	Fitting, Fusion, and Fabrication	4
HVAR	103	Basic Electrical Controls & Systems	4
ENG	101	Rhetoric and Composition I	3
Social Science Course			3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
HVAR	101	Refrig. & A.C. Principles I	4
CMT	103	Construction Materials & Methods I	3
HVAR	202	Commercial Refrigeration I	4
IDP	116	Industrial Pipefitter A	4
Communication Course			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
IDP	126	Industrial Pipefitter B	4
HVAR	153	Heating Fundamentals	4
HVAR	205	Commercial Icemakers and Water Treatment	3
EET	238	Special Purpose Electrical Devices and Wiring	3
Human Relations Course			3
Total Semester Credits			**17**

Total Credits **71**

Commercial Maintenance Mechanics Certificate (054K)

EET	101	Intro to Electricity and Electronics	4
EET	111	Electrical Circuits	4
EET	238	Special Purpose Electrical Devices and Wiring	3
HVAR	100	Fitting, Fusion and Fabrication	4
HVAR	101	Refrig. & A.C. Principles I	4
HVAR	103	Basic Electrical Controls & Systems	4
HVAR	153	Heating Fundamentals	4
HVAR	202	Commercial Refrigeration I	4
HVAR	205	Commercial Icemakers & Watertreatment	3
IDP	116	Industrial Pipefitter A	4
GT	104	Math for Electronics	4
Total Credits			**42**

Career Opportunities

The demand for Commercial Maintenance Mechanics is expected to grow 12% till 2016; graduates will have many opportunities with a wide variety of companies. A graduate of the Commercial Maintenance Mechanics program is prepared to work as a(n):

- Plant Mainteannce Mechanic
- Heating, Air Condition and Refrigeration Technician
- Facilities Maintenance Technician

Computer-Aided Drafting

Coordinator/Faculty: Shauna Scribner, ext. 5376

Dean: Bradley Sparks

The Computer-Aided Drafting Program develops the skills that will prepare students for employment as drafters. The houses we live in, the buildings we work in, the cars we drive, or the roads we drive on, all started as concepts or ideas. The role of the computer-aided drafter is to communicate by way of pictorial drawings the concepts and ideas of engineers and architects.

The CAD program is curriculum certified through the American Design Drafting Association (ADDA). This certification provides recognition in the areas of design drafting and signifies to employers that Southwestern's CAD program meets the standards established and approved by an international organization for designers, drafters, architects, illustrators, and technical artists.

Students who complete the first two drafting courses in the program (CAD 101 Basic Drafting and CAD 102 Intermediate Drafting) are encouraged to complete the Certified Drafter exam. Professional certification through the ADDA allows drafters to show their knowledge in drafting concepts and nationally recognized standards and practices. Becoming a Certified Drafter enhances credibility as a professional and gives a competitive edge in the work force. ADDA membership is not required in order to take the test or become a Certified Drafter. For more information about ADDA, visit www.adda.org.

The CAD program offers a specialization in either Architecture Drafting **OR** Machine Drafting areas. After the first year of completed requirements, the student may select to specialize in one of the two areas. Under each area is listed the courses required to complete the degree. For example: a student who chooses to complete the Architectural Drafting specialization must complete the first year as it is proposed, then complete the CAD courses as listed under Architecture (201, 202, 203, 210, 225, 230) for 16 of the 26 credits required. To satisfy the remaining (10 credits for architecture) requirements, the student may choose from any of the courses listed for that specialization.

See the Program Coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0035)

First year

Fall semester			**Semester credits**
CAD	120	Introductory CAD	3
CAD	101	Basic Drafting	4
ENG	101	Rhetoric & Composition I	3
GT	106	Technical Mathematics I*	3
Humanities or Social Science Course			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
CAD	102	Intermediate Drafting	4
CAD	220	Advanced CAD I	3
GT	107	Technical Mathematics II**	3
CAD	221	Advanced CAD II	3
SPCH	151	Fundamentals of Public Speaking **OR**	3
SPCH	155	Interpersonal Communication	
Total Semester Credits			**16**

Summer semester			**Semester credits**
CAD	200	Assembly Drawings **OR**	2
CAD	201	Introduction to Architectural Drafting	2
CAD Supervised Internship***			3
Total Semester Credits			**10**

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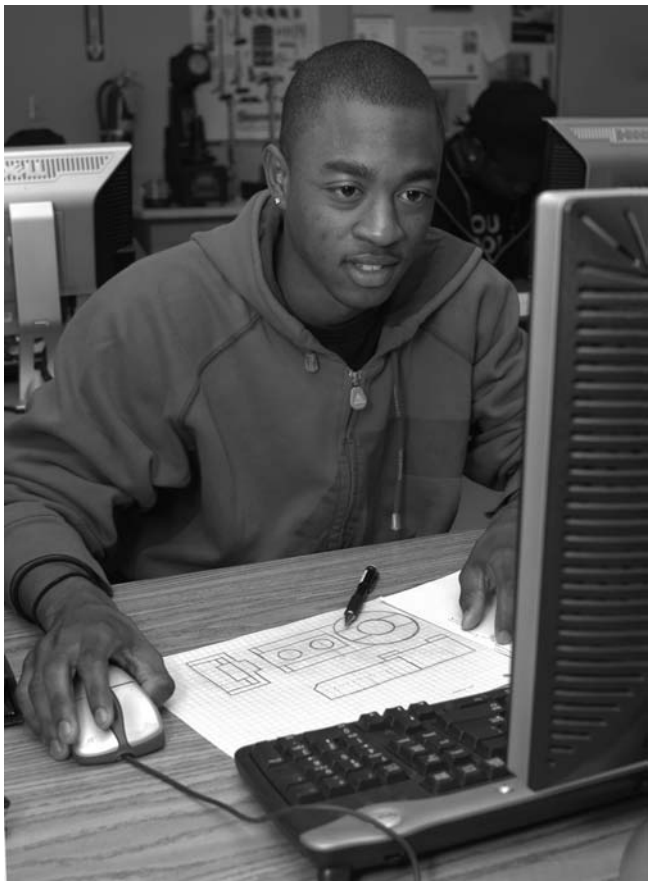

Computer-Aided Drafting (continued)

Second year

Fall semester	**Semester credits**
CAD Architecture **OR** Machine Specialization	14
Human Well-Being Course	2
Total Semester Credits	**16**

Spring semester	**Semester credits**
CAD Architecture **OR** Machine Specialization	12
Human Relations Course	3
Total Semester Credits	**15**

Computer-Aided Drafting Specializations****

Architecture

			Semester credits
CAD	201	Introduction to Architecture **(Required)**	2
CAD	202	Structures Drafting **(Required)**	3
CAD	203	Civ Eng Drafting **(Required)**	3
CAD	210	HVAC/EL/Plumb Drafting **(Required)**	3
CAD	225	MicroStation CAD **(Required)**	3
CAD	230	3D Architectural CAD **(Required)**	2
CMT	102	Construction Blueprints & Specifications	3
CMT	103	Construction Materials & Methods I	3
CMT	152	Construction Materials & Methods II	3
GE	251	Surveying	3
CAD Supervised Internship***			2-6

26 credit hours of CAD specialization courses must be completed for the Architecture CAD degree. Only 2 CAD Supervised Internship courses may be taken to fulfill specialization requirements.

Machine

			Semester credits
CAD	200	Assembly Drawings **(Required)**	2
CAD	204	Manufacturing Drafting **(Required)**	3
CAD	206	E & I Drafting **(Required)**	3
CAD	208	Pipe Drafting **(Required)**	3
CAD	221	Advanced CAD II **(Required)**	3
EET	101	Intro to Electricity and Electronics	4
EET	200	Digital Electronic Circuits	4
EEE	235	Programmable Logic Controllers	4
PMT	101	Intro to the Machine Trades	4
PMT	114	Metallurgy I (Industrial)	4
WLDT	101	Introduction to Welding	6
CAD Supervised Internship***			2-6

26 credit hours of CAD specialization courses must be completed for the Machine CAD degree. Only 2 CAD Supervised Internship courses may be taken to fulfill specialization requirements.

Certificate (035D)

			Semester credits
CAD	120	Introductory CAD	3
CAD	101	Basic Drafting	4
CAD	102	Intermediate Drafting	4
CAD	220	Advanced CAD I	3
CAD	221	Advanced CAD II	3
CAD	225	MicroStation CAD	3
GT	106	Technical Mathematics I*	3
GT	107	Technical Mathematics II**	3
CAD	230	3D Architectural CAD	2
Any Architecture OR Machine Specialization courses			7-8

*or MATH 112, College Algebra
**or MATH 114, Trigonometry
***Students who wish to enroll in a Supervised Internship class in the Fall should enroll in CAD 290, students who wish to enroll in a Supervised Internship class in the Spring should enroll in CAD 291, Supervised Internship II, and students who wish to enroll in a Supervised Internship class in the Summer should enroll in CAD 292, Supervised Internship III.
****Pending ICCB approval

Career Opportunities

More than 90 percent of the Southwestern Computer-Aided Drafting graduates find drafting technology jobs with career opportunities such as:

- Junior Drafter + an entry level position
- Drafting Technician + with education and experience
- Design Drafter + with advanced education and experiences

Southwestern graduates pursue a range of drafting fields from manufacturing, to civil, to E and I, to pipe, to structural drafting, to surveying. Southwestern graduates are employed by companies such as Anheuser-Busch, Ge-Power, Monsanto, Sverdrup Corporation, Illinois Department of Transportation and Ameren.

Computer Information Systems

For more computer classes, see:
- Electronic Publishing Specialist
- Network Design & Administration
- Office Administration & Technology
- Web Designer
- Web Development & Administration

Coordinator/Faculty: Tim Brown, ext. 5502
Faculty: Sharon Banjavcic, Charles Hannon, Mary Lutz, Matt Swinford, Dan Woloszynek

Dean: Janet Fontenot

The Computer Information Systems program offers an Associate in Applied Science degree for computer specialists and for application programmers. The program provides the technical skills and knowledge required for the effective utilization of computers in the business environment. The program also offers three Computer Information Systems options and several Computer Information Systems certificates.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree Computer Information Systems (0010)

First year

Fall semester			**Semester credits**
MATH	105 or higher		4
CIS	178	Operating System Fundamentals	3
CIS	180	Introduction to Programming	3
CIS	185	Intro to Information Technology	3
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective			2
Total Semester Credits			18

First year

Spring semester			**Semester credits**
ACCT	105	Basic Accounting Procedures OR	
ACCT	110	Financial Accounting	3
CIS	181	Operating System/Windows	3
OAT	185	Database Applications	3
NETW	101	Introduction to Networking	3
OAT	175	Electronic Spreadsheet	3
CIS Electives			3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
OAT	130	Word Processing Basics	1
CIS	164	Internet Essentials	3
CIS	174	XHTML	3
CIS	246	Systems Development & Design I	3
CIS Electives			6
Total Semester Credits			**16**

Second year

Spring semester			**Semester credits**
ECON	201	Principles of Economics I—Macro	3
CIS	297	Information Technology Internship	3
Humanities or Social Science Elective			3
CIS Electives			3
Communications Elective			3
Total Semester Credits			**15**

Total Credit Hours **67**

CIS Electives

CIS	165	Game Programming I	3
CIS	177	JavaScript Programming I	3
CIS	179	Computer User Support	3
CIS	184	Visual Basic Programming I	3
CIS	187	Java Programming I	3
CIS	195	Database Management I	3
CIS	212	Intro to XML	3
CIS	241	Visual Basic for Applications	3
CIS	250	C++ Programming I	3
CIS	252	C# Programming I	3
CIS	260	C++ Programming II	3
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3
CIS	275	SQL	3
CIS	284	Visual Basic Programming II	3
CIS	287	Java Programming II	3
CIS	288	JSP	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Computer Information Systems (0010) by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Career Opportunities

A graduate of the Computer Information Systems Program is prepared to work as a(n):

- Programmer
- Customer Support Specialist
- Information Specialist
- Applications Programmer
- Software Specialist
- Software Developer

Computer Information Systems (continued)

CIS Tech Support/Help Desk (010A)

The Computer Information Systems – Tech Support/Help Desk program will meet the demand for information technology professionals trained to support desktop computer users. Students completing the program will be qualified to troubleshoot hardware and software problems in the work environment. Graduates will be expected to have the skills needed to support users on all major applications. A basic understanding of the Internet and of a networked environment will enable graduates to aid in conflict management and effective user training. The skills gained in the program should allow graduates to adapt to any environment.

First year

Fall semester			**Semester credits**
MATH	105 or higher		4
CIS	178	Operating System Fundamentals	3
CIS	181	Operating System/Windows	3
CIS	185	Intro to Information Technology	3
OAT	175	Electronic Spreadsheet	3
Human Well-Being Elective			2
Total Semester Credits			**18**

First year

Spring semester			**Semester credits**
ACCT	105	Basic Accounting Procedures OR	
ACCT	110	Financial Accounting	3
OAT	180	Word Processing	3
OAT	165	Presentation Graphics	2
OAT	185	Database Applications	3
NETW	101	Introduction to Networking	3
Communications Elective			3
Total Semester Credits			**17**

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Second year

Fall semester			**Semester credits**
CIS	164	Internet Essentials	3
CIS	174	XHTML	3
CIS	246	Systems Development & Design I	3
NETW	188	Server I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**15**

Second year

Spring semester			**Semester credits**
ECON	201	Principles of Economics I—Macro	3
CIS	176	Web Development I	3
CIS	179	Computer User Support	3
CIS	297	Information Technology Internship	3
Humanities or Social Science Elective			3
CIS Electives			3
Total Semester Credits			**18**

Total Credit Hours **68**

CIS Electives			**Semester Credits**
CIS	165	Game Programming I	3
CIS	180	Introduction to Programming	3
NETW	130	Preparation for A+ Certification	3

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in CIS Tech Support/Help Desk (010A) by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Programming Option Program is prepared to work as a(n):

- Help Desk Coordinator
- Help Desk Analyst
- Help Desk Customer Support Representative
- Help Desk Technician
- Help Desk Specialist

Computer Information Systems (continued)

Database Development & Management (010B)

The Computer Information Systems–Database Development & Management program offers an Associate in Applied Science degree to prepare students to be database developers and managers.

Application Database Developers perform tasks that involve construction, documentation, installation or maintenance of database systems. Database managers work with database management systems software and determine ways to organize and store data. They also set up computer databases and test and coordinate changes to them.

First year

Fall semester			**Semester credits**
CIS	125	Basic Operating Systems/Windows	1
CIS	160	Internet Basics	1
CIS	180	Introduction to Programming	3
OAT	185	Introduction to Information Technology	3
CIS	195	Database Management I	
ENG	101	Rhetoric & Composition I	3
CIS	185	Database Applications	3
Total Semester Credits			**17**

First year

Spring semester			**Semester credits**
CIS	184	Visual Basic Programming I	3
CIS	246	Systems Development & Design I	3
CIS	275	SQL	3
MATH	105 or higher		4
SPCH	151	Fundamentals of Public Speaking	3
Human Well-Being Elective			2
Total Semester Credits			**18**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
CIS	252	C# Programming I	3
CIS	281	Database Programming	3
CIS	283	Database Administration	3
ECON	201	Principles of Economics I (Macro)	3
Total Semester Credits			**15**

Second year

Spring semester			**Semester credits**
CIS	263	Data Access	3
CIS	282	Database Application Development	3
CIS	297	Information Technology Internship	3
CIS Electives			6
Total Semester Credits			**15**

Total Credit Hours **65**

CIS Electives List

CIS	174	XHTML	3
CIS	187	Java Programming I	3
CIS	212	Intro to XML	3
CIS	241	Visual Basic for Applications	3
CIS	250	C++ Programming I	3
CIS	260	C++ Programming II	3
CIS	262	C# Programming II	3
CIS	264	ASP	3
CIS	284	Visual Basic Programming II	3
CIS	287	Java Programming II	3
CIS	288	JSP	3
NETW	101	Introduction to Networking	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Database Development & Management (010B) by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Career Opportunities

A graduate of the Database Development & Management Program is prepared to work as a(n):

- Database Analyst
- Database Developer
- Database Web Developer
- Database Programmer

Software Development (010C)

The Computer Information Systems Software Development Degree provides students with the technical skills and knowledge to handle object oriented programming requirements in support of the business community. Successful students will use various software development tools to develop platform independent applications written in one or more object oriented programming languages. Students will develop data driven software applications that query and manipulate data in a relational database management system. Before completing the degree, students will develop browser enabled applications using client and server side programming languages and technologies.

First year

Fall semester			**Semester credits**
MATH	105	or higher	4
CIS	125	Operating Systems/Windows	1
CIS	160	Internet Basics	1
CIS	180	Introduction to Programming	3
CIS	185	Introduction to Information Technology	3
CIS	195	Database Management I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**18**

Computer Information Systems (continued)

First year			
Spring semester			**Semester credits**
CIS	174	XHTML	3
CIS	184	Visual Basic Programming I	3
CIS	246	Systems Development & Design I	3
ECON	201	Principles of Economics I—Macro	3
SPCH	151	Fundamentals of Public Speaking	3
Human Well-Being Elective			2
Total Semester Credits			**17**

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Second year			
Fall semester			**Semester credits**
CIS	252	C# Programming I	3
CIS	275	SQL	3
CIS Electives			6
Humanities or Social Science Elective			3
Total Semester Credits			**15**

Second year			
Spring semester			**Semester credits**
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3
CIS Electives			3
CIS	297	Information Technology Internship	3
Total Semester Credits			**15**

Total Credit Hours **65**

CIS Electives			**Semester credits**
CIS	165	Game Programming I	3
CIS	177	JavaScript Programming I	3
CIS	187	Java Programming I	3
CIS	212	Intro to XML	3
CIS	241	Visual Basic for Applications	3
CIS	250	C++ Programming I	3
CIS	260	C++ Programming II	3
CIS	281	Database Prorgramming	3
CIS	282	Database Application Development	3
CIS	284	Visual Basic Programming II	3
CIS	287	Java Programming II	3
CIS	288	JSP	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in CIS-Software Development (010C) by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Career Opportunities

A graduate of the Software Development Program is prepared to work as a(n):

- Software Developer
- Computer Programmer
- Computer Specialist
- Programmer Analyst

Associate in Applied Science Degree

The Computer Management Information Systems Degree is an Associate in Applied Science degree that provides students with two paths. The degree is designed to prepare students for entry into the job market as computer specialists or entry level software developers while providing the student with the prerequisite knowledge for transfer to a senior institution. Upon completion of the degree, students may seek employment and/or apply for a seamless transition to a senior institution.

Computer Management Information Systems (0116)

Program Prerequisite			**Semester credits**
CIS	180	Introduction to Programming	3
Must be taken before taking a programming course			

First year			
Fall semester			**Semester credits**
ENG	101	Rhetoric & Composition I	3
SPCH	151	Fundamentals of Public Speaking	3
PHIL	151	Introduction to Logic	3
CIS	185	Intro to Information Technology	3
HIST	250	20th Century Western Civilization	3
IAI Literature			3
Total Semester Credits			**18**

First year			
Spring semester			**Semester credits**
CIS	184	Visual Basic Programming I	3
MATH	213	Calculus for Business & Soc Sci	4
ECON	201	Principles of Economics I (Macro)	3
IAI Lab Science (Physical Sciences)			4
ENG	102	Rhetoric & Composition II	3
Total Semester Credits			**17**

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Computer Information Systems (continued)

Second year			
Fall semester			**Semester credits**
CIS	250	C++ Programming I	3
ECON	202	Principles of Economics I (Micro)	3
IAI Lab Science (Life Science)			4
BUS	205	Economic and Business Statistics	4
CIS	246	Systems Development & Design I	3
Total Semester Credits			**17**

Second year			
Spring semester			**Semester credits**
ACCT	110	Financial Accounting	3
CIS	187	Java Programming I	3
CIS	252	C# Programming I	3
Human Well-Being elective			2
POL	150	Intro to American Government	3
IAI Fine Arts			3
Total Semester Credits			**17**

Total Credit Hours	**69**

Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Computer Management Information Systems Program is prepared for advanced study or employment in the information technology profession. The courses in the degree will apply toward the first two years of a baccalaureate degree at some four-year institutions. The Associate of Applied Science Program prepares students for work as a:

- Software Developer
- Computer Programmer
- Software Engineer
- Computer Specialist
- Computer Support Specialist

CERTIFICATES

Database Programming Certificate (010D)

Approximately 20% of all new Information Technology positions will require database development skills. The Database Programming Certificate will provide the skills required for database development.

			Semester credits
OAT	185	Database Applications	3
CIS	195	Database Management I	3
CIS	241	Visual Basic for Applications	3
CIS	275	SQL	3
CIS	281	Database Programming	3
CIS	282	Database Application Development	3
CIS	283	Database Administration	3
Total Credits			**21**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

C++ Programming Certificate (010E)

The C++ Programming Certificate will prepare students for employment as C++ programmers.

			Semester credits
CIS	250	C++ Programming I	3
CIS	260	C++ Programming II	3
Total Credits			**6**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Visual Basic Programming Certificate (010F)

The Visual Basic Programming Certificate will prepare students for employment as Visual Basic programmers.

			Semester credits
CIS	184	Visual Basic Programming I	3
CIS	284	Visual Basic Programming II	3
Total Credits			**6**

Computer Information Systems (continued)

Computer Technology Certificate (010G)

The Technology Certificate is designed to provide basic computer skills for employees working in non-computer related careers and professions. These employees must be able to use a computer to complete applications, manage files, and access the Internet. The ability to use technology to plan, design, and implement strategies and projects—both locally and online—is a requirement for survival today in most organizations and industries. Completion of this certificate will ensure a basic understanding of the most used computer skills for non-computer related employment.

			Semester credits
CIS	120	Introduction to the PC	1
CIS	121	DOS	1
OAT	170	Keyboarding/Touch System	2
CIS	125	Operating System Basics/MS Windows	1
OAT	130	Word Processing Basics/MS Word	1
OAT	131	Database Basics/MS Access	1
OAT	132	Electronic Spreadsheet Basics/MS Excel	1
OAT	165	Presentation Grapics	2
OAT	128	Microsoft Outlook	1
MGMT	240	Ethics in the Workplace	1
CIS	160	Internet Basics	1
CIS	161	XHTML Basics	1
CIS	163	HTML Editor/Dreamweaver	1
CIS	155	Basic Web Page Design	1
Total Credits			**16**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

C# Programming Certificate (010J)

The C# Programming Certificate will prepare students for employment as C# programmers.

			Semester credits
CIS	252	C# Programming I	3
CIS	262	C# Programming II	3
Total Credits			**6**

JAVA Programming Certificate (011F)

The JAVA Programming Certificate will prepare students for employment as JAVA programmers.

			Semester credits
CIS	187	JAVA Programming I	3
CIS	287	JAVA Programming I	3
Total Credits			**6**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Construction Apprenticeship Training Programs

Director of Apprenticeship Training: Jim Moore, ext. 7458

Dean: Bradley Sparks

Students seeking admission to an apprenticeship program must meet the admission requirements of the IBEW, Bureau of Apprenticeship Training, Department of Labor, and Southwestern Illinois College. [For further information concerning apprentice training, contact Jim Moore, Director of Apprenticeship Training, Southwestern Illinois College]

Construction has revolutionized the way tasks are performed. Skilled craftsmen are needed at all levels, from construction development through maintenance. Furthermore, the nature of today's equipment and processes requires more than a casual acquaintance with these fields.

Employers value the balanced treatment of topics included in Southwestern Illinois College construction programs. They know that a graduate can function well in the real-world setting, develop required additional skills, and handle the lifelong learning required of today's construction industries.

Seven areas of concentration are built around the construction technology core courses. In each area, the student can earn a Certificate(s) of Proficiency or Associate of applied Science Degree. After graduation, a student will be qualified for employment in one or more of the following areas: the development, manufacture, installation, repair, maintenance, and management within the construction trades.

In addition, a student can earn a Bachelor's degree by transferring to a college, which accepts the Associate of Applied Science Degree and offers the Bachelor of Science in Technology.

*All students entering any of the CMT **Degree** Programs **must** have the Math and English placement evaluation (COMPASS) **before** enrolling in any construction technology. **Students shall meet all institutional requirements for the Associate in Applied Science Degree.***

Candidates for graduation must fulfill the degree requirements of the AAS degree listed at the beginning of the blue pages.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Construction Bricklayer Associate in Applied Science Degree (039C) and Bricklayer Apprentice Certificate (040C)

First year

Fall semester			**Semester credits**
BLA	118	Construction Bricklayer Apprentice I*	4
BLA	128	Construction Bricklay Apprentice II*	4
CMT	102	Construction Blueprints & Specifica	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
BLA	138	Construction Bricklay Apprentice III*	4
BLA	148	Construction Bricklay Apprentice IV*	4
CMT	244	Occupational Safety & Health I	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating- Cost Accou	3
Total Semester Credits			**17**

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Second year

Fall semester			**Semester credits**
BLA	258	Construction Bricklayer Apprentice V*	4
BLA	268	Construction Bricklay Apprentice VI*	4
MGMT	221	Fundamentals of Labor Relations	3
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Spring semester			**Semester credits**
CIS	120	Introduction to PC	1
CIS	125	Operating System Basics	1
HLTH	152	First Aid-Medical Self Help **OR**	2
HLTH	151	Health	
CMT	257	Const. Planning & Scheduling	3
Technical Elective**			3
Human Relations Course			3
Total Semester Credits			**13**

*A Bricklayer apprentice certificate will be given after the completion of the six starred courses.
**Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

Construction Carpentry Associate in Applied Science Degree (039G) and Carpentry Apprenticeship Certificate (040G)

First year

Fall semester			**Semester credits**
CCA	115	Constr. Carpentry Appr I*	4
CCA	125	Constr. Carpentry Appr II*	4
MGMT	221	Fundamentals of Labor Relations	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Construction Apprenticeship Training Programs (continued)

Spring semester			Semester credits
CCA	135	Constr. Carpentry Appr. III*	4
CCA	145	Constr. Carpentry Appr. IV*	4
CMT	244	Occupational Safety & Health I	3
CCA	165	Constr. Carpentry Internship I	4
Total Semester Credits			**15**

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Second year

Fall semester			Semester credits
CCA	255	Constr. Carpentry Appr. V*	4
CCA	265	Constr. Carpentry Appr. VI*	4
CCA	270	Constr. Carpentry Internship II	4
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**18**

Spring semester			Semester credits
CCA	275	Constr. Carpentry Appr. VII*	4
CCA	285	Constr. Carpentry Appr. VIII*	4
CCA	290	Constr. Carpentry Internship III	4
HLTH	152	First Aid-Medical Self Help **OR**	2
HLTH	151	Health	
Human Relations Course			3
Total Semester Credits			**17**

*A Carpentry apprentice certificate will be given after the completion of the eight starred courses.

Construction Cement Mason Associate in Applied Science Degree (039A) and Construction Cement Mason Certificate (040A)

First year

Fall semester			Semester credits
CMA	113	Constr. Cement Mason Appr I*	4
CMT	244	Occup. Safety & Health I	3
CMT	102	Construction Blueprints & Specifica	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

Spring semester			Semester credits
CMA	123	Constr. Cement Mason Appr. II*	4
MGMT	221	Fund. Of Labor Relations	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating- Cost Accou	3
Communications Course			3
Total Semester Credits			**16**

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Second year

Fall semester			Semester credits
CMA	133	Constr. Cement Mason Appr. III*	4
CMA	245	Constr. Carpentry Appr. IV*	4
MGMT	213	Human Relations in the Workplace	3
GE	251	Surveying	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Spring semester			Semester credits
CMA	255	Constr. Cement Mason Appr. V*	4
CMA	265	Constr. Cement Mason Appr. VI*	4
BUS	101	Introduction to Business	3
HLTH	152	First Aid-Medical Self Help **OR**	2
HLTH	151	Health	
Human Relations Course			3
Total Semester Credits			**16**

*A Cement Mason apprentice certificate will be given after the completion of the six starred courses.

Construction Electrical Specialist Associate in Applied Science Degree (039E)

First year

Fall semester			Semester credits
IEW	110	Intro to Math Apps for the IBEW	2
IEW Certificate Courses**			8
CMT	258	Contracts & Claims	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

Spring semester			Semester credits
IEW Certificate Courses**			8
MGMT	221	Fund. of Labor Relations	3
Communications Course			3
CIS Elective (requires coordinator approval)			3
Total Semester Credits			**17**

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Second year

Fall semester			Semester credits
IEW Certificate Courses**			8
HLTH	152	First Aid-Medical Self Help OR	2
HLTH	151	Health	
Human Relations Course			3
CMT	257	Constr. Planning & Scheduling	3
Total Semester Credits			**16**

Spring semester			Semester credits
IEW Certificate Courses**			8
CMT	103	Const. Materials & Methods I	3
CMT	153	Constr. Estimating-Cost Acct. I	3
Humanities OR Social Science Course			3
Total Semester Credits			**17**

Total Credits **66**

Construction Apprenticeship Training Programs (continued)

Construction Electrical Wireman Certificate (040E)

			Semester credits
IEW	110	Intro to Math Apps for the IBEW	2
IEW	111	IBEW Electrician Inside Wireman I*	4
IEW	112	IBEW Electrician Inside Wireman II*	4
IEW	113	IBEW Electrician Inside Wireman III	4
IEW	114	IBEW Electrician Inside Wireman IV	4
IEW	211	IBEW Electrician Inside Wireman V	4
IEW	212	IBEW Electrician Inside Wireman VI	4
IEW	213	IBEW Electrician Inside Wireman VII	4
IEW	214	IBEW Electrician Inside Wireman VIII	4
IEW	215	IBEW Electrician Inside Wireman IX	4
IEW	216	IBEW Electrician Inside Wireman X	4
IEW	118	IBEW Elec. Wireman Internship I	4
IEW	218	IBEW Elec. Wireman Internship II	4
Total Credits			**50**

Const. Electrical Residential (040H)

IEW	110	Intro to Math Apps for the IBEW	2
IEW	131	IBEW Electrician Residential I	4
IEW	132	IBEW Electrician Residential II	4
IEW	233	IBEW Electrician Residential III	4
IEW	234	IBEW Electrician Residential IV	4
IEW	235	IBEW Electrician Residential V	4
IEW	236	IBEW Electrician Residential VI	4
IEW	138	IBEW Elec Residential Internship I	4
IEW	238	IBEW Elec Residential Internship II	4
Total Semester Credits			**34**

Const. Electrical Telecom (040I)

IEW	110	Intro to Math Apps for the IBEW	2
IEW	151	IBEW Electrician Installer/Tech I	4
IEW	152	IBEW Electrician Installer/Tech II	4
IEW	153	IBEW Electrician Installer/Tech III	4
IEW	154	IBEW Electrician Installer/Tech IV	4
IEW	251	IBEW Electrician Installer/Tech V	4
IEW	252	IBEW Electrician Installer/Tech VI	4
IEW	157	IBEW Elec Install/Tech Internship I	4
IEW	257	IBEW Elec Install/Tech Internship II	4
Total Semester Credits			**34**

Const. Electrical Lineman (040J)

IEW	110	Intro to Math Apps for the IBEW	2
IEW	141	IBEW Electrician Lineman I	4
IEW	142	IBEW Electrician Lineman II	4
IEW	241	IBEW Electrician Lineman III	4
IEW	242	IBEW Electrician Lineman IV	4
IEW	243	IBEW Electrician Lineman V	4
IEW	244	IBEW Electrician Lineman VI	4
IEW	145	IBEW Elec Lineman Internship I	4
IEW	245	IBEW Elec Lineman Internship II	4
Total Semester Credits			**34**

* All IEW course are approved for the AAS Degree **except** IEW 111 and IEW 112

** Students may only enroll in courses listed in their chosen certificate

Construction Ironworker Associate in Applied Science Degree (039D) and Ironworker Apprentice Certificate (040D)

First year

Fall semester			**Semester credits**
IWA	119	Constr. Ironworker Apprentice I*	4
MGMT	213	Human Relations in the Workplace	3
ACCT	105	Basic Accounting Procedures	3
Technical Elective			2
CIS	120	Introduction to the PC **AND**	1
CIS	160	Internet Basics **OR**	1
Higher Level CIS courses with approval of Coordinators			
Total Semester Credits			**14**

Spring semester			**Semester credits**
IWA	129	Construction Ironworker Apprentrice II*	4
IWA	139	Construction Ironworker Apprentice III*	4
CMT	244	Occupational Safety & Health	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Summer semester			**Semester credits**
GE	251	Surveying	3
IWA	249	Construction Ironworker Apprentice IV*	4
Total Semester Credits			**7**

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Second year

Fall semester			**Semester credits**
IWA	259	Constr. Ironworker Apprentice V*	4
IWA	269	Constr. Ironworker Apprentice VI*	4
HLTH	152	First Aid-Medical Self Help **OR**	2
HLTH	151	Health	
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
IWA	279	Construc Ironworker Apprentice VII*	4
IWA	289	Construc Ironworker Apprentice VIII*	4
BUS	101	Introduction to Business	3
Human Relations Course			3
Total Semester Credits			**14**

*An Ironworker apprentice certificate will be given after the completion of the eight starred courses.

Candidates for graduation must fulfill the requirements of the constitution examination as specified in section 27-3 of the Illinois School Code.

Students shall meet all institutional requirements for the Associate in Applied Science Degree.

Construction Apprenticeship Training Programs (continued)

Construction Painting & Decorating Associate in Applied Science Degree (039F) and Painting & Decorating Apprentice Certificate (040F)

First year

Fall semester			**Semester credits**
PDA	117	Painting & Decorating Appr. I*	4
PDA	127	Painting & Decorating Appr. II	4
Human Relations Course			3
CMT	102	Construction Blueprints & Specifica	3
CMT	103	Construction Materials & Methods I	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
PDA	137	Painting & Decor. Appr. III*	4
PDA	257	Painting & Decor. Appr. V*	4
ACCT	105	Basic Accounting Procedures	3
MGMT	213	Human Relations in the Workplace	3
CMT	153	Construction Estimating- Cost Accou	3
Total Semester Credits			**17**

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Second year

Fall semester			**Semester credits**
PDA	267	Painting & Decor. Appr. VI*	4
MGMT	221	Fund. Of Labor Relations	3
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**13**

Spring semester			**Semester credits**
PDA	278	Painting & Decor. Appr. VII*	4
PDA	288	Painting & Decor. Appr. VIII*	4
HLTH	152	First Aid-Medical Self Help **OR**	2
HLTH	151	Health	
Communications Course			3
Total Semester Credits			**13**

*A Painting & Decorating apprentice certificate will be given after the completion of the six starred courses.

Construction Sheetmetal Associate in Applied Science Degree (039B) and Sheetmetal Apprentice Certificate (040B)

First year

Fall semester			**Semester credits**
SMA	114	Constr. Sheetmetal Appr. I*	4
SMA	124	Constr. Sheetmetal Appr. II*	4
CMT	102	Construction Blueprints & Specifica	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
SMA	134	Constr. Sheetmetal Appr. III*	4
SMA	144	Constr. Sheetmetal Appr. IV*	4
CMT	244	Occupational Safety & Health I	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating- Cost Accou	3
Total Semester Credits			**17**

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Second year

Fall semester			**Semester credits**
SMA	254	Constr. Sheetmetal Appr. V*	4
SMA	264	Constr. Sheetmetal Appr. VI*	4
MGMT	221	Fund. Of Labor Relations	3
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Spring semester			**Semester credits**
SMA	274	Constr. Sheetmetal Appr. VII*	4
SMA	284	Constr. Sheetmetal Appr. VIII*	4
HLTH	152	First Aid-Medical Self Help **OR**	2
HLTH	151	Health	
Human Relations Course			3
Total Semester Credits			**13**

*A Sheetmetal apprentice certificate will be given after the completion of the eight starred courses.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

Completing an apprenticeship in building trades is not a dead-end goal. Building trades offer many opportunities for the Associate Degree Completer.

The construction industry offers many varied employment opportunities. An apprenticeship completer can work at the trade while pursuing a bachelor's degree. A bachelor's degree would, in turn, open doors that could enable the construction worker to choose from an unlimited number of careers in the industry. Possibilities include:

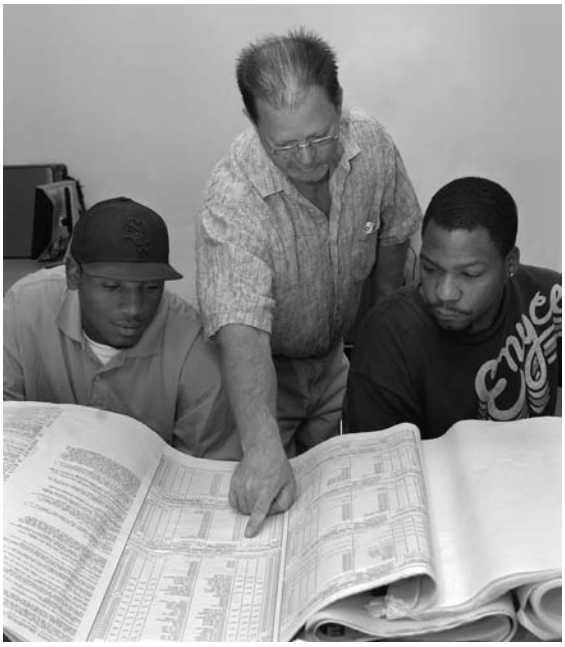
- Contractor
- Insurance Adjuster
- Bonding Agent
- Engineer
- Architect's Representative at a job site
- Construction Manager
- Estimator
- Building Inspector
- Job-site Superintendent
- Foreman

Construction Management Technology

Adjunct Coordinator: Bill Reany, ext. 5209

Dean: Bradley Sparks

This program provides the academic background, technical specialization and field experience to begin a career in construction management. Emphasis is placed on practices and principles necessary to compete in today's construction industry. **Contact the program coordinator or an academic counselor for more information.**



Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0039)

First year

Fall semester			**Semester credits**
CIS	125	Operating System Basics	1
CMT	100	Introduction to Construction	3
CMT	102	Construction Blueprints & Specifications	3
CMT	270	Green Building Methods	3
GT	105	Introduction to Technical Math	4
CAD	101	Basic Drafting **OR** ENGR 251 Surveying	3-4
Total Semester Credits			**17-18**

Spring semester			**Semester credits**
CMT	271	Alternative Energy Sources***	3
CMT	103	Construction Materials & Methods I	3
CMT	200	Advanced Blueprint Read for Bldg Trades I	3
ENG	101	Rhetoric and Composition I	3
ACCT	105	Basic Accounting Procedures	3
Human Relations Course**			3
Total Semester Credits			**18**

Summer semester			**Semester credits**
CMT	105	Computer Applications for Construction	1
CMT	244	Occupational Safety and Health I	3
Total Semester Credits			**4**

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Second year

Fall semester			**Semester credits**
CMT	153	Const Estimating - Cost Accounting	3
CMT	152	Construction Materials & Methods II	3
CMT	204	Basic Engineering for Builders	3
MGMT	221	Fundamentals of Labor Relations	3
Humanities **or** Social Science Course			3
Total Semester Credits			**15**

Spring semester			**Semester credits**
CMT	258	Contracts and Claims	3
CMT	150	Construction Management Internship I **OR**	3
CMT	272	LEED Certification Preparation***	
CMT	253	Const Estimating-Cost Accounting II	3
CMT	257	Construction Planning and Scheduling	3
HLTH	152	First Aid-Medical Self Help	2
SPCH	151	Fundamentals of Public Speaking **OR**	3
ENG	103	Technical Communication	
Total Semester Credits			**17**

Total Credits **71-72**

CMT Certificate (0040)

33-hour minimum requirement

The certificate program will take three semesters to complete

A certificate program in construction technology is primarily for in-service training of persons employed in the construction field. Students acquire further formal training in their occupation.

CMT	100	Introduction to Construction	3
CMT	102	Construction Blueprint & Specifications	3
CMT	103	Construction Materials & Methods I	3
CMT	152	Construction Materials and Methods II	3
CMT	153	Const Estimating-Cost Accounting	3
CMT	204	Basic Engineering for Builders	3
CMT	253	Const Estimating-Cost Accounting II	3
CMT	257	Construction Planning & Scheduling*	3
CMT	258	Contracts and Claims	3
CMT	270	Green Building Methods	3
CAD	101	Introductory CAD **OR** ENGR 251 Surveying	3-4
Total Credits			**33-34**

*Or selected option approved by coordinator.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Construction Apprenticeship Training Programs (continued)

Sustainability (040K)***

This certificate emphasizes how energy, renewable materials, and our environment are all significant concerns of building technology and philosophy. The ability to identify and plan LEED certified structures while incorporating the requirements of LEED professional accreditation are major contributors for successful employment in "green" technology roles. Students will be required to complete studies on green building materials and methods of construction, alternate energy sources and LEED certification preparation. The certificate will provide training for construction managers, draftsman, building trades and architectural technicians.

			Semester credits
CMT	102	Construction Blueprint & Specifications	3
CMT	103	Construction Materials & Methods I	3
CMT	270	Green Building Methods	3
CMT	271	Alternative Energy Sources***	3
CMT	272	LEED Certification Preparation***	3
Total Credits			**15**

*Or selected option approved by coordinator
***Pending ICCB approval

Career Opportunities

A graduate of the Construction Management Technology Program is prepared to work as a (n):

- Construction Manager
- Estimator
- Job-site Superintendent
- Foreman

Culinary Arts and Food Management

Coordinator/Faculty: Leisa Brockman, ext. 7389/5436
Dean: Janet Fontenot

The Southwestern Illinois College Culinary Arts and Food Management program prepares students for an entry-level position in the hospitality and food service industry. The program offers four different educational options to meet a student's specific needs. The associate in applied science degree program provides students with the knowledge of management, food service operations, hospitality, and culinary skills necessary to secure an entry-level management position. Some program graduates prefer to transfer to a four-year institution to pursue a bachelor's degree. The three culinary arts and food service management certification programs provide specific foundations to help prepare for a particular job in the industry or to enhance present job skills. One certificate offers a food service concentration while another offers a food service and management combination. The third certificate concentrates on food preparation. The college's food service kitchen is equipped with modern equipment and ample workstation space for each student to practice culinary skills. Instruction is by experts who are well versed in food preparation and restaurant management. The program is accredited by the American Culinary Federation.

Students in the Culinary Arts and Food Management program must be able to perform physical requirements as identified by the department.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (066A)

Program Prerequisite			**Semester credits**
CUL	116	Food Service Sanitation	1

First year

Fall semester			**Semester credits**
ENG	101	Rhetoric & Composition I	3
MGMT	102	Business Math	3
BUS	101	Intro to Business	3
CUL	110	Professional Food Preparation I	5
CIS	120	Intro to the PC	1
OAT	132	Electronic Spreadsheet Basics	1
Total Semester Credits			**16**

Spring semester			**Semester credits**
SPCH	151	Fund of Public Speaking	3
ACCT	105	Basic Accounting Procedures	3
HLTH	152	First Aid & Medical Self-Help	2
CUL	111	Professional Food Preparation II	5
CUL	105	Food, Beverage, Labor Cost Control	3
CUL	127	Baking and Pastry	2
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
MKT	126	Intro to Marketing	3
SOC	153	Intro to Sociology	3
CUL	123	Legal Aspects of Food Service Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	230	Internship I	3
Humanities **AND/OR** Social Science			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
CUL	206	Menu Development & Pricing	3
CUL	209	Hospitality Management	3
CUL	212	Food Service Purchasing	3
CUL	115	Table Service	2
CUL	114	Garde Manger	3
CUL		Elective	3
Total Semester Credits			**17**

Students must meet all institutional requirements for the Associate in Applied Science Degree.

CUL Electives			**Semester credits**
CUL	112	Advanced Professional Cooking	3
CUL	113	Soups, Stocks, Sauces	3
CUL	118	Fundamentals of Meat Processing	3
CUL	126	Food Service Sanitation Refresher Course	.5
CUL	128	Advanced Baking	2
CUL	231	Internship II	3
CUL	299	Special Topics (with coordinator's approval)	3

Culinary Arts and Food Management (continued)

Certificates

Food Service Certificate (066B)

			Semester credits
CUL	110	Professional Food Preparation I	5
CUL	116	Food Service Sanitation	1
CIS	120	Intro to the PC	1
OAT	132	Electronic Spreadsheet Basics	1
CUL	111	Professional Food Preparation II	5
CUL	112	Advanced Professional Cooking	3
Total Credits			**16**

Food Service and Management Certificate (066C)

			Semester credits
Food Service Certificate			16
CUL	228	Culinary Nutrition for Food Service	3
CUL	209	Hospitality Management	3
CUL	212	Food Service Purchasing	3
CUL	230	Internship I	3
CUL		Elective	3
Total Credits			**31**

Culinary Arts Certificate (066D)

			Semester credits
CUL	110	Professional Food Preparation I	5
CUL	111	Professional Food Preparation II	5
CUL	112	Advanced Professional Cooking	3
CUL	127	Baking & Pastry	2
Total Credits			**15**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Culinary Arts and Food Management Program is prepared to work as a(n):

- Assistant Manager
- Assistant Food and Beverage Manager
- Entry Level Food Service Manager
- Entry Level Chef
- Assistant Catering Manager
- Entry-Level Hotel Manager

Early Childhood Education

Coordinator/Faculty: Carolyn Beal

Dean: Paul Wreford

This program is designed to prepare students to work with young children in various early childhood settings. Students will receive instruction in theories of child development, developmentally appropriate practice, adapting for children with special needs, and establishing relationships with parents. (Also see the Early Childhood Education transfer option in Associate in Arts program area.) **See the Program Coordinator or an academic counselor for more information.**

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0073)

First year

Fall semester			**Semester credits**
ECE	110	Intro to Early Childhood Education	3
ECE	112	Growth & Development of Children	3
ENG	101	Rhetoric & Composition I	3
SOC	153	Introduction to Sociology	3
MGMT	102	Business Mathematics **OR**	3-5
MATH	097	Intermediate Algebra or higher	
Total Semester Credits			**15-17**

Spring semester			**Semester credits**
ECE	114	Child Health Maintenance	3
ENG	102	Rhetoric & Composition II	3
HLTH	151	Health	2
PSYC	151	General Psychology	3
ECE	250	Child, Family and Community	3
Lab Science Course			4
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
ED	260	Introduction to Educational Technology	3
ECE	116	Children with Special Needs	3
ECE	118	Early Childhood Practicum I	3
ECE	121	Early Childhood Curriculum	3
LIT	293	Children's Literature	3
Humanities Course			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
ECE	125	Early Childhood Administration	3
ECE Elective			3
CUL	116	Food Service Sanitation	1
HLTH	152	First Aid-Medical Self Help*	2
Humanities Course			3
Any 100-level or higher course			3
Total Semester Credits			**15**

*Students who hold current First-Aid and CPR certificates in the semester they plan to graduate can obtain a waiver out of HLTH 152 from the Program Coordinator.

Certificate (0072)

Fall semester			**Semester credits**
ECE	110	Intro to Early Childhood Education	3
ECE	112	Growth & Development of Children	3
ECE	114	Child Health Maintenance	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
SOC	153	Introduction to Sociology	3
Total Semester Credits			**18**

Spring semester			**Semester credits**
ECE	116	Children with Special Needs	3
ECE	118	Early Childhood Practicum I	3
ECE	121	Early Childhood Curriculum	3
ECE	250	Child, Family and Community	3
ECE Elective			3
Total Semester Credits			**15**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Early Childhood Education Electives

ECE 122 Infant and Toddler Care
ECE 200 ECE Leadership & Supervision
ECE 210 Understanding & Guiding Behavior of Young Children
Any ECE 299 Special Topics course

Career Opportunities

A graduate of the Early Childhood Education program can find employment as:

- Public school individual/classroom aide
- Early childhood special education aide
- Headstart teacher
- Child Care worker (certificate with one year experience or Associate in Applied Science degree).
- Child Care director (Associate of Applied Science degree)

Electrical/Electronic Technology Programs

Coordinator/Faculty: Thomas Zach

Dean: Bradley Sparks

All students entering any of the EET A.A.S. Degree Programs **must** have the Math and English assessment placement evaluation **before** enrolling in any electrical/electronics class. **For those students only entering into a certificate program, assessment is not required; however, students are highly encouraged to take the assessment placement evaluation, and if necessary, enroll in appropriate courses to bring their skills to a level that will help ensure their success in later courses. See the Program Coordinator or an academic counselor for more information**.

In addition, a student can earn a Bachelor's degree by transferring to a college which accepts the Associate in Applied Science Degree and offers the Bachelor of Science in Technology.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Electronics Technology
Associate in Applied Science Degree (0017)

First year

Fall semester			**Semester credits**
EET	101	Intro to Electricity/Electronics	4
EET	102	Electrical/Electronics Computer Applications	2
GT	104	Math for Electricity and Electronics	4
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
EET	111	Electrical Circuits	4
EET	121	Electronic Devices and Circuits	4
EET	200	Digital Electronic Circuits I	4
ENG	103	Technical Communication **OR**	3
ENG	102	Rhetoric & Composition II **OR**	
SPCH	151	Fundamentals of Public Speaking	
Human Well Being Elective			2
Total Semester Credits			**17**

Associate in Applied Science Degrees and/or Certificate Programs in

- Automated Control Electronics
- Industrial Electricity
- Industrial Electronics
- Microcomputer Hardware Repair
- Electronics Technology
- Electrical Technology

Electrical/Electronic Technology has revolutionized the way tasks are performed. Skilled electricians and electronics technicians are needed at all levels, from product development through maintenance. Furthermore, the nature of today's equipment and processes requires more than a casual acquaintance with these fields.

Employers value the balanced treatment of topics included in Southwestern's electrical/electronic programs. They know that a graduate can function well in the real-world setting, develop required additional skills, and handle the lifelong learning required of today's technician.

The student can earn a Certificate(s) of Proficiency or Associate in Applied Science Degree. After graduation, a student will be qualified for employment in one or more of the following areas: the development, manufacture, testing, installation, repair, and maintenance of electrical/electronic equipment.

Summer semester			**Semester credits**
EET	250	Microcomputer Maintenance-Beginning	3

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Second year

Fall semester			**Semester credits**
EET	205	Digital Electronic Circuits II	4
EET	210	Introduction to Microprocessors	4
EET	232	Instrumentation Fundamentals	4
EET	260	Communications Electronics I	3
Total Semester Credits			**15**

Spring semester			**Semester credits**
EET	225	Microprocessor Interfacing	4
EET	269	Electrical and Electronics Capstone*	2
EET Elective			3-4
EET or Approved Elective			3-4
Human Relations Elective			3
Total Semester Credits			**15-17**

Total Credit Hours	**66-68**

*Pending ICCB Approval

Electrical/Electronic Technology Programs (continued)

Electronic Technology Electives			Credit hours
EET	231	Intro to Robotics	4
EET	234	Instrumentation Systems	4
EET	235	Programmable Logic Controllers	4
EET	238	Special Purpose Electrical Devices & Wiring	3
EET	241	Electrical Power, Motors, & Controls	3
EET	242	Electrical Control Systems I	4
EET	244	Electrical Control Systems II	4
EET	252	Microcomputer Maintenance-Intermediate	3
EET	255	Microcomputer Maintenance-Advanced	3
EET	256	Preparation for A+ Certification	3
EET	264	FCC General License Preparation	3
EET	265	Communication Electronics II	3
EET	267	Communication Electronics III	3
AVE	131	Introduction to Avionics Installation	3
AVE	141	Avionics Installation Trends	3
AVE	151	Avionics Communications	4
AVE	152	Avionics Digital Systems	4
AVE	201	Avionics Maintenance	4
EET	290	Supervised Internship I	2-4
EET	291	Supervised Internship II	2-4
EET	292	Supervised Internship III	2-4
EET	293	Supervised Internship IV	2-4

Electronics Technology (0018)

EET	101	Intro to Electricity & Electronics	4
EET	102	Electrical/Electronics Computer Appl	2
EET	111	Electrical Circuits	4
EET	121	Electronic Devices and Circuits	4
EET	200	Digital Electronic Circuits	4
EET	210	Introduction to Microprocessors	4
GT	104	Math for Electricity and Electronics	4
Total Semester Credits			**26**

Electronics Manufacturing (045E)

EET	101	Intro to Electricity & Electronics	4
EET	102	Electrical/Electronics Computer Appl	2
EET	111	Electrical Circuits	4
EET	121	Electronic Devices and Circuits	4
EET	200	Digital Electronic Circuits	4
EET	210	Introduction to Microprocessors	4
EET	238	Special Purpose Devices and Wiring	3
EET	241	Electrical Power, Motors and Controls	3
GT	104	Math for Electricity and Electronics	4
Total Semester Credits			**32**

Automated Control Electronics (017B)**

EET	225	Microprocessor Interfacing	4
EET	231	Introduction to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	235	Programmable Logic Controllers	4
Total Semester Credits			**20**

Microcomputer Hardware Maintenance (017C)**

EET	250	Microcomputer Maintenance-Beginning	3
EET	252	Microcomputer Maintenance-Interm.	3
EET	255	Microcomputer Maintenance-Advanced	3
NETW	101	Introduction to Networking	3
Total Semester Credits			**12**

**Entry in the certificate programs Communication Electronics, Industrial Electronics, or Microcomputer Technology, will require prerequisite basic electronic courses or program coordinator approval.

Career Opportunities

A graduate of the Electronic Technology program or specialty certificate is prepared to work in one or all of the following areas:

Automated Control Electronics Program
- Electronic Equipment Assembler
- Electronic Technician
- Instrumentation Technician
- Control Technician

Microcomputer Hardware Maintenance Program
- Prepared to take the A+ Certification Exam
- Computer Repair Technician
- Computer Service Technician
- Customer Service Technician

Industrial Electricity Associate in Applied Science Degree (0053)

First year

Fall semester			**Semester credits**
EET	101	Intro to Electricity & Electronics	4
EET	102	Electrical/Electronics Computer Appl	2
ENG	101	Rhetoric & Composition I	3
GT	104	Math for Electricity and Electronics	4
Humanities **OR** Social Science Course			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
EET	111	Electrical Circuits	4
EET	200	Digital Electronic Circuits	4
ENG	103	Technical Communication **OR**	3
ENG	102	Rhetoric & Composition II **OR**	
SPCH	151	Fundamentals of Public Speaking	
Human Relations Course			3
Human Well-Being Elective			2
Total Semester Credits			**16**

Summer semester			**Semester credits**
EET	242	Electrical Control Systems I	4

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Second year

Fall semester			**Semester credits**
EET	121	Electronic Devices and Circuits	4
EET	235	Programmable Logic Controllers	4
EET	240	AC/DC Motors and Generators	4
EET	244	Electrical Control Systems II	4
Total Semester Credits			**16**

Electrical/Electronics Technology Programs (continued)

Spring semester			Semester credits
EET	246	Electrical Power Distribution (Ind.)	4
EET	247	DC Crane Controls	4
EET	269	Electrical and Electronics Capstone*	2
EET or Approved Elective			3
EET Elective			3-4
Total Semester Credits			**14-16**

Total Credit Hours **68-69**

Industrial Electricity Electives			Semester credits
AVE	131	Intro to Avionics Installation	3
AVE	141	Avionics Installation Trends	3
AVE	151	Avionics Communications	4
AVE	152	Avionics Digital Systems	4
AVE	201	Avionics Maintenance	4
EET	205	Digital Electronic Circuits II	4
EET	210	Introduction to Microprocessors	4
EET	225	Microprocessor Interfacing	4
EET	231	Intro to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	235	Programmable Logic Controllers	4
EET	238	Special Purpose Devices and Wiring	3
EET	241	Electrical Power, Motors and Controls	3
EET	250	Microcomputer Maintenance-Beginning	3
EET	252	Microcomputer Maintenance-Intermediate	3
EET	255	Microcomputer Maintenance-Advanced	3
EET	260	Communication Electronics I	3
EET	264	FCC General License Preparation	3
EET	265	Communication Electronics II	3
EET	267	Communication Electronics III	3
EET	290	Supervised Internship I	2-4
EET	291	Supervised Internship II	2-4
EET	292	Supervised Internship III	2-4
EET	293	Supervised Internship IV	2-4

Electrical Technology (053J)

EET	101	Intro to Electricity and Electronics	4
EET	111	Electrical Circuits	4
EET	121	Electronic Devices and Circuits	4
EET	200	Digital Electronics Circuits I	4
EET	238	Special Purpose Electrical Devices & Wiring	3
EET	241	Electrical Power, Motors & Controls	3
HVAR	211	Distribution Panels & Elect. Building Wiring	4
HVAR	258	National Electrical Code Interpretation	3
GT	104	Math for Electricity and Electronics	4
Total Credits			**33**

Industrial Electricity (0054)

EET	101	Intro to Electricity & Electronics	4
EET	111	Electrical Circuits	4
EET	121	Electronic Devices and Circuits	4
EET	240	AC/DC Motors & Generators	4
EET	242	Electrical Control Systems I	4
EET	244	Electrical Control Systems II	4
EET	246	Electrical Power Distribution (Ind.)	4
GT	104	Math for Electronics	4
Total Credits			**32**

Career Opportunities

Industrial Electrician Program
- Industrial Electrician Helper
- Industrial Electrician Apprentice
- Industrial Electrician
- Maintenance Electrician

Electrical Technology Certificate
- General Purpose Electrician

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

To satisfy general educational requirements additional elective courses are made available to complete the Associate in Applied Science Degree Program. These consist of many courses outside the Electrical/Electronic Technology Program that are, in some measure, relative to this field of study and will enhance the training and experiences of the degree holder. Following is a sampling of Approved Electives, but this is by no means a complete list. Acceptance of any Approved Elective not on this list will be made by the Dean or Program Coordinator. Electrical/Electronic Technology (EET) courses may also be used in place of Approved Elective courses.

Approved Electives

BUS		Any Business (BUS) course may be used as an Approved Elective.
CIS		Any Computer Information Systems (CIS) course may be used as an Approved Elective (recommended).
CAD		Any Computer-Aided Drafting (CAD) course may be used as an Approved Elective.
ENG	103	Technical Communication
ENG	105	College Reading (Recommended)
GT	106	Technical Mathematics I (or MATH 112)
GT	107	Technical Mathematics II (or MATH 114)
GT	208	Technical Mathematics III (or MATH 203)
PHYS	151	College Physics I
PHYS	152	College Physics II
POLS	150	Intro to American Government
HVAR	211	Distribution Panels & Elect Bldg Wire
HVAR	258	Nat'l Electrical Code Interpretation

Electronic Publishing

For more computer classes, see:
- Computer Information Systems
- Graphic Communications
- Network Design & Administration
- Office Administration & Technology
- Web Designer
- Web Development & Administration

Coordinator/Faculty: Diane DiTucci, ext. 5382

Dean: Janet Fontenot

The Electronic Publishing Associate in Applied Science degree will prepare students to conceptualize project ideas and translate them into industry acceptable art. Students will learn to use Adobe Creative Suite including PhotoShop, Illustrator, InDesign and Acrobat. They will also gain a good understanding of the correct use of typography, color, fonts, and layout. Additionally, the program will teach the graduate to prepare work from the desktop to the Web.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Electronic Publishing (0074)
Associate in Applied Science Degree

First year			
Fall semester			**Semester credits**
ART	111	Basic Design	3
CIS	125	Operating Systems Basics	1
CIS	147	Fonts & Type	1
CIS	148	Document Management	2
CIS	164	Internet Essentials	3
CIS	172	Photoshop	3
ENG	101	Rhetoric & Composition I	3
Human Well-Being elective			2
Total Semester Credits			**18**

First year			
Spring semester			**Semester credits**
ART	232	Graphic Communications I	3
CIS	174	XHTML	3
CIS	272	Advanced Photoshop	3
Electronic Publishing Elective			3
English OR Journalism Elective OR SPCH 151			3
Communications/Humanities/Social Science/ Human Well-Being Elective			1-3
Total Semester Credits			**16-18**

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Second year			
Fall semester			**Semester credits**
ART	240	Digital Imaging I	3
CIS	171	Computer Graphics	3
CIS	176	Web Development I	3
CIS	257	Electronic Publishing	3
ECON	201	Principles of Economics I—Macro	3
Humanities OR Social Science Elective			3
Total Semester Credits			**18**

Second year			
Spring semester			**Semester credits**
CIS	173	Graphics and Animation	3
CIS	210	Web Usability & Design	3
CIS	259	Adv Publishing Applications	3
CIS	296	Web and Desktop Internship	3
Electronic Publishing Electives			3
Total Semester Credits			**15**

Total Credit Hours	**67-69**

Electronic Publishing (continued)

Electronic Publishing Electives:

ART	213	Color Theory	3
BUS	280	Intellectual Property Law	3
CIS	185	Intro to Information Technology	3
MKT	126	Introduction to Marketing	3
MKT	242	Principles of Advertising	3
OAT	156	Microsoft Office Suite I	3

Graphics Design Certificate (074A)

Students will learn the essentials of graphics design and publishing. Students will learn how to design all types of graphics and prepare them for print or web applications. Key desktop publishing software will be used to design and create a variety of publications.

ART	232	Graphic Communications I	3
CIS	147	Fonts & Type	1
CIS	148	Document Management	2
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	257	Electronic Publishing	3
CIS	259	Adv Publishing Applications	3
CIS	272	Advanced Photoshop	3
Total Credit Hours			**21**

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Electronic Publishing Associate in Applied Science Degree by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

Electronic Publishing students may find positions in the following areas:

- Graphic Design Firms
- Advertising and
- Education Institutions
- Public Relations Firms
- Web Design Firms
- Printing Companies
- Newspapers
- Corporations with in-house Art Production

Fire Science

Coordinator/Faculty: Lee Smith, 234-5138

Dean: Julie Muertz

The Fire Science program includes a two-year curriculum leading to an Associate in Applied Science Degree involving 65 semester credits with two options. Students that are not currently an active member of a fire department must select the Fire Protection Administration option. Students that are active members of either a full-time, part-time, or volunteer fire department may select the Fire-Rescue Specialist or the Fire Protection Administration option.

The program also offers twelve certificate programs which are only open to active fire department members, rescue team members, or emergency medical service providers. These programs are designed to meet various national fire service training standards and lead to certification by the Office of the Illinois State Fire Marshal. Many certificate and Fire-Rescue Specialist courses require demonstration of skills that involve strenuous physical activity that may be considered dangerous. These courses may also require the student to provide sophisticated personal protective equipment in order to participate in class activities. The approval of the Program Coordinator and official sponsorship by the student's fire department or employer may be required for enrollment. **Contact the Program Coordinator or an academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0057)

First year

Fall semester			**Semester credits**
ENG	101	Rhetoric & Composition I	3
SOC	153	Introductory Sociology	3
FS	101	Principles of Emergency Services	3
FS	102	Fire Behavior and Combustion	3
FS	110	Fire Prevention	3
Human Well-Being Elective(s)			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
SPCH	151	Fundamentals of Public Speaking	3
FS	116	Building Construction for Fire Protection	3
FS	131	Fire Protection Systems	3
FS	170	Strategy & Tactics	3
Social Science Elective***			3
Total Semester Credits			**15**

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Second year - Fire Protection Administration Option

Fall semester			**Semester credits**
SOC	230	Race and Ethnicity in the United States	3
FS	206	Fire Protection Hydraulics	3
FS	231	Fire Service Administration	3
General Humanities Elective***			3
Physical Science Elective***			4
Total Semester Credits			**16**

Spring semester			**Semester credits**
MATH	112	College Algebra	4
FS	233	Occup Safety & Health In EMS	3
FS	237	Legal Aspects of the FS	3
Humanities-Fine Arts Elective***			3
Life Sciences Elective***			4
Total Semester Credits			**17**

OR

Second Year - Fire-Rescue Specialist Option

Fall Semester			**Semester credits**
FS	100	Fire Fighter A	4
FS	115	Fire Fighter B	3
FS	120	Fire Service Vehicle Operator	1
FS	130	Fire Fighter C	2
FS	160	Technical Rescue Awareness	.5
FS	181	Haz Mat First Responder	1.5
FS	205	Fire Apparatus Engineer	3
Total Semester Credits			**15**

Spring Semester	**Semester credits**
Fire Science Approved Electives**	18
Total Semester Credits	**18**

***Contact the Fire Science Coordinator, Lee Smith, for course specifics if planning to transfer with articulation agreement.

****The following are approved Fire Science Electives**

			Semester credits
EMTP	105	First Responder-EMS	4
EMTP	110	Emergency Medical Technician	7
FS	159	Fire Suppression & Rescue	.5
FS	200	Fire Service Instructor I	3
FS	201	Fire Officer I	5
FS	210	Fire Service Instructor II	3
FS	211	Fire Officer II	3
FS	260	Vehicle Rescue Operations	3
FS	262	Vertical Rescue Operations	3
FS	263	Vertical Rescue Technician	3
FS	264	Confined Space Rescue Operations	3
FS	266	Trench Rescue Operations	2
FS	280	Hazardous Materials-Awareness	.5-1.5
FS	282	Hazardous Materials Technician A	3
FS	285	Hazardous Materials Chemistry	3
FS	299	Special Topics in Fire Science	.5-4

Fire Science (continued)

All students must complete graduation degree requirements listed in the front of the blue section for an Associate in Applied Science Degree including the requirement for Human Relations course work.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

An AAS graduate of the Fire Science Program is prepared to work as a:

- Fire Fighter
- Fire Inspector
- Public Safety Officer
- Industrial Fire Brigade Member

Certificates

The following Fire Science certificate options are only open to active fire department members, rescue team members, or emergency medical service providers. The approval of the Program Coordinator and official sponsorship by the student's fire department or employer may be required for enrollment.

Fire Fighter I & II (057A)

Required Courses			Semester credits
FS	100	Fire Fighter A	4
FS	115	Fire Figher B	3
FS	120	Fire Service Vehicle Operator	1
FS	130	Fire Fighter C	2
FS	160	Technical Rescue Awareness	.5
FS	181	Hazardous Materials First Responder	1.5
Total Credits			**12**

Fire Apparatus Engineer (057C)

Required Courses			Semester credits
FS	120	Fire Service Vehicle Operator	1
FS	205	Fire Apparatus Engineer	3
Total Credits			**4**

Fire Service Instructor I (057D)

Required Courses			Semester credits
FS	200	Fire Service Instructor I	3
Total Credits			**3**

Fire Service Officer I (057E)

Required Courses			Semester credits
FS	200	Fire Service Instructor I	3
FS	201	Fire Officer I	5
Total Credits			**8**

Fire Service Instructor II (057F)

Required Courses			Semester credits
FS	210	Fire Service Instructor II	3
Total Credits			**3**

Fire Service Officer II (057G)

Required Courses			Semester credits
FS	210	Fire Service Instructor II	3
FS	211	Fire Officer II	3
Total Credits			**6**

Haz Mat First Responder (057H)

Required Courses			Semester credits
FS	181	Hazardous Materials First Responder	1.5
Total Credits			**1.5**

Vehicle Rescue Operations (057J)

Required Courses			Semester credits
FS	160	Technical Rescue Awareness	.5
FS	260	Vehicle Rescue Operations	3
Total Credits			**3.5**

Rope Rescue Operations (057L)

Required Courses			Semester credits
FS	160	Technical Rescue Awareness	.5
FS	262	Vertical Rescue Operations	3
Total Credits			**3.5**

Rope Rescue Technician (057M)

Required Courses			Semester credits
FS	160	Technical Rescue Awareness	.5
FS	262	Vertical Rescue Operations	3
FS	263	Vertical Rescue Technician	3
Total Credits			**6.5**

Confined Space Rescue Operations (057N)

Required Courses			Semester credits
FS	160	Technical Rescue Awareness	.5
FS	264	Confined Space Rescue Operations	3
Total Credits			**3.5**

Trench Rescue Operations (057P)

Required Courses			Semester credits
FS	160	Technical Rescue Awareness	.5
FS	266	Trench Rescue Operations	2
Total Credits			**2.5**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Graphic Communications

For more computer classes, see:
- Computer Information Systems
- Electronic Publishing
- Network Design & Administration
- Office Administration & Technology
- Web Designer
- Web Development & Administration

Coordinator/Faculty: Diane DiTucci, ext. 5382

Dean: Janet Fontenot

This degree consists of a combination of technical software and art/design/theory courses to teach the student not only the theory of graphic communications but the application of this exciting and cutting-edge profession. Encompassing both web and print advertising fields, students will gain the knowledge most sought after by advertising agencies, large corporations, and businesses wishing to improve their business communcations.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Graphic Communications (0140)
Associate in Applied Science Degree

First year

Fall semester			**Semester credits**
ART	111	Basic Design I	3
ART	229	Typography	3
CIS	125	Operating Systems Basics	1
CIS	171	Computer Graphics/Illustrator	3
CIS	172	Photoshop	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

First year

Spring semester			**Semester credits**
ART	213	Color Theory	3
ART	232	Graphic Communications I	3
ART	240	Digital Imaging I	3
CIS	174	XHTML	3
CIS	272	Advanced Photoshop	3
English OR Journalism Elective OR SPCH 151			3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
ART	233	Graphic Communications II	3
CIS	176	Web Development I	3
CIS	257	Electronic Publishing	3
ECON	201	Principles of Economics I - Macro	3
Graphic Communication Elective			3
Communications/Humanities/Social Science/ Human Well-Being Elective			1-3
Total Semester Credits			**16-18**

Second year

Spring semester			**Semester credits**
CIS	173	Graphics and Animation	3
CIS	210	Web Usability & Design	2
CIS	259	Advanced Desktop Publishing Applications	3
Humanities or Social Science Elective			3
Graphic Communications Elective			3
Human Well-Being			2
Total Semester Credits			**17**

Total Credit Hours	**67-69**

Graphic Communication Electives:

ART	112	Basic Design II	3
ART	239	Advanced Typography	3
ART	241	Digital Imaging II	3
BUS	280	Intellectual Property Law	3
CIS	147	Fonts & Type	1
CIS	148	Document Management	2
CIS	164	Internet Essentials	3
CIS	185	Intro to Information Technology	3
CIS	296	Web and Desktop Internship	3
MKT	126	Introduction to Marketing	3
MKT	242	Principles of Advertising	3
OAT	156	Microsoft Office Suite I	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Graphic Communications (continued)

Graphics Design Certificate (074A)

Students will learn the essentials of graphics design and publishing. Students will learn how to design all types of graphics and prepare them for print or web applications. Key desktop publishing software will be used to design and create a variety of publications.

ART	232	Graphic Communications I	3
CIS	147	Fonts & Type	1
CIS	148	Document Management	2
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	257	Electronic Publishing	3
CIS	259	Adv Publishing Applications	3
CIS	272	Advanced Photoshop	3
Total Credit Hours			**21**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn a Graphic Communications Associate in Applied Science Degree by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

Graphic Communications students may find positions in the following areas:

- Graphic Designer/Artist
- Advertising Designer/Artist
- Art Design worker
- Multi-media Artist
- Media Designer/Artist
- Illustrator
- Animator
- Art Director
- Creative Director
- Production Designer/Artist
- Web Designer

Health Information Technology

Coordinator/Faculty: Marla Phillips, ext. 5385

Dean: Julie Muertz

Southwestern Illinois College's Health Information Technology (HIT) program prepares students to work as medical record/health information technicians. Health Information Technicians ensure the quality of medical records by verifying the completeness, accuracy, and proper entry into computer systems. They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. They are the caretakers and guardians of patient health information by ensuring the patient's interests in matters of privacy and security, information release, and guidelines regarding record access are maintained. For further information regarding the field of Health Information Technology, refer to the American Health Information Management Association web site at www.himcareers.ahima.org.

Upon successful completion of the HIT curriculum, graduates are awarded an Associate in Applied Science degree in Health Information Technology and are eligible to take the American Health Information Management Association (AHIMA) registration examination. These examinations are offered throughout the year at various sites in the state and country.

Southwestern's Health Information Technology education program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education. The program's curriculum is guided by the standards developed by the association. Our accreditation status means SWIC has met the standards required and helps to assure the public that our curriculum will graduate competent clinicians. It also allows the college's HIT graduates to take the registration examination.

Contact the Program Coordinator or an academic counselor for more information.

About the Program:

This is a 68 credit hour, 2 year accredited degree program, which can be completed in 4 semesters (pending ICCB approval). The curriculum includes biological, social and computer sciences, HIT technical courses, and assigned clinical experiences. There are 31 credit hours of general education courses and 37 hours of health information courses. General education courses can be completed prior to admission; otherwise all courses must be completed during the semesters indicated. HIT courses begin each Fall for those applicants accepted into the program.

Clinical experience courses are completed off campus in various settings. Students may be required to travel outside of the College district for clinical experience courses and may be required to have background checks and/or drug testing prior. Students are assigned 2 clinical experiences/practicums in the second year of the program.

Admission Procedures

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for any Allied Health program. If not admitted, interested applicants must reapply the following year. **An Application Planning Guide is available on the SWIC website or at the Counseling Office.**

I. Submit a Health Information Technology application between **September 1**, 2010 and **April 1**, 2011 for entry into the succeeding Fall semester. Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu during the application period noted above.

II. **All** of the following **minimum requirements must be met, and all documents must be on file in the Enrollment Services Office before April 15,** 2011 before an applicant will be considered for admission to the program:
   - A. **Official high school transcript**(s) or GED
   - B. If currently enrolled in high school:
     1. List of courses in progress
     2. Transcript of semesters completed to date
     3. All required course work and testing which is prerequisite to admission to the program must be completed by the end of the student's first semester in the senior year. Official transcripts documenting this work must be on file with the Southwestern's Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.
   - C. Official transcripts from all colleges, universities or accredited schools of Health Information Technology attended. Those students who have completed college-level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.
   - D. An **ACT** composite score of 15 or greater. (The most recent test score is used.) Test scores more than 10 years old preceding April 15, 2011 are not acceptable. Applicants may either re-test or utilize the GPA option outlined in Section IV. To schedule for the ACT test, go on-line at www.act.org.
   - E. Completion of the **COMPASS placement test** with eligibility for English 101 or greater and Math 94. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext. 8114.
   - F. Meet all requirements specified in Part III, IV, and V below.

III. **To qualify as a candidate for admission** to the Health Information Technology program, **applicants must have completed the following prerequisite courses** within the 10 years preceding April 15, 2011 with no grade lower than a "C". Official transcripts documenting this work must be on file with the Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.
   - A. **Biology** - one year high school with a lab or one semester college (College Biology must equate with Southwestern's BIOL 100, 101, 102, 105, 155, 156, 157 or 158).
   - B. **Algebra** - one year high school or one semester college (College Algebra must equate with Southwestern's MATH 94, 97, 107, 111, 112, or 113). Students not having completed an Algebra course within the past ten years, but, having completed a higher level Math course within the ten year time period may utilize the grade in the most recent higher level Math

Health Information Technology (continued)

course for the purpose of these admission procedures. For information regarding these eligibility requirements, please contact Southwestern's Office of Enrollment Services.

C. **Typing**: OAT 171, 172 or 273, or Typing proficiency test. Contact the program coordinator at extension 5385 to arrange for testing. Applicant must type a minimum of 40 words per minute with three or less errors.

D. Students completing prerequisite courses from a high school not recognized by the State Board of Education or home schooled students may demonstrate competency of the Biology, Chemistry and/or Algebra requirements by taking a placement test. Questions regarding placement testing can be addressed by contacting Enrollment Services, extension 5541/5542.

E. College course grades supersede high school grades when both appear on official transcripts for Biology, Algebra, and Typing. The most recent grade in courses meeting the Biology and Algebra requirements are used in determining an applicant's admission qualifications and rank. Biology courses must include a lab component.

IV. **Applicants not meeting the above ACT requirement** outlined in Section II, must submit an official college transcript indicating completion of at least 12 hours of the 37 required general education courses for this degree. A minimum of 2.0 grade-point average is required for these courses. GPAs from other institutions are not utilized; however, courses which apply towards this program's graduation requirements and which are accepted by the Enrollment Services Office for the transfer will figure into this GPA option.

V. Selection of qualified applicants for the Health Information Technology Program will be based upon a numerical ranking procedure, using ACT scores or GPA, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. Information on the ACT test, the numerical ranking procedure and the admission process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the entrance requirements for the Health Information Technology program call or visit the Belleville Campus, 2500 Carlyle Avenue (235-2700, ext 5206); the Sam Wolf Granite City Campus, 4950 Maryville Road (931-0600, ext 6633); or the Red Bud Campus, 500 West South 4th Street (282-6682, ext 8114).

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. **In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the Fall semester.** Contact Enrollment Services (235-2700 ext. 5541/5542) or the Counseling Center (235-2700 ext. 5206) to obtain information of a possible application deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside Southwestern's district or in a district that does not have a joint agreement with Southwestern for this program, will not be eligible for consideration or admission if there are more applicants than positions to be filled. Resident status is determined by address on file with Enrollment Services by April 15, 2011.

VI. **General Information**

A. Acceptance to the program is required before an applicant will be permitted to register for HIT prefixed courses.

B. Applicants accepted to this program must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential function of the job with or without reasonable accommodations. The essential functions of the job are listed in the HIT Student Handbook and on the college website: SWIC.edu under Academics/Allied Health & Public Services/Health Information Technology in the special application FAQ box. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5386.

C. The program is offered at the Belleville Campus for HIT courses; required general education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud campuses.

D. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware that health insurance is required during clinical education courses. Malpractice insurance is provided by the college through assessment of lab fees.

E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in each year's HIT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in a succeeding year.

F. Students accepted will be required to show proof of immunizations, TB test, physical examination, and verify health insurance coverage before beginning any clinical practicum.

G. Criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions may also be required prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Murder	Arson
Sexual offenses	Burglary	Robbery

Health Information Technology (continued)

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

H. The HIT program generally accepts 20 students each Fall semester. HIT courses are only offered during the day. The program can be completed in 4 semesters; however, it is recommended that students who work take non-HIT required courses prior to entrance into the program. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the degree.

I. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0023)

First year

Fall semester			**Semester credits**
BIOL	157	Human Anatomy and Physiology I	5
ENG	101	Rhetoric & Composition I	3
HIT	101	Health Information Intro	2
HIT	110	Health Information Nomenclature I	2
OAT	146	Computer Applications for the Office **OR**	3
OAT	130	Word Processing Basics **AND**	1
OAT	131	Database Basics **AND**	1
OAT	132	Electronic Spreadsheet	1
Approved Elective**			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
BIOL	158	Human Anatomy and Physiology II	5
HIT	151	Introduction to Pathology	3
HIT	160	Health Data Management	2
HIT	161	Microcomputer Applications in HIT	3
HIT	170	Health Information Nomenclature II	2
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
PSYC	151	General Psychology	3
HIT	200	Health Care Delivery	4
HIT	210	Health Statistics	3
HIT	220	Coding	4
HIT	230	Practicum I	2
Total Semester Credits			**16**

Spring semester			**Semester credits**
MGMT	213	Human Relations in the Workplace	3
HIT	250	Medicolegal Aspects	2
HIT	260	Practicum II	3
HIT	270	Health Information Management***	3
HIT	240	CPT Coding***	2
Human Relations Course*			3
Total Semester Credits			**16**

*See front of AAS degree pages for listing of all Human Relations Course options.

**Electives may be selected from any of the following areas: Business; English; Foreign Language; Biology; Chemistry; Math; Physics; Political Science; Computer Science; HRO 120, PSYC 160; PSYC 200; PSYC 250; PSYC 254; PSYC 265; or EMTP 110. Students are strongly encouraged to take courses that utilize computers, if their schedules permit.

***Pending ICCB approval

All students must complete graduation degree requirements in the front of the blue pages of this catalog for an Associate in Applied Science Degree as well as the requirements specified for Human Relations course work.

Health requirements are satisfied by students successfully completing BIOL 155 and 156 or BIOL 157 and 158, PSYC 151 and this allied health curriculum.

Career Opportunities

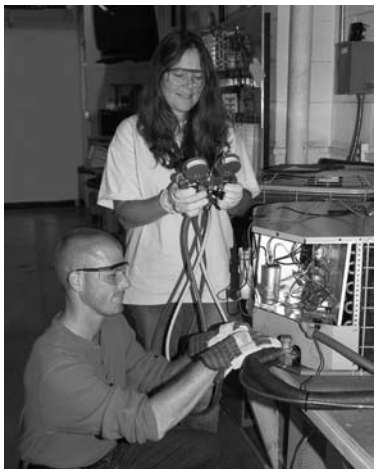
Although most HITs work in hospitals, there are also opportunities in office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. Any organization that uses patient data or health information such as pharmaceutical companies, law and insurance firms, and health product vendors may employ health information professionals. Job opportunities in this field are good.

Average Starting Salary: The most recent AHIMA survey indicates the average annual salary across the nation is $55,676. Locally, HITs start at $27,000 - $32,000 annually, depending on the size and location of the health care facility.

Heating, Ventilation, Air Conditioning, and Refrigeration

Coordinator/Faculty: James Dunning, ext. 5175/6726
Faculty: Michael Roeder

Dean: Bradley Sparks



The Southwestern Illinois College Heating, Ventilation, Air Conditioning and Refrigeration Program prepares students for careers in the heating, ventilation, air conditioning and refrigeration industry. The industry is changing and trained personnel are in great demand.

Students may earn an Associate in Applied Science Degree in Heating, Ventilation, Air Conditioning and Refrigeration or an HVAR Certificate. In addition to the AAS degree that can be earned at Southwestern, students may continue their education at Ferris State University and earn an engineering degree in HVAR. The Capstone Program is another option available through SIUC.

All students entering the AAS degree program are required to take an assessment placement test prior to entering the program. **Contact the Program Coordinator or academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0037)

First year

Fall semester			**Semester credits**
ENG	101	Rhetoric & Composition I	3
HVAR	100	Fitting, Fusion, and Fabrication	4
HVAR	101	Refrigeration & Air Conditioning Principles I	4
HVAR	103	Basic Electrical Controls & Systems	4
Human Relations Course			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
CIS	185	Introduction to Information Technology	3
ENG	103	Technical Communication **OR** Communications Course	3
GT	105	Introduction to Technical Math **OR**	4*
MATH	112	College Algebra **OR** higher level Math	
HVAR	152	Advanced Refrigeration & A.C. Principles	4
HVAR	153	Heating Fundamentals	4
Total Semester Credits			**18***

Summer Semester			**Semester credits**
HVAR	256	Advanced Elec. Controls & Systems***	4

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Second year

Fall semester			**Semester credits**
HVAR	201	Psychrometrics & Load Calculations	4
HVAR	202	Commercial Refrigeration I	4
HVAR	258	Natl Electrical Code Interpretation **OR**	
CMT	102	Construction Blueprints & Spec.	3
Humanities **AND/OR** Social Science Course			3
Total Semester Credits			**14**

Spring semester			**Semester credits**
Approved Elective**			4
HVAR	251	Commercial Refrigeration II	4
HVAR	252	Air Conditioning and Heating Sys. Design	4
HVAR	253	Licensing & Certification Prep	3
HVAR	260	Refrigerant Transition/Recovery Cert.	.5
HLTH	151	Personal Health and Wellness **OR**	
HLTH	152	First Aid-Medical Self Help	2
Total Semester Credits			**17.5**

* A minimum of 71.5 semester hours are needed for graduation.
**HVAR Approved Electives
ANY: Heating, Ventilation, Air Conditioning and Refrigeration Course
Industrial Electrician Course
Computer Information Systems Course
Small Business Management Course
***HVAR 256 is only offered as a summer course.

Students wishing to transfer to Ferris State University must take Physics 151 and Math 112.

All students must complete graduation degree requirements listed in the front of the blue pages of this catalog for an Associate in Applied Science degree. Students in the degree program must satisfy the Illinois mandated constitution requirement for the Associate in Applied Science degree.

HVAR Certificate (0038)

HVAR	100	Fitting, Fusion, and Fabrication	4
HVAR	101	Refrig & A.C. Principles I	4
HVAR	103	Basic Elect. Controls and Systems	4
HVAR	152	Advanced Refrig. & A.C. Principles	4
HVAR	153	Heating Fundamentals	4
HVAR	201	Psychrometrics & Load Calculations	4
HVAR	202	Commercial Refrigeration I	4
HVAR	203	High Efficiency Heating Systems***	2
HVAR	251	Commercial Refrigeration II	4
HVAR	252	Air Conditioning & Htg. Sys. Design	4
HVAR	256	Advanced Electrical Controls	4
HVAR	258	Natl Electrical Code Interpretation	3
HVAR	260	Refrigerant Transition/Recovery Cert	.5
Total Credits			**45.5**

***HVAR 203 is only offered as a summer course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Heating, Ventilation, Air Conditioning, and Refrigeration Program is prepared to work as a(n):

- Heating Equipment Technician
- Air Conditioning and Refrigeration Technician

Both of the above careers could specialize in:

- Commercial applications
- Residential applications

Horticulture

Coordinator/Faculty: Kurt Range

Dean: Amanda Starkey

A career in horticulture provides opportunities for employment as a landscape designer; a golf-course superintendent; grounds superintendent for a school, college, park, industrial complex or municipality; turf manager for construction contractor, country club or highway department; retail or wholesale greenhouse operator; floral designer; garden center manager; fruit/vegetable manager.

Students not able to perform the essential functions of the job of a horticulturist may not be able to pass the required courses.

All degree and certificate students must take assessment placement test before entering the program.

See the Program Coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0005)

Courses common to all options

First year

Fall semester			**Semester credits**
BIOL	101	Principles of Biology I **OR**	4
BIOL	151	Fundamental Botany	
ENG	101	Rhetoric & Composition I	3
HORT	102	Intro to Horticulture	3
HORT	132	Garden Center & Nursery Mgmt	4
HORT Option Courses and HORT Electives			2-3
Total Semester Credits			**16-17**

Spring semester			**Semester credits**
MGMT	102	Business Mathematics **OR**	3
ACCT	105	Basic Accounting Procedures **OR**	
ACCT	110	Financial Accounting	
HORT	152	Greenhouse Management	4
HORT	136	Identification & Use of Ornamentals	3
HORT Option Courses and HORT Electives			3-7
Total Semester Credits			**13-17**

Summer semester			**Semester credits**
HLTH	151	Personal Health and Wellness **OR**	2
HLTH	152	First Aid-Medical Self Help	
HORT	135	Turf Management	4
HORT	287	Supervised Intern Employment	2
Total Semester Credits			**8**

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Second year

Fall semester			**Semester credits**
HORT	215	Horticultural Diagnostics	3
HORT	288	Supervised Intern Employment	4
ENG	103	Technical Communication **OR**	3
Communications Elective			
HORT Option Courses and HORT Electives			6-7
Total Semester Credits			**16-17**

Spring semester			**Semester credits**
HORT	226	Landscaping	3
HORT	298	Horticultural Project	2
Humanities or Social Science Elective			3
HORT Option Courses and HORT Electives			5-6
Human Relations Elective			3
Total Semester Credits			**16-17**

Options available: please select one of the following options

General Horticulture

HORT	112	Media & Fertility	6
HORT	165	Floral Design I	2
HORT	195	Indoor Plant Culture and Gardening	3
HORT	120	Container Gardening	2
HORT Electives			3

Turf Management

HORT	112	Media & Fertility	6
HORT	235	Advanced Turf Management	3
HORT Electives			7

Horticulture (continued)

Floral Design

HORT	165	Floral Design I	2
HORT	168	Floral Shop Management	3
HORT	195	Indoor Plant Culture and Gardening	3
HORT	266	Floral Design II	3
HORT	267	Floral Design III	3
HORT	120	Container Gardening	2

Nursery and Landscaping

HORT	112	Media & Fertility	6
HORT	228	Computer-Aided Landscaping	3
HORT	237	Arboriculture	3
HORT	275	Grounds Maintenance	4

Greenhouse

HORT	112	Media & Fertility	6
HORT	195	Indoor Plant Culture and Gardening	3
HORT	252	Advanced Greenhouse Management	3
HORT	120	Container Gardening	2
HORT Electives			2

Fruits and Vegetables

HORT	112	Media & Fertility	6
HORT	175	Home Gardening	3
HORT	242	Fruit Production	3
HORT Electives			4

Horticulture Certificate (0006)

This program is designed for students who want to acquire skills and knowledge to enter the horticultural business after approximately one year of college.

BIOL	101	Principles of Biology I **OR**	4
BIOL	151	Fundamental Botany	
MGMT	102	Business Mathematics **OR**	3
ACCT	105	Basic Accounting Procedures	
ENG	101	Rhetoric & Composition I	3
HORT	112	Media & Fertility	6
Horticulture courses chosen from the two-year Associate in Applied Science Degree program			12
Total Credits			**28**

Floral Design Certificate (006A)

ENG	101	Rhetoric & Composition	3
MGMT	102	Business Mathematics **OR**	3
ACCT	105	Basic Accounting Procedures	
HORT	165	Floral Design I	2
HORT	168	Floral Shop Management	3
HORT	195	Indoor Plant Culture and Gardening	3
HORT	266	Floral Design II	3
HORT	267	Floral Design III	3
HORT	120	Container Gardening	2
HORT Electives			6
Total Credits			**28**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Horticulture Program is prepared to work as a:

- Landscape Designer
- Golf Course Superintendent
- Grounds Superintendent for a school, college, park, industrial complex or municipality
- Turf Manager for construction contractor, country club, highway department, sod farm, or landscape contractor
- Retail or Wholesale Greenhouse Operator
- Floral Designer
- Garden Center Manager
- Fruit and Vegetable Retail or Wholesale Manager

Human Services Technology

Coordinator/Faculty: Susan Holbrook

Dean: Paul Wreford

This program is designed for students as preparation for advanced study or employment in the human services profession. The Associate in Applied Science Program prepares students for paraprofessional employment in the human services field. Students have the option of taking courses in a variety of areas or specializing in youth care, elder care, criminal justice social services, or rehabilitation services.

Many of the courses in this program will also apply toward the first two years of a baccalaureate degree in social work or in a related human services field. Due to differences in four-year institutional program requirements, students are encouraged to consult the Program Coordinator or an academic counselor for transfer information.

For those already employed in the human services field, courses apply toward continuing education requirements.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree in Human Services Technology (0078)

First year

Fall semester			**Semester credits**
BIOL	105	Human Biology	4
ENG	101	Rhetoric & Composition I	3
HMS	100	Introduction to Human Services	3
PSYC	151	General Psychology	3
SOC	153	Introductory Sociology	3
Total Semester Credits			**16**

Spring semester			**Semester credits**
ENG	102	Rhetoric & Composition II	3
HMS	200	Human Services Applications	3
PHIL	152	Ethics	3
SOC	203	Social Problems	3
SPCH	155	Interpersonal Communication	3
HLTH	152	First Aid—Medical Self Help	2
Total Semester Credits			**17**

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Second year

Fall semester			**Semester credits**
HMS	250	Human Services Seminar	3
MGMT	102	Business Math	3
SOC	230	Race and Ethnicity **OR**	3
ECON	201	Principals of Economics I (Macro) **OR**	
LIT	215	Multicultural American Literature **OR**	
PSYC	295	Social Psychology **OR**	
SOC	255	The Family	
Approved Electives*			6
Total Semester Credits			**15**

Spring semester			**Semester credits**
HMS	280	Human Services Practicum	4
POLS	150	Introduction to American Government	3
SOC	265	Aging and Society	3
Approved Electives*			6
Total Semester Credits			**16**

*Recommended approved electives and areas of specialization

Youth Care:

AOJ	153	Juvenile Delinquency
ECE	112	Growth and Development of Children
ECE	116	Children with Special Needs
PSYC	250	Child Development
PSYC	251	Adolescent Development
SOC	255	The Family

Elder Care:

HRO	150	Fundamentals of Nutrition
PSYC	210	Life Span Development
PSYC	253	Adult Development and Aging
PSYC	254	Death and Dying

Criminal Justice Social Services:

AOJ	100	Introduction to Administration of Justice
AOJ	160	Criminology
AOJ	203	Criminal Law and Administration of Justice
AOJ	251	Rules of Criminal Evidence
SOC	210	Deviance, Crime, and Society

Psychiatric Rehabilitation Certificate (078A):

This separate certificate prepares students for entry-level jobs in the mental health field.

Coursework includes the following required courses:

			Semester credits
PRCP	151	Survey of Psychiatric Rehabilitation	3
PRCP	152	Psychiatric Rehabilitation Skills	3
PRCP	153	Health Skills for Psychiatric Rehabilitation	3
PRCP	154	Vocational & Community Living Skills	3
PRCP	155	Psychiatric Rehabilitation Practicum	4
Total Credits			**16**

Students may choose to complete a Psychiatric Rehabilitation Certificate while completing the Human Services Technology Associate of Applied Science Degree Program.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

The Associate of Applied Science program prepares students for employment as entry-level, paraprofessional human services workers. Human services workers are employed by public and private social service agencies and organizations in many specialized areas such as:

- Youth Care
- Elder Care
- Criminal Justice
- Rehabilitation Services

Industrial Maintenance Mechanics

Coordinator: Mark Bosworth, Ext. 7457

Dean: Bradley Sparks

The Industrial Maintenance Mechanics program at Southwestern Illinois College prepares students with the skills and experience necessary to enter the workforce as an entry level mechanic in an industrial facility. Students will learn multiple disciplines which include machining, pipefitting, mechanical, welding, and electricity. Industrial Maintenance Mechanics maintain and repair a variety of equipment used in many different plants such as steel mills, oil refineries, power plants, and food and beverages industries. Because factories and other facilities cannot afford to have machinery out of service for long periods, Industrial Maintenance Mechanics are there to keep the equipment maintained and running.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053D)

First year

Fall semester			**Semester credits**
PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
IML	120	Mechanical Blueprint Reading I	4
GT	104	Math for Electronics	4
HLTH	151	Personal Health and Wellness	2
Total Semester Credits			**18**

Spring semester			**Semester credits**
EET	101	Intro to Electricity/Electronics	4
IML	119	Mechanical Systems	4
IML	133	Industrial Rigging	4
ENG	101	Rhetoric and Composition I	3
Social Science Course			3
Total Semester Credits			**18**

Summer semester			**Semester credits**
WLDT	115	Industrial Welder I	4

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Second year

Fall semester			**Semester credits**
EET	111	Electrical Circuits	4
EET	200	Digital Electronic Circuits I	4
IDP	276	Industrial Hydraulics I	4
Communications Course			3
Total Semester Credits			**15**

Spring semester			**Semester credits**
IDP	116	Industrial Pipefitter A	4
EET	235	Programmable Logic Controllers	4
EET	241	Electrical Power, Motors and Controls	4
Human Relations Course			3
Total Semester Credits			**15**

Total Credits			**70**

Industrial Maintenance Mechanics Certificate (054D)

PMT	114	Industrial Metallurgy I	4
IDP	116	Industrial Pipefitting A	4
IDP	276	Industrial Hydraulics I	4
IML	119	Mechanical Systems	4
IML	120	Mechanical Blueprint Reading I	4
IML	133	Industrial Rigging	4
WLDT	115	Industrial Welder I	4
GT	104	Math for Electricity and Electronics	4
Total Credits			**32**

Industrial Maintenance Machanics (continued)

Stationary Engineering Certificate (054N)*

Stationary Engineering is an important part of the Industrial Mainteance Machanics field. The student will study applications of low and high pressure boilers, steam engines, turbines, air-compressors, pumps, components, other related equiment and technical diagrams that are used in industrial facilities. Students will apply this technical information provided to safely and efficiently perform tasks required to meet the various codes and regulations within specific fields and other related requirements pursuing proper licensure.

Fall Semester			**Semester credits**
IML	150	Stationary Engineering I	4
IML	151	Stationary Engineering II	4

Spring Semester			**Semester credits**
IML	250	Stationary Engineering III	4
IML	251	Stationary Engineering IV	4
Total Credits			**16**

*Pending ICCB approval

Career Opportunities

The workforce for Industrial Mainteance Mechanics is projected to grow 12% until 2016. Graduates will have opportunities in a wide variety of organizations from large oil refineries to smaller businesses. A graduate of the Industrial Mainteance Mechanics program is prepared to work as a(n):

- Plant Maintenance Mechanics
- Maintenance Mechanic
- Machinery Installer
- Repair Technician
- Electrical Repair Technician

Industrial Pipefitting

Coordinator: Mark Bosworth, ext. 7457

Dean: Bradley Sparks

The Industrial Pipefitting Program offers both a certificate and an AAS degree option. The courses required by the program provide core knowledge and basic skills for people wishing to enter the pipefitting craft and provides a good foundation for a continuing and developing career path in that business.

Students learn how to measure, cut, set up, lay out, and install piping systems using a variety of materials, fittings and joining methods. Pipefitting is closely associated with plumbing. This is not a residential plumbing program, although some plumbing skills are covered. The program focuses on pipefitting skills and knowledge required for industrial and construction application. Associated topics, which are studied as part of this program are: heat exchanges, valves, steam traps, boilers, and fire suppression systems. **See the Program Coordinator or an academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053E)

First year

Fall semester			**Semester credits**
IDP	116	Industrial Pipefitter A	4
GT	105	Intro to Technical Math **OR**	4
MATH	112	College Algebra **OR** higher level Math	
IML	120	Mechanical Blueprint Reading I	4
ENG	101	Rhetoric and Composition I	3
HLTH	151	Health	2
Total Semester Credits			**17**

Spring semester			**Semester credits**
IDP	126	Industrial Pipefitter B	4
PMT	114	Industrial Metallurgy I	4
Communication Course			3
Social Science Course			3
Approved Elective			2
Total Semester Credits			**16**

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Second year

Fall semester			**Semester credits**
IDP	136	Industrial Pipefitter C	4
WLDT	115	Industrial Welder I	4
Technical Elective*			8
Total Semester Credits			**16**

Spring semester			**Semester credits**
IDP	146	Industrial Pipefitter D	4
IDP	276	Industrial Hydraulics I	4
Human Relations Course			3
Technical Elective* **OR** approved Elective			4
Total Semester Credits			**15**

*Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

All students must complete graduation degree requirements listed at the beginning of the blue pages in this catalog for an Associate in Applied Science degree as well as the requirements specified for Human Relations and Constitution.

Industrial Pipefitting Certificate (054E)

PMT	114	Industrial Metallurgy I	4
IDP	116	Industrial Pipefitter A	4
IDP	126	Industrial Pipefitter B	4
IDP	136	Industrial Pipefitter C	4
IDP	146	Industrial Pipefitter D	4
IDP	276	Industrial Hydraulics I	4
WLDT	115	Industrial Welder I	4
IML	105	Industrial Math II OR	
GT	105	Intro to Technical Math	4
Total Credits			**32**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

Graduating students can find employment in manufacturing plants and on construction sites. A graduate of the Industrial Pipefitting Program is prepared to work as a(n):

- Industrial Pipefitter
- Plumber
- Steamfitter
- Sprinklerfitter

Management

Coordinator/Faculty: Sue Taylor, ext. 5434
Faculty: Tom Bilyeu

Dean: Janet Fontenot

This two-year program focuses on the development of skills needed to begin a career in business with a particular emphasis on small business management and entrepreneurship. The curriculum provides a dynamic learning environment to develop students' abilities to make effective business decisions and provide value to the business community. The curriculum includes coursework in management, accounting and marketing. See the Program Coordinator or an academic counselor for more information.

The courses required for the degree program are listed below. This is a sample schedule. Course availability will vary from semester to semester. See a counselor for details.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (049B) Management

First year

Fall semester			**Semester credits**
BUS	101	Introduction to Business	3
MGMT	102	Business Mathematics	3
ACCT	105	Basic Accounting Procedures	3
CIS	185	Introduction to Information Technology **OR**	3
CIS/OAT		Electives*	
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**15**

Spring semester			**Semester credits**
ACCT	106	Intro to Quickbooks	3
ACCT	110	Financial Accounting	3
MKT	126	Introduction to Marketing	3
ECON	201	Principles of Economics I (Macro)	3
MGMT	219	Small Business Management **OR**	3
MGMT	201 and MGMT 202 and MGMT 203		
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
ACCT	111	Managerial Accounting	3
MGMT	213	Human Relations in the Workplace	3
MGMT	204	Entrepreneurship Case Analysis	3
MGMT	241	Fundamentals of Finance	3
Human Well-Being Elective			2
PSYC	151	General Psychology	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
BUS	215	Business Law I	3
MGMT	217	Human Resource Management	3
MGMT	214	Principles of Management	3
MGMT	240	Ethics in the Workplace	1
MKT	242	Principles of Advertising **OR**	3
MKT	243	Basic Selling Techniques	
MGMT	270	Business Planning	3
Total Semester Credits			**16**

Total Credit Hours Required			**66**

*Recommended CIS/OAT Electives

OAT	175	Electronic Spreadsheets
OAT	180	Word Processing
OAT	181	Operating Systems
OAT	185	Database Applications
CIS	160	Internet Basics
CIS	164	Internet Essentials

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Management by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Management Certificate (049C)

The Management certificate allows students outside of the business area to gain recognition for completing a core course of study in management. The certificate will benefit students in two-year non-business programs as well as four-year students who wish to obtain background in management.

MGMT	213	Human Relations in the Workplace	3
MGMT	214	Principles of Management	3
MGMT	217	Human Resource Management	3
MGMT	219	Small Business Management	3
MKT	126	Introduction to Marketing	3
MGMT	240	Ethics in the Workplace	1
Total Credits			**16**

Course availability varies from semester to semester. Ask your counselor or the Business Division for a master course schedule.

Entrepreneur Certificate (049D)

The Entrepreneur Certificate is designed to meet the needs of people who are interested in opening a business but want further guidance. The certificate consists of three one credit hour courses which are listed below. Students will begin with a review of issues common to most entrepreneurs including personal readiness to meet the challenges of owning one's own business. Participants in the program will also discuss what to expect in the first year of operation. Upon successful completion of the Business Plan Basics course, the student will have a basic plan to start his or her own small business.

MGMT	201	Entrepreneur Basics	1
MGMT	202	Entrpreneur: First Year	1
MGMT	203	Business Plan Basics	1
Total Credits			**3**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A successful graduate of the Management AAS program is prepared to work in administrative and entry-level supervisory positions in a small business. Graduates with an interest in starting a business have the knowledge to prepare a detailed business plan. For more job market information, go to the Bureau of Labor Statistics website at http://www.bls.gov/.

Phi Beta Lambda – Abe Small Chapter

Phi Beta Lambda (PBL) is a nonprofit educational association of students preparing for careers in business. All students are welcome to join. Contact the Business Division at 618-222-5313 for more information.

Marketing

Coordinator/Faculty: Sue Taylor, ext. 5434
Faculty: Tom Bilyeu

Dean: Janet Fontenot

This program provides the academic background to begin a career in business. The curriculum focuses on as well as graphic communication coursework. All students must compete graduation degree requirements in the front of this catalog for an Associate in Applied Science Degree. **See the Program Coordinator or an academic counselor for more information.**

The courses required for the marketing degree are listed below. These are **sample** schedules and course availability will vary from semester to semester. See a counselor for details.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree Marketing (0031)*

First year

Fall semester			**Semester credits**
BUS	101	Introduction to Business	3
MGMT	102	Business Mathematics	3
MKT	126	Introduction to Marketing	3
SPCH	151	Fundamentals of Public Speaking	3
ENG	101	Rhetoric & Composition I	3
CIS	155	Basic Web Page Design	1
Total Semester Credits			**16**

Spring semester			**Semester credits**
ACCT	105	Basic Accounting Procedures	3
MGMT	213	Human Relations in the Workplace	3
CIS	171	Computer Graphics	3
OAT	261	Business Communication **OR**	
ENG	102	Rhetoric & Composition II	3
Humanities or Social Science Elective			3
Total Semester Credits			**15**

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Second year

Fall semester			**Semester credits**
ECON	201	Principles of Economics I (Macro)	3
MGMT	214	Principles of Management	3
MKT	231	Consumer & Market Behavior**	3
MGMT	240	Ethics in the Workplace	1
MKT	242	Principles of Advertising	3
CIS	172	Photoshop	3
Total Semester Credits			**16**

Spring semester			**Semester credits**
BUS	215	Business Law I	3
MKT	229	Marketing Management**	3
MKT	243	Basic Selling Techniques	3
CIS	257	Electronic Publishing	3
Human Well-Being			2
Specified Elective (choose one):			3
MKT	265	Marketing Internship	
MGMT	241	Fundamentals of Finance	
OAT	185	Database Applications	
CIS	259	Adv Desktop Publishing	
CIS	272	Advanced Photoshop	
Total Semester Credits			**17**

*Pending ICCB approval
**Denotes course available on limited schedule. Contact a counselor or the Business Division for a Marketing Master Course Schedule.

Total Credit Hours Required **64**

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree Marketing by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Certificate (031E)

The Marketing certificate allows students outside of the business area to gain recognition for completing a core course of study in marketing. The certificate will benefit students in two-year non-business programs as well as four-year students who wish to have background in marketing.

MKT	126	Introduction to Marketing	3
MKT	243	Basic Selling Techniques	3
MKT	229	Marketing Management**	3
MKT	231	Consumer and Market Behavior**	3
MKT	242	Principles of Advertising	3
MGMT	240	Ethics in the Workplace	1
Total Semester Credits			16

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A successful graduate of the Marketing program is prepared to work as a:

- Sales Representative
- Merchandiser
- Customer Service Representative
- Retail Manager
- Marketing staff in a small business

For more job market information, go to the Bureau of Labor Statistics website at http://www.bls.gov/.

Phi Beta Lambda – Abe Small Chapter

Phi Beta Lambda (PBL) is a nonprofit educational association of students preparing for careers in business. All students are welcome to join. Contact the Business Division at 618-222-5313 for more information.

Massage Therapy

Coordinator: Tammy Bivin, 239-6400

Program Location:
The Body Therapy Center & School of Massage
#4 Executive Woods Court
Swansea, IL 62226
618-239-6400
Owner & Instructor: Holly Pinto

Dean: Julie Muertz

The Southwestern Illinois College Massage Therapy program is designed to provide students with a strong, comprehensive foundation for practice as a Massage Therapist (MT). Massage therapists are involved in "hands on" care intended to promote healing, relieve stress, manage pain, and improve circulation of their clients. They work by appointment and when self employed supply the tables, chairs, sheets, pillows, body lotions/oils, etc. needed for treatment. The massage therapist interviews and assesses each client to determine a treatment plan, which may include specialized massage techniques and complimentary techniques, such as spa treatments. Massage therapists establish clear boundaries with their clients to create a safe and effective healing environment. To develop and maintain a successful massage therapy practice, they also must have good communication skills, effective business practices, and an appreciation of the body, mind and spirit connection. For further information regarding the field of Massage Therapy, refer to the American Massage Therapy Association (AMTA) web site at www.amtamassage.org, or the US Dept of Labor Outlook handbook at www.bls.gov/oco/.

Upon successful completion of the 1 year, 759 hour massage therapy certificate, graduates are awarded a Massage Therapy Certificate and are eligible to take the national certification examination. The States of Illinois and Missouri require successful completion of the National Certification Examination in order to apply for licensure. In addition, students are required to submit to a criminal background check and provide verification of fingerprint processing by an approved agency. The laws regarding massage therapy practice vary from state to state; refer to the American Massage Therapy Association website for more information, http://www.amtamassage.org/about/lawstate.html.

Contact the Program Coordinator or an academic counselor for more information.

About the program:

The Massage Therapy certificate program is a 38 credit hour, 1 year program, which can be completed in 3 semesters. Courses include MT technical courses and assigned clinical experiences/practicums. The curriculum includes: anatomy, physiology and pathology related to massage-including Western and non-Western philosophies, kinesiology basics; client assessment, specific therapeutic massage applications & spa treatments. The curriculum also includes the professional standards, ethics, business and legal practices related to massage therapy. The MT certificate program begins each Fall and Spring semester at The Body Therapy Center and School of Massage, LTD.

Clinical experience/practicum courses are completed at The Body Therapy Center and School of Massage and at off site locations for special events. Students may periodically be required to travel outside of the College district for clinical experience. Clinical practice courses begin as early as the first semester of the program and continue every semester until program completion. Clinical practice is completed by scheduled client appointments and student's schedule. Hours may be completed during the day, evening and/or weekend. The HLTH 152 class is not offered at the Body Therapy Center and School of Massage.

There is also an accelerated MT certificate for graduates of accredited physical therapist (PT) or PT Assistant programs which begin each Summer semester. Students must demonstrate proof of a PT/PTA degree from an accredited school by submission of a college transcript or a current PT/PTA license. The accelerated MT certificate can be completed by December. The Summer semester requires classroom attendance 1 night/week and clinical practicum. The Fall semester requires classroom attendance 2 nights/week & 1 weekend per month in addition to clinical practicum. All course work of the MT curriculum has been approved by the IPTA for PT/PTA CEU credits.

The college also offers an Associate of Applied Science degree in Massage Therapy. The AAS in MT degree is a 71 credit hour program, which can be completed in 2 years, including 1 summer. The associate degree includes general education courses to enhance skills in communication, social & behavioral sciences, information systems, and enhance skills in specialized areas of massage therapy practice.

Enrollment Procedures

Southwestern Illinois College's Massage Therapy program is open to any student who is a high school graduate or earned a high school equivalency certificate. To enroll, students must:

A. **Attend the new student orientation**. Orientation sessions are held at The Body Therapy Center, #4 Executive Woods, Swansea approximately one month prior to the start of classes, which would be mid-July for Fall classes and early December for Spring classes. At orientation, students will complete a SWIC application and registration forms to enroll in classes. **Students may not register without the MT program coordinator's permission/signature**.
B. **Complete the COMPASS placement test**. Compass results must qualify the student for enrollment in ENG101 or greater and MATH 94 or greater. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700, ext 5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext. 8114.

General Information:

A. Coordinator permission is required before enrolling in the first semester of the MT program.
B. Students qualifying for enrollment must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed in the MT Student Handbook and on SWIC.edu

Massage Therapy (continued)

under MT program. Any interested students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-222-5368.

C. Students should check the location and schedule of classes to ensure their own availability and access. Students are responsible for their own transportation and attendance at any of the classes and practicums assigned by the program.

D. The certificate MT courses are offered at The Body Therapy Center and School of Massage, #4 Executive Woods Court, Swansea, IL 62226. Periodically some MT courses may be moved to the Belleville campus as needed. General education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud campuses.

E. Students that enroll in this the program must follow requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in each year's MT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to enroll again the following semester/year. **All courses for the massage therapy certificate must be completed within a two year period**.

F. Students will be required to possess current CPR certification, show proof of immunizations, TB test, and physical examination before beginning any clinical practicum.

G. The MT program begins each Fall and Spring semester. When beginning the program in the Fall, students may choose to attend the afternoon or evening classes. There are 20 seats in each group-afternoon and evening. In the Spring semester there are 20 seats for morning only classes. All courses must be completed during the semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the certificate.

H. All massage tables, chairs, pillows, and supplies are provided by the school. Students are required to purchase their own sheets and pillow case(s). Attire for clinical practicum is black pants and solid color tops.

I. Prerequisites may be required for some courses. Refer to Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (027B) and Certificate (027A)

FIRST YEAR

Massage Therapy Certificate (027A) is the Fall/Spring/ Summer course listing

First Year

Fall Semester				**Semester credits**
MT	101	Therapeutic Massage I		5
MT	102	Body Structure and Function I		4
MT	160	Movement and Massage		5
MT	190	Clinical Practicum I		1
HLTH	152	First Aid-Medical Self Help		2
Total Semester Credits				**17**

Spring Semester			**Semester credits**
MT	201	Therapeutic Massage II	5
MT	202	Body Structure and Function II	4
MT	203	Complimentary Techniques	5
MT	270	Clinical Practicum II	1
Total Semester Credits			**15**

Summer Semester			**Semester credits**
MT	200	Business Practice in Massage Therapy	3
MT	220	Pathology for the Massage Therapist	2
MT	280	Clinical Practicum III	1
Total Semester Credits			**6**

SECOND YEAR

Required for AAS (027B) degree completion

Fall Semester				**Semester credits**
ENG	101	Rhetoric and Composition I		3
PSYC	151	General Psychology		3
OAT	146	Computer Applications for the Office	**OR**	3
OAT	130	Word Processing Basics AND		
OAT	131	Database Basics AND		
OAT	132	Electronic Spreadsheet		
PE	141	Yoga I OR		1
PE	145	Tai Chi		
Approved MT electives*				6.5
Total Semester Credits				**16.5**

Spring Semester			**Semester credits**
SPCH	155	Interpersonal Communications	3
SOC	153	Introductory Sociology	3
MGMT	102	Business Mathematics	3
Approved MT electives*			7.5
Total Semester Credits			**16.5**

Massage Therapy (continued)

***Approved MT electives:**

MT	210	Introduction to NMT	1.5
MT	211	NMT for LE	1.5
MT	212	NMT for the Torso & Pelvis	1.5
MT	213	NMT for the Upper Extremity	1.5
MT	214	NMT for the Cervical Spine & Cranium	1.5
MT	281	Orthopedic Massage Therapy	3.5
MT	283	Professional Ethics of Touch	2
MT	284	MT for the In-patient	3
MT	285	Biodynamic Cranio Sacral Therapy	2.5
MT	286	Self-care for the MT	1.5

*Pending ICCB approval

The college also offers an accelerated massage therapy certificate opportunity for graduates of accredited physical therapist/physical therapist assistant programs. Interested students should contact the program coordinator for further information.

Accelerated Certificate Program

Summer Semester			**Semester credits**
MT	195	Massage Techniques for the PT/PTA	1.5
MT	270	Clinical Practicum II	1
Total Semester Credits			**2.5**

Fall Semester			**Semester credits**
MT	200	Business Practices in Massage Therapy	3
MT	201	Therapeutic Massage II	5
MT	203	Complementary Techniques	5
MT	280	Clinical Practicum III	1
Total Semester Credits			**14**

Speciality Certificate Neuromuscular Therapy (027C)

Neuromuscular Therapy (NMT), American Version, is a treatment protocol for treating soft tissue and myofascial restrictions. It utilizes specific massage therapy techniques, stretching, and home care to reduce/eliminate most neuromuscular pain patterns. These advanced massage techniques are used by licensed massage therapists, physical therapists, and physical therapist assistants.

			Semester credits
MT	210	Introduction to NMT	1.5
MT	211	NMT for the LE	1.5
MT	212	NMT for the Torso and Pelvis	1.5
MT	213	NMT for the Upper Extremity	1.5
MT	214	NMT for the Cervical Spine & Cranium	1.5
Total Semester Credits			**7.5**

Career Opportunities

A large percentage of Massage Therapists are self-employed, although other employment settings include chiropractic offices, health clubs/fitness centers, spas/salons, resorts, massage therapy clinics, sports medicine centers, hospitals, corporations, and stress reduction centers. Approximately 60% of Massage Therapists work part-time due to the physical demands of the occupation. Employment is expected to grow faster than average from 2004-2014 as more people learn about the benefits of massage.

Average Starting Salary: As an independent contractor new graduates earn $30-$50 per hour. Working for an hourly wage, such as at a clinic or spa, the earnings are generally $15-$25 per hour. A self-employed Massage Therapist with increased skill and a larger client base will have the highest earnings.

Medical Assistant

Coordinator/Faculty: Cheryl Hutchison, ext. 5332
Faculty: W. Howard Gunning

Dean: Julie Muertz

The Southwestern Illinois College **Medical Assistant** (MA) program prepares graduates to provide both administrative and clinical services in a medical office. The specific duties of a Medical Assistant will vary depending on the legal requirements of the State and on the 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, billing, and/or transcription. Under the direct supervision of a licensed professional such as a physician, they 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 & electrocardiograms. For further information regarding the field of a Medical Assistant, refer to the American Association of Medical Assistants (AAMA) website at www.aama-ntl.org.

Upon successful completion of the 10 month MA curriculum, graduates are awarded a Medical Assistant Certificate and are eligible to take the National Certification exam to become a Certified Medical Assistant. Taking the certification exam is required to successful completion of this program.

Southwestern Illinois College's Medical Assistant certificate program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP), website: **www.caahep.org** upon recommendation of the Medical Assisting Education Review Board (MAERB). The program's curriculum is guided by the standards developed by the Commission. Our accreditation status means SWIC has met the standards required of the profession and helps to assure the public that our curriculum will graduate competent clinicians. It also qualifies the college's MA graduates to sit for the MA certification examination.

The college also offers an Associate of Applied Science degree for Medical Assistants to enhance their skills in finance, management, communication, and interpersonal relations. Completion of the degree often assists the MA in attaining a supervisory role in the medical office.

Contact the Program Coordinator or an academic counselor for more information.

About the Program:

The Medical Assistant certificate program is a 38.5-credit-hour, accredited certificate program, which can be completed in 10 months. The curriculum includes MA technical courses and assigned clinical experiences. MA courses begin in the Fall and Spring Semesters at the Belleville and Sam Wolf Granite City campuses.

The AAS in MA degree is a 68.5 credit hour, 2 year program, which can be completed in 2 years and one summer. The curriculum includes math, English, anatomy, communication, psychology and management courses, as well as MA technical courses, and assigned clinical experiences. There are 30 credit hours of general education courses and 38.5 hours of Medical Assistant courses.

Clinical experience courses are completed off campus in various MA employment settings. Students may be required to travel outside of the College district for clinical experience courses and must have background checks and drug testing prior. Clinical practice begins after the completion of all coursework.

Admission procedures

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for Allied Health programs. If not admitted, interested applicants must reapply the following semester. **An Application Planning Guide is available from the SWIC website or at the Counseling Center.**

I. **Submit a Medical Assistant application between February 1, 2010 and May 25, 2010** for entry into **the Fall semester (2010)** OR **May 1, 2010 thru August 1, 2010 for** the succeeding **Spring 2011 semester**. **Applicants must identify a campus preference when applying** – (Belleville or Granite City). Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu (Prospective students/Allied Health Applications) during the application period noted above.

II. **All** of the following minimum **requirements must be met, and all documents must be on file in the Enrollment Services Office before June 15, 2010 for a Fall semester start and September 1, 2010 for a Spring semester start**, before an applicant will be considered for admission to the program.

   A. **Official high school transcript**(s) or GED
   B. If currently enrolled in high school:
      1. List of courses in progress
      2. Transcript of semesters completed to date
      3. All required coursework or testing which is prerequisite to admission to the program must be completed and on file with Southwestern's Enrollment Services Office by supporting documentation deadlines - June 15, 2010 for Fall 2010 admission and September 1, 2010 for Spring 2011 admission, unless the application deadline has been extended.
   C. **Official transcripts from all colleges, universities or accredited schools of Medical Assistant attended**. Those students who have completed college level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.
   D. Completion of the **COMPASS placement test** with eligibility for English 101 or greater and eligibility for Math 94 or greater. (To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-222-5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext 8114.)

III. Completion of the following prerequisite computer courses with no grade/score lower than a "C" or computer literacy test. Official transcripts documenting this work must be on file with the Enrollment Services Office prior to June 15, 2010 for

Medical Assistant (continued)

the Fall admission and September 1, 2010 for the Spring start unless the application deadline has been extended. Students must complete one of the following:

A. **Computer Literacy test** with a score no lower than 75%. The computer literacy test is available at any of the SWIC Testing centers. Students are limited to one attempt to pass the Computer Literacy Test. Call to arrange an appointment and bring a photo ID on the day of testing. Belleville Campus 618-222-5551, Sam Wolf Granite City Campus 618-222-6664, or the Red Bud campus at 618-222-8134.

OR

B. Completion of the following Computer courses:

OAT 146 OR
OAT 130/OAT 171 AND
OAT 131 AND
OAT 132

IV. Selection of qualified applicants for the Medical Assistant program will be based upon a numerical ranking procedure, using COMPASS scores (reading, writing, and math), Computer Literacy testing/college grades in computer courses, and the percentage of those general education courses required for completion of the MA degree completed prior to admission with a grade of "B" or better. Information of the ranking procedure and the admissions process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the entrance requirements for the Medical Assistant program, call or visit the Belleville Campus, 2500 Carlyle Ave. 618-235-2700, ext. 5206; the Sam Wolf Granite City Campus, 4950 Maryville Road 618-931-0600, ext. 7333; or the Red Bud Campus, 500 West South Fourth St. 618-282-6682, ext 8114.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. **In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached at each of the campuses or until the first week of classes during the Fall or Spring semesters.** Contact Enrollment Services (235-2700, ext 5541/5542) or the Counseling Center (235-2700, ext 5206) to obtain information of possible application deadline extensions. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.)

In the event that there are more qualified applicants than spaces available at a campus of preference, students will be offered a seat at the alternate campus for the same semester or the opportunity to have a seat in the subsequent semester at the campus of their preference. Applicants residing outside Southwestern's district or in a district that does not have a joint agreement with Southwestern for this program, will not be eligible for consideration or admission if there are more applicants than positions to be filled. Residency status is determined by address on file with Enrollment Services by June 15, 2010 for the Fall start and September 1, 2010 for the Spring admission.

V. **General Information**

A. Acceptance to the program is required before an applicant will be permitted to register for MA prefixed courses.

B. Applicants accepted to this program must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed in the MA Student Handbook and at SWIC.edu under Academics/Allied Health & Public Services/Medical Assistant in the special application FAQ box. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.

C. The program is offered at Belleville and Sam Wolf Granite City campuses for the MA certificate with clinical experience at medical facilities within district; required general education courses for the degree can be taken at the Belleville, Sam Wolf Granite City or Red Bud Campuses.

D. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware that health insurance is required duringclinical education courses or students will be personally responsible for any costs incurred for injuries occurring during their clinical. Malpractice insurance is provided by the college through the assessment of lab fees. **Time Commitment:** Students who enroll as full-time students will attend school 4-5 days/week throughout the 10 month program. If planning to attend part-time, students must meet with the program coordinator to develop a schedule for program completion. Although students may take up to 6 years to complete the program, it is STRONGLY discouraged as many students have difficulty retaining knowledge of materials taught in earlier semesters.

Whether attending full-time or part-time, all students must be available 30-40hr/week to complete the clinical education portion of the program which is a total of 200 hours of practical experience. Clinical practice begins after completion of all coursework. All clinical experience must be completed prior to the certification exam to be eligible to sit for examination.

E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements specified. Students are responsible for program policies as listed in each year's MA Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding semester.

F. Students accepted will be required to possess current CPR certification at the Healthcare Provider level, show proof of immunizations, TB test, physical examination, and verify health insurance coverage before beginning any clinical practicum.

Medical Assistant (continued)

G. Criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions are also required prior to clinical experience courses. Background checks are conducted from every state/county in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Murder	Arson
Sexual offenses	Burglary	Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

H. In the Fall semester, the MA program generally accepts 24 students at the Belleville Campus and 20 students at the Sam Wolf Granite City Campus. In the Spring semester, 24 students are accepted at the Belleville Campus and 20 at the Sam Wolf Granite City Campus. The MA courses are only offered during the day. The certificate program can be completed in 3 semesters; including 1 summer. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the degree.

I. Prerequisites may be required for some courses. Refer to Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Medical Assistant
Associate in Applied Science Degree (0021) and Certificate (021A)

FIRST YEAR

Medical Assistant Certificate (021A) is the Fall/Spring/ Summer course listing of the First Year

Fall semester			**Semester credits**
MA	130	Medical Office Clinical Procedures I	2
MA	140	Medical Office Procedures	3.5
MA	142	MA Automation I	1.5
MA	145	Medical Law & Ethics	2
MA	150	Medical Pathology I	3
MA	170	Medical Lab Orientation I	2.5
MA	181	Cardiopulmonary Procedures	2
Total Semester Credits			**16.5**

Spring semester			**Semester credits**
MA	135	Health Care & Patient Communications	2
MA	141	Medical Insurance & Coding	2
MA	143	MA Automation II	2
MA	151	Medical Pathology II	4
MA	171	Medical Lab Orientation II	2
MA	180	Medical Office Clinical Procedures II	2
MA	182	Pharmacology and Administration Techniques	4
Total Semester Credits			**18**

Summer semester			**Semester credits**
MA	195	Office Practicum	4

SECOND YEAR

Required for AAS (0021) degree completion

Fall semester			**Semester credits**
ACCT	105	Basic Accounting Procedures **OR**	
ACCT	110	Financial Accounting	3
MGMT	214	Principles of Management	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
BIOL	105	Human Biology	4
Total Semester Credits			**16**

Medical Assistant (continued)

Spring semester			**Semester credits**
MGMT	213	Human Relations in the Workplace	3
MA	255	Medical Assistant Management Internship	3
SPCH	151	Fundamentals of Public Speaking OR	3
SPCH	155	Interpersonal Communication	
Human Relations Course*			3
Approved Electives***			2
Total Semester Credits			**14**

* See front of AAS blue pages for possible Human Relations Courses

*****Approved electives**

OAT	122	Word Processing Applications I
ECON	201	Principles of Economics I (Macro)
BUS	215	Business Law I
MLT	242	Phlebotomy Clinical
MA	243	Clinical Coding Practicum
MGMT	219	Small Business Management
OAT	131	Database Basics
OAT	132	Electronic Spreadsheet Basics
HRO	120	Pharmacology
HRO	150	Fundamentals of Nutrition
PSYC	200	Applied Psychology
SLS	100	Non-Verbal Communication
SLS	125	Fingerspelling & Numbers
SPAN	101	Elementary Spanish I

Career Opportunities

Medical Assistants work in a wide range of medical facilities. Traditionally, they work in ambulatory care centers, urgent care facilities, and physician's offices, but most recently Medical Assistants are also finding employment in hospitals and inpatient/ outpatient facilities. The cross-training of the Medical Assistant in administrative and clinical duties frequently makes the MA more marketable than individuals specializing in office management only. The Bureau of Labor Statistics projects Medical Assisting to be one of the fastest growing occupations for the 2002 to 2012 period.

Average Starting Salary: Starting salaries are about $25,320 annually, salaries vary depending on the facility and the training & skills of the MA. **Certified Medical Assistants make approximately 5%-10% more than non-certified MAs**.

Medical Billing & Coding Certificate (021D)

Southwestern Illinois College's **Billing & Coding certificate program** prepares graduates to submit claims to Insurance companies or Medicare in order to receive payment for services provided to a patient by a medical doctor or other licensed health care provider. To submit claims, the correct code must be utilized to identify to the insurance company or government agency the reason why a patient was seen and what services were performed so that the provider can get paid. Codes also are implemented to gather and communicate public health statistics. Physicians depend on well trained, reliable medical coding and billing staff because otherwise they might not get paid for their services, or might be charged large penalties due to improper coding. For further information regarding the field of Billing & Coding, refer to the American Academy of Professional Coders website at www.aapc.org.

Upon successful completion of this 4 semester program, graduates are awarded a Billing & Coding Certificate and are eligible to take the American Academy of Professional Coders certification (CPC) exam. Although certification is not required to practice in Billing & Coding, it is strongly advised as many employers require it.

Contact the Program Coordinator or an academic counselor for more information.

General Information:

A. The Billing & Coding certificate program is a 29-credit-hour program, which can be completed in 4 semesters. The curriculum is part of the Medical Assistant program and includes technical courses and assigned clinical experiences. Billing & Coding courses begin in the Fall and Spring Semesters at the Belleville and Sam Wolf Granite City campuses.

B. All students interested in the Billing & Coding Program must meet with the program coordinator, Cheryl Hutchison, prior to enrolling in Billing & Coding classes. Call for an appointment at 235-2700, ext 5332.

C. Prior to meeting with a program coordinator, students must complete the COMPASS placement test to assess reading, writing, and math skills. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the Counseling center at the Belleville Campus, 618-235-2700, ext. 5206, Sam Wolf Granite City Campus, 618-931-0600, ext. 7333, or the Red Bud Campus, 618-282-6682, ext, 8114. Student scores on the COMPASS placement test must be high enough to be eligible for ENG 101 or greater and MATH 94 or greater to enroll in the Medical Billing & Coding courses. Students are also required to demonstrate computer literacy through the computer literacy test, with a score equal to or greater than 75% or by completing the following computer courses: OAT 146 or OAT 130/171 and OAT 131 and OAT 132 with a "C" or better. The computer literacy test is available at any SWIC Testing Center. Call to arrange an appointment and bring a photo ID on the day of testing. To arrange an appointment, call the Belleville Campus, 618-235-2700, ext. 5551, Sam Wolf Granite City Campus, 618-931-0600, ext. 7364, or the Red Bud Campus, 618-282-6682, ext. 8134.

D. Students who enroll as full-time students will attend school 4-5 days/week throughout the 2 year certificate program. If planning to attend part-time, students must meet with the program coordinator to develop a schedule for program completion. Although students may take up to 6 years to complete the program, it is STRONGLY discouraged as many students have difficulty retaining knowledge of materials taught in earlier semesters.

Whether attending full-time or part-time, all students must be available 30-40hr/week to complete the clinical education portion of the program which is a total of 220 hours of practical experience.

Medical Assistant (continued)

E. In the Fall semester, the Billing & Coding program generally has seats for 10 students at the Belleville Campus and 10 students at the Sam Wolf Granite City Campus. In the Spring semester, there are 10 seats at the Belleville Campus and 10 at the Sam Wolf Granite City Campus. The Billing & Coding courses are only offered during the day. The certificate program can be completed in 4 semesters; including 1 summer. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the certificate.

F. Admitted Billing & Coding students must follow all the requirements listed in the General Information section of the Medical Assistant program. Refer to that section for complete details.

G. Prerequisites may be required for some courses. Refer to Course Description Guide in the college catalog.

Medical Billing & Coding (021D) Certificate

FIRST YEAR

First semester			**Semester credits**
MA	140	Medical Office Procedures**	3.5
MA	142	MA Automation I	1.5
MA	150	Medical Pathology I	3
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
Total Semester Credits			**11**

Second semester			**Semester credits**
MA	141	Medical Insurance & Coding	2
MA	143	MA Automation II	2
MA	145	Medical Law & Ethics	2
MA	151	Medical Pathology II	4
Total Semester Credits			**10**

SECOND YEAR

Third semester			**Semester credits**
MA	192	Administrative Externship	2
MA	236	CPT & ICD-9 Coding	1.5
MA	237	Specialty Coding	1.5
Total Semester Credits			**5**

Fourth semester			**Semester credits**
MA	243	Clinical Coding Practicum	3
Total Semester Credits			**3**

Total Overall Credits	**29**

**Pending ICCB approval

Career Opportunities

A variety of employers are seeking individuals trained in billing & coding: small and large group practices, dental offices, health clinics, hospitals, pharmacies, nursing homes, mental care facilities, rehabilitation centers, insurance companies, or health maintenance organizations (HMO's). Billing & Coding jobs from home are very limited. In the local area, most offices do not have sufficient work to keep someone employed full-time in billing & coding only. Cross-training as a Medical Assistant will make the Biller & Coder more marketable than individuals specializing in Billing & Coding only. The US Department of Labor projects that medical information and claims processing will continue to grow much faster than other occupations throughout the year 2014.

Average Starting Salary: Starting salaries are about $25,320 annually, salaries vary depending on the facility and the training & skills of the MA. Certified Professional Coders make approximately 5%-10% more than non-certified Coders.

Medical Laboratory Technology

Coordinator/Faculty: Jean Deitz, ext, 5386

Dean: Julie Muertz

Southwestern Illinois College's Medical Laboratory Technology (MLT) program prepares students with the entry level skills necessary to become a Medical Laboratory Technician. Laboratory technicians examine and process body fluids, and cells. They look for bacteria, parasites, and other microorganisms; evaluate the chemical content of fluids; match blood for transfusions; and test for drug levels in the blood to show how a patient is responding to treatment. Technicians also prepare specimens for examination, count cells, and look for abnormal cells in blood and body fluids. They use automated and computerized instruments, as well as microscopes, cell counters, and other sophisticated laboratory equipment. For further information regarding the field of Medical Laboratory Technology, refer to the American Society for Clinical Laboratory Science web site at www.ascls.org/jobs/careers.asp.

Upon successful completion of the MLT curriculum, graduates are awarded an Associate in Applied Science degree in Medical Laboratory Technology and are eligible to take a national registry examination. The American Society for Clinical Pathology (ASCP) offers national certification testing which earns technicians the title of Certified Medical Laboratory Technician (MLT). Regulations vary from state-to-state, but certification is highly recommended because many employers may require it.

Southwestern's Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), located at 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone 773-714-8880 or visit website: www.naacls.org. The program's curriculum is guided by the standards developed by NAACLS. Our accreditation status means SWIC has met the standards required and help to assure the public that our curriculum will graduate competent clinicians. It also allows the college's MLT graduates to take the national registry to certify that competency.

Contact the Program Coordinator or an academic counselor for more information.

About the Program:

This is a 71 credit hour, 2 year accredited degree program, which can be completed in 4 semesters and 2 summers. The curriculum includes mathematics, chemistry, and biological sciences, as well as MLT technical courses, and assigned clinical experiences. There are 38 credit hours of general education courses and 33 hours of Medical Technology courses. General education courses can be completed prior to admission; otherwise all courses must be completed during the semesters indicated. MLT courses begin in October for those applicants accepted into the program. **It is NOT required to complete the general education courses prior to the application to the MLT program.**

Clinical experience courses are completed off campus in various MLT employment settings. Students may be required to travel outside of the College district for clinical experience courses and must have background checks and drug testing prior. Clinical practice begins in the second year of the program.

Admission procedures

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for any Allied Health program. If not admitted, interested applicants must reapply the following year. **An Application Planning Guide is available on the SWIC website or in the Counseling Center. All applicants are strongly encouraged to make an appointment with MLT coordinator, Jean Deitz, 235-2700 ext. 5386.**

I. **Submit a** Medical Laboratory Technology **application between September 1, 2010 and April 1, 2011** for entry into the program. Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu (Prospective Students/Allied Health Applications) during the application period noted above.

II. **All** of the following **minimum requirements must be met, and all documents must be on file in the Enrollment Services Office before April 15,** 2011 before an applicant will be considered for admission to the program:
   - A. **Official high school transcript**(s) or GED
   - B. If currently enrolled in high school:
     1. List of courses in progress
     2. Transcript of semesters completed to date
     3. All required course work and testing which is prerequisite to admission to the program should be completed by the end of the high school student's first semester in the senior year. Official transcripts documenting this work must be on file with the Southwestern's Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.
   - C. **Official transcripts from all colleges, universities or accredited schools of Medical Laboratory Technology attended**. Those students who have completed college-level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.
   - D. A minimum **ACT** composite scores of 15 or a **SAT** composite score of 700-800. (The most recent test score is used.) Test scores more than 10 years old preceding April 1, 2011 are not acceptable. Applicants may either re-test or utilize the GPA option outlined in Section IV. To schedule your ACT, go online at www.act.org or SAT at www.collegeboard.com.
   - E. Completion of the **COMPASS placement test** with eligibility for English 101 or greater and Math 94. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext 8114.
   - F. Meet all requirements specified in Part III, IV, and V.

III. **To qualify as a candidate for admission** to the Medical Laboratory Technology program, **applicants must have completed the following prerequisite courses** within the 10 years preceding April 1, 2011 with no grade lower than a "C". Official transcripts documenting this work must be on file with the Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.
   - A. **Biology** - one year high school with a lab or one semester college (College Biology must equate with Southwestern's BIOL 100, 101, 102, 105, 155, 156, 157 or 158)
   - B. **Algebra** - one year high school or one semester college (College Algebra must equate with Southwestern's MATH 94, 97, 107, 111, 112, or 113) -
     Students not having completed an Algebra course within the past ten years, but, having completed a higher level Math course within the ten year time period may utilize the grade in the most recent higher level Math course for the purpose of these admission procedures. For information regarding these eligibility requirements, please contact Southwestern's Office of Admissions.
   - C. **Chemistry** -one year high school or one semester college (College Chemistry must equate with Southwestern's CHEM 101, 103, 105 or 106).

Medical Laboratory Technology (continued)

D. Students completing prerequisite courses from a high school not recognized by the State Board of Education or home schooled students may demonstrate competency of the Biology, Chemistry and/or Algebra requirements by taking a placement test. Questions regarding placement testing can be addressed by contacting Enrollment Services, extension 5541/5542.

E. College course grades supersede high school grades when both appear on official transcripts for Biology, Algebra, and Chemistry. The most recent grade in courses meeting the Biology, Algebra, and Chemistry requirements are used in determining an applicant's admission qualifications and rank. Biology and Chemistry courses must include a lab component.

IV. **Applicants not meeting the above ACT/SAT requirements** outlined in Section II, must submit an official college transcript indicating completion of at least 12 hours of the 37 required general education courses required for this degree. A minimum of 2.0 grade-point average is required for these courses. GPAs from other institutions are not utilized; however, courses which apply towards this program's graduation requirements and which are accepted by the Enrollment Services Office for the transfer will figure into this GPA option.

V. Selection of qualified applicants for the Medical Laboratory Technology Program will be based upon a numerical ranking procedure, using ACT/SAT scores, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. (Applicants should be aware that general education courses completed in the Spring preceding potential Summer entry may not be calculated in the numerical ranking.) Information on the ACT/SAT test, the numerical ranking procedure and the admission process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the entrance requirements for the Medical Laboratory Technology Program, call or visit the Belleville Campus, 2500 Carlyle Avenue (235-2700, ext. 5206); the Sam Wolf Granite City Campus, 4950 Maryville Road (931-0600, ext. 7333); or the Red Bud Campus, 500 West South Fourth Street (282-6682, ext. 8114).

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. **In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of MLT classes during the Fall semester**. Contact Enrollment Services (235-2700 ext. 5541/5542) or the Counseling Center (235-2700 ext. 5206) to obtain information of a possible applications deadline extension. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.)

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside Southwestern's district or in a district that does not have a joint agreement with Southwestern for this program, will not be eligible for consideration or admission if there are more applicants than positions to be filled. Resident status is determined by address on file with Enrollment Services by April 15, 2011.

VI. General Information

A. Acceptance to the program is required before an applicant will be permitted to register for MLT prefixed courses.

B. Applicants accepted to this program must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed in the MLT Student Handbook and at SWIC.edu under Academics/Allied Health & Public Services/Medical Laboratory Technology in the special application FAQ box. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.

C. The program is offered at the Belleville campus for MLT courses; required general education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud Campuses.

D. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware that health insurance is required during clinical education courses. Malpractice insurance is provided by the college through assessment of lab fees.

E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in the MLT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in a succeeding year.

F. Students accepted will be required to show proof of immunizations, TB test, physical examination, and verify health insurance coverage before beginning any clinical practicum.

G. Criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions are also required prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. The cost is approximately $87 for drug testing and background check in IL and MO. An additional fee of $13 is required for each additional state. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Murder	Arson
Sexual offenses	Burglary	Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

Medical Laboratory Technology (continued)

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

H. The MLT program generally accepts 14 students each year. MLT courses are only offered during the day. The program can be completed in 4 semesters and 2 summers. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the degree.

I. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0022)

First year

Summer semester			**Semester credits**
MATH	112	College Algebra* **OR**	4
MATH	97	Intermediate Algebra ***	5
Total Semester Credits			**4-5**

Fall semester			**Semester credits**
BIOL	157	Human Anatomy and Physiology I	5
CHEM	105	General Chemistry I* **OR**	5
CHEM	101	Introductory Chemistry	
ENG	101	Rhetoric & Composition I	3
HRO	100	Medical Terminology	1
MLT	150	Introduction to Clinical Laboratory	2
Total Semester Credits			**16**

Spring semester			**Semester credits**
BIOL	158	Human Anatomy and Physiology II	5
CHEM	106	General Chemistry II* **OR**	5
CHEM	103	Introductory Organic and Biological Chemistry	
MLT	250	Coagulation	2
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**15**

Summer semester			**Semester credits**
MLT	200	Hematology	4

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Second year

Fall semester			**Semester credits**
MLT	220	Serology	3
MLT	245	Clinical Practice I	3
MLT	260	Clinical Microscopy	3
MLT	270	Clinical Chemistry	4
Human Relations Course**			3
Total Semester Credits			**16**

Spring semester			**Semester credits**
MLT	210	Applied Clinical Microbiology	5
MLT	240	Immunohematology	4
MLT	275	Clinical Practice II	3
PSYC	151	Generaly Psychology	3
Total Semester Credits			**15**

*Recommend enrolling in MATH 112, CHEM 105 and CHEM 106 if pursuing a bachelor's degree after completion of this AAS degree. MATH 112 is required if taking CHEM 105 and CHEM 106.
**See front pages of AAS degree requirements for the listing of Human Relations Course options
***MATH 97 is appropriate if completing CHEM 101 & CHEM 103, but does not transfer. CHEM 101 and 103 transfer as elective credit.

Career Opportunities

Nationally, about 50% of MLTs are employed in hospital laboratories, the remainder work in independent labs, physicians' offices, public health agencies, the Federal government, pharmaceutical and industrial firms, research and educational institutions. Ninety-five percent of Southwestern's Medical Laboratory Technology graduates are working in hospital medical laboratories. Job opportunities continue to grow as the elderly population continues to increase.

Average Starting Salary: Starting salaries are about $27,000-$31,200 annually, salaries vary depending on the size and location of the health care facility. Salaries are higher when working on the second or third shifts.

Phlebotomy Certificate Program (021B)

This program provides training to beginning phlebotomy students. Applicants must take the COMPASS test through the Counseling Department and score into ENG 101 and MATH 94 to enroll in MLT 100-Intro to Phlebotomy Procedures. The Phlebotomy Clinical-MLT 242 requires 120 hours of supervised experience with placement dependent upon availability of clinical facilities. A criminal background check, random drug test, and name search on government registeries which prohibit employment in health care professions are also required prior to clinical experience. Payment for these checks and test are approximately $87 with an additional fee of $13 for states other than Missouri/Illinois, in which the student has lived or worked. Students with positive results from either criminal background check, drug test, or listing on prohibitory sites will be dismissed, with no refund of tuition or lab fees. **See the Program Coordinator or an academic counselor for more information.**

Those who successfully complete the following courses will be awarded a certificate of program proficiency.

First semester			**Semester credits**
HRO	100	Medical Terminology	1
MLT	100	Introduction to Phlebotomy Procedures	2
CIS120		Introduction to the PC **OR**	1
CIS	125	Operating Systems/PC (Microsoft Windows)	
Total Semester Credits			**4**

Second semester			**Semester credits**
MLT	242	Clinical Phlebotomy	3
Total Semester Credits			**3**

Career Opportunities

Completion of the Phlebotomy certificate will prepare the graduate to work as a:

- Phlebotomist in a physicians office, hospital, clinic, or independent laboratory

Music Technology

Department Chair/Faculty: Darice Palmier
Coordinator: Daniel Mehrmann
Faculty: Gail Fleming, Adam Hucke, Ed Jacobs

Dean: Paul Wreford

The Associate of Applied Science in Music Technology prepares students for a career in the audio production industry. Career choices range from working as an audio engineer in recording studios, radio or TV stations, or a sound engineer in a variety of venues. The program includes coursework to develop skills in music, audio production, and business and marketing.

The courses required of all Associate in Applied Science Degree students are outlined by year below.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science (0096)

Suggested Sequence

Admission Requirement: Sufficient score on the fundamental theory skills test or MUS 104. The classes are organized in the shown sequence to meet prerequisite requirements.

First Year

Semester I (Fall)			**Semester credits**
MUS	150	Recording Engineer Musicianship I	3
MUS	154	Survey of Music Computer Technology	3
MUS	250	Basic Digital Recording Techniques	3
MUS	111	Class Instruction in Piano I	2
MUS	145	Recording Studio Orientation	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

First Year

Semester II (Spring)			**Semester credits**
MUS	151	Recording Engineer Musicianship II	3
MUS	155	Survey of Music Computer Technology II	3
MUS	251	Advanced Digital Recording	3
MUS	152	History of the Recording Industry	3
MUS	112	Class Instruction in Piano II	2
MUS	102	American Popular Music	3
Total Semester Credits			**17**

Second Year

Semester III (Fall)			**Semester credits**
MUS	101	Music Appreciation **OR**	
MUS	110	World Music*	3
MUS	252	Critical Listening for the Engineer	3
MUS	153	Business of Music	3
MUS	213	Class Instruction in Piano III **OR**	
		Private Applied Music*	2
MKT	126	Intro to Marketing	3
Human Health/Well Being			1-2
Total Semester Credits			**15-16**

Second Year

Semester IV (Spring)			**Semester credits**
SPCH	151	Fundamentals of Public Speaking	3
MUS	214	Class Instruction in Piano IV **OR**	
		Private Applied Music**	2
MGMT	219	Small Business Mgmt **OR**	
BUS	215	Business Law I	3
MUS	255	Music Technology Practicum****	3
Human Health/Well Being			1-2
Human Relations Cours			3
Total Semester Credits			**15-16**

*Music 102 is required. Students choose between Music 101 or 110.
**Students enrolling in private applied music courses included in the Associate of Applied Science requirements would select the 100-level course numbers. However, if students wish to obtain permission to enroll in the 200-level applied courses, they would follow the same procedure as a student pursuing the AFA degree, i.e. audition and department signature.
****Students may elect to enroll in the Music Technology Practicum for up to 6 hours over the course of two semesters. Students must complete a minimum of 21 hours of music courses as suggested in the sequence and have an interview with the coordinator to enroll in the practicum.

Certificate in Recording Technology (0097)

Students who are interested in recording technology coursework may receive the Certificate in Recording Technology after completion of the following courses. The MUS 104 prerequisite or a sufficient score on the Theory Assessment is still a prerequisite for MUS 250, and all other prerequisites apply.

MUS	145	Recording Studio Orientation	3
MUS	154	Survey of Music Computer Technology	3
MUS	155	Survey of Music Computer Technology II	3
MUS	250	Basic Digital Recording Techniques	3
MUS	251	Advanced Digital Recording	3
MUS	252	Critical Listening for the Engineer	3
Total Credits			**18**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

Completion of the Music Technology certificate will prepare the graduate to work in the field of:

- Recording Engineer
- Audio Visual Technician
- Music Studio Assistant
- Music Business
- Music Merchandising

Network Design and Administration (0007)

For more computer classes, see:
- Computer Information Systems
- Electronic Publishing
- Graphic Communications
- Office Administration & Technology
- Web Designer
- Web Development & Administration

Coordinator/Faculty: Matt Swinford, ext. 7374
Faculty: Steve Bushong, Charles Hannon

Dean: Janet Fontenot

Southwestern Illinois College's Associate in Applied Science Degree in Network Design and Administration is designed to prepare students with the necessary skills to obtain entry-level positions in the growing field of networking.

The core curriculum prepares students to successfully complete the Cisco Certified Network Associate (CCNA) certification, CompTIA's Security+ certification, and a Microsoft certfication exam. Other professional certification target areas include CompTIA's A+ certification and the CCNA Security certification from Cisco Systems, Inc.

See the Program Coordinator or an academic counselor for more information. Students in the Network Design and Administration program must be able to perform to technical functions as identified by the department.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Network Design & Administration (0007)

First Year

Fall Semester			**Semester credits**
NETW	101	Introduction to Networking	3
NETW	105	Data Assurance	1
CISC	131	Cisco Network Fundamentals	4
CISC	132	Cisco Routing Protocols & Concepts	4
ENG	101	Rhetoric & Composition I	3
Human Well Being Elective*			2
Total Semester Credits			**17**

Spring Semester			**Semester credits**
CISC	133	Cisco LAN Switching & Wireless	4
CISC	134	Cisco Accessing the WAN	4
NETW	142	Network Design	3
NETW	151	Telecommunications	3
Communications Elective*			3
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester credits**
NETW	188	Windows Server I	3
MATH	105	or higher	4
Humanities or Social Science Elective*			3
Approved Networking Electives			6-8
Total Semester Credits			**16-18**

Spring Semester			**Semester credits**
NETW	271	Network Security	3
NETW	295	Networking Internship	3
Humanities or Social Science Elective*			3
Approved Networking Electives			6-8
Total Semester Credits			**15-17**

Approved Networking Electives

CIS	179	Computer User Support
NETW	130	Preparation for A+ Certification
NETW	182	Linux Operating System
NETW	191	TCP/IP
NETW	211	Digital Forensics
NETW	288	Windows Server II
CISC	187	Cisco CCNA Exam Preparation
CISC	201	Cisco CCNA Security
CISC	221	Cisco Advanced Routing Configuration
CISC	223	Cisco Multilayer Switching
CISC	241	Cisco Voice over IP

*All students must complete graduation requirements listed in the front of the blues pages of this catalog for an Associated in Applied Science Degree including the requirement for Human Relations coursework.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Network Design and Administration by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Network Design and Administration Program is prepared to work as a(n):

- Account Representative
- Assistant Network Manager
- Computer Repair Technician
- Computer Support Specialist
- Computer Technician
- E-Mail Administrator
- Engineer Network Installer
- Help Desk Specialist
- Help Desk Technician
- Network Administrator
- Network Communications
- Network Support Specialist
- Network Technician
- Network Troubleshooter
- Operations Analyst
- Software Engineer/Support
- Systems Administrator
- Systems Engineer
- Systems Manager
- WAN/LAN Manager

Network Associate Certificate (007A)

The Network Associate certificate provides course work for a range of networking subjects—from basics such as making cables and setting up simple networks, to the more complex concepts of IP addressing strategies and wide-area network technologies. Courses also include the topics of basic network design, network components and router configurations. Individuals will gain hands-on experience with network equipment—including routers and switches— as part of their education.

Four classes are required to achieve the Network Associate certificate from SWIC. These courses also prepare the student for the Cisco Certified Network Associate (CCNA) certification exam through Cisco Systems, Inc.

The Course Description Guide begins on page 255 and courses are listed alphabetically according to subject area.

Courses			**Semester credits**
CISC	131	Cisco Network Fundamentals	4
CISC	132	Cisco Routing Protocols & Concepts	4
CISC	133	Cisco LAN Switching & Wireless	4
CISC	134	Cisco Accessing the WAN	4
Total Semester Credits			**16**

Career Opportunities

A student who completes the Network Associate Certificate at Southwestern and obtains the CCNA (Cisco Certified Networking Associate) professional certification is prepared to work as a:

- Network Administrator
- Network Specialist
- LAN/WAN Engineer
- Computer Support Technician

Nurse Assistant (025A)

Coordinators: Pat Falkenhein, ext. 8142 and
Carol Eckert, ext. 5268

Dean: Julie Muertz

This one semester certificate course prepares the nurse assistant students to perform simple and basic functions under the supervision of a nurse and to apply for the CNA competency test. The program's purpose is to provide the health care community with knowledgeable and skilled nurse assistants who recognize that the patient/resident/client is a unique individual with needs and rights deserving of holistic care.

Students enrolling in the six-credit hour Nurse Assistant course-HRO 105-should be aware that criminal background checks are required to take competency exams. Students may be dropped from the program if they fail to pass the criminal background check as required by IDPH. **Contact the Program Coordinator or an academic counselor for more information.** A physical exam and immunizations are required. Students enrolling in all Allied Health programs should be aware that some clinical facilities may require auto and/or health insurance. Malpractice insurance, when required, is provided by the college through assessment of lab fees. Some clinical sites may require drug testing. This information will be provided in the first class. Students must also meet any requirements of the clinical sites or may be dropped from the program.

Nurse Assistant Attendance Policy

Students participating in the Nurse Assistant Program-HRO 105-are subject to all of the provisions of the existing college catalog and IDPH program requirements with respect to attendance during the period of their enrollment. Attendance to all class sessions is required. Students missing the first day of class will be dropped and will not qualify for a full refund of tuition/fees. Any missed time is cumulative. Failure to meet attendance requirements will result in dismissal/withdrawal from the course.

Career Opportunities

Following course completion and successful passage of competency exam, graduates may be employed in acute and long-term care settings and home health to provide personal care under the direction of an RN or LPN.

Nursing Education

Director: Carol Eckert, ext. 5268
Faculty: Jill Bingheim, Gary Gardner, Kim Keel, Lyn Martin, Jane Ohl, Beth Raftopoulos, Helene Seibert, Susan Wessel, Colleen White, Cynthia Winfield

Dean: Julie Muertz

Southwestern Illinois College's **Nursing Education** program prepares students with the basic skills necessary to become a registered nurse (RN). RNs provide for the physical, mental, and emotional needs of their patients. Nurses must have good knowledge of the principles and practices of nursing, interpersonal skills, oral and written communication skills, ability to relate to different cultural and economic backgrounds, organize, set priorities, and manage a caseload.

Nursing encompasses a variety of specialties: case manager, emergency/trauma, home health/hospice, infection control/ employee health, labor & delivery, medical/surgical, neonatal, pediatric, psychiatric, telemetry, transplant, etc. The job duties vary based on the working environment and the role of the nurse in that setting. For further information regarding the field of nursing, contact the National League for Nursing at http://www.nln.org/careers/resources.htm.

Upon successful completion of the 70 credit hour nursing program with a "C" or better in all courses, graduates are awarded an Associate in Applied Science in Nursing degree and are eligible to take the computer adaptive NCLEX-RN exam. To practice as a registered nurse, graduates must pass the NCLEX-RN examination.

In accordance with the Illinois Nursing and Advanced Practice Nursing Act, 2007, the purpose of the Nursing Education Curriculum at Southwestern Illinois College is to prepare students to:

1. Apply for the NCLEX-RN exam after successful completion of the program and to apply for licensure as registered professional nurses after successfully completing the NCLEX-RN.
2. Practice entry level professional nursing under the direct supervision of the registered professional nurse until item 1 has been accomplished.
3. Practice professional nursing at a beginning staff level after successfully completing the NCLEX-RN and receiving licensure as a registered professional nurse.

The Southwestern Illinois College Nursing Education Program is a member of the National League for Nursing Council of Associate Degree Nursing Programs and is approved by the Illinois Department of Financial and Professional Regulation, located at 100 W Randolph, Suite 9-300, Chicago, IL 60601, 1-312-814-4500; and accredited by the National League for Nursing Accrediting Commission, located at 3343 Peachtree Rd, NE, Suite 500, Atlanta, GA 30326, phone 404-975-5000.

Contact the Program Director, Coordinator's Assistant or an academic Counselor for more information about Nursing.

About the Program:

This is a 70 credit hour, 2 year, accredited degree program, which can be completed in 4 semesters, and 1 summer. The SWIC nursing program combines the basic sciences, general education, and professional courses with clinical education performed at affiliate hospitals to prepare graduates for entry-level nursing practice. There are 30 credit hours of general education courses and 40 hours of nursing education courses. General education courses can be completed prior to admission; otherwise all courses must be completed during the semesters indicated. Nursing courses begin the Summer semester following admission.

Clinical experience courses are completed off campus in various practice settings. Students may be required to travel outside of the college district for clinical experience courses and are required to have background checks, drug testing, physical exam and immunizations prior. Clinical experience begins in the Fall semester of the first year, except for the LPN bridge program in which clinical experience starts in the Summer semester.

Admission procedures

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for any Allied Health program. If not admitted, interested applicants must reapply the following year. Nursing Education and Advanced Standing Nursing **Applications Planning Guides** are available from the SWIC website or the Counseling Office.

I. **Submit a Nursing Education application between September 1, 2010 and December 1, 2010** for entry into the succeeding 2011 Summer semester. Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received (typically April). Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu (Prospective Students/Allied Health Applications) during the application period noted above.

II. **All** of the following **minimum requirements must be met, and all documents must be on file in the Enrollment Services Office before February 1, 2011** before an applicant will be considered for admission to the program:
   A. **Official high school transcript**(s) or GED
   B. If currently enrolled in high school:
      1. List of courses in progress
      2. Transcript of semesters completed to date
      3. All required course work and testing which is prerequisite to admission to the program must be completed by the end of the student's first semester in the senior year. Official transcripts documenting this work must be on file with the Southwestern Enrollment Services Office prior to February 1, 2011 unless the application deadline has been extended.
   C. Official transcripts from all colleges, universities or accredited/approved schools of Nursing attended. Those students who have completed college-level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.
   D. A specified **nursing entrance exam score**. Scores are accepted if less than three years old and same test is used. Information will be given regarding this exam after student's application is filed for the NE Program. The exam is an online exam scheduled in the testing center during January-March.

Nursing Education (continued)

E. Completion of the **COMPASS placement test** with eligibility for English 101 or greater and Math 94 or greater. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600, ext. 7333; or the Red Bud Campus, 618-282-6682, ext 8114.

F. Meet all requirements specified in Part III & IV below.

III. **To qualify as a candidate for admission** to the Nursing Program, **applicants must have completed the following prerequisite courses** by the end of the Fall 2010 semester and within the 10 years preceding February 1, 2011 with no grade lower than a "C". Enrollment in the spring semester preceeding a potential summer admission is too late in the event there are more candidates than seats available. Official transcripts documenting this work must be on file with Enrollment Services Office prior to February 1, 2011 unless the applications deadline has been extended.

A. **Biology** - one year high school or one semester college (College Biology must equate with Southwestern's BIOL 101, 102, 105, 155, 156, 157 or 158)

B. **Algebra** - one year high school or one semester college (College Algebra must equate with Southwestern's MATH 94, 97, 107, 111, 112, or 113) - Students not having completed an Algebra course within the past ten years, but having completed a higher level Math course within the ten year time period may utilize the grade in the most recent higher level Math course for the purpose of these admission procedures, after placement testing only.

C. **Chemistry** – one year high school or one semester college (College Chemistry must equate with Southwestern's CHEM 101, 103, 105, or 106)

D. Students completing prerequisite courses from high school not recognized by the State Board of Education or home schooled students may demonstrate competency of the Biology, Chemistry, and/or Algebra requirements by taking a placement test. Questions regarding placement testing can be addressed by contacting Enrollment Services, extension 5541/5542.

E. College course grades supersede high school grade when both appear on official transcripts for Biology, Algebra, and Chemistry. The most recent grade in courses meeting the Biology, Algebra, or Chemistry requirements are used in determining an applicant's admission qualifications and rank. Biology and Chemistry courses must include a lab component.

IV. Selection of qualified applicants will be based upon a numerical ranking procedure, using admission test scores, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. **(Applicants should be aware that general education courses completed in the spring preceding potential summer entry may not be calculated in the numerical ranking.)** Information on the admission test, the numerical ranking procedure and the admission process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the assessment program, call or visit the Belleville Campus, 2500 Carlyle Avenue (235-2700, ext. 5206); the Sam Wolf Granite City Campus, 4950 Maryville Road (931-0600, ext 6633); or the Red Bud Campus, 500 West South 4th Street (282-6682, ext 8114).

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received (typically by April). In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the Fall semester. Contact Admissions at 235-2700 ext. 5541/5542 or the Counseling Center at 235-2700 ext. 5206 to obtain information of a possible applications deadline extension. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.)

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside Southwestern's district or in a district that does not have a joint agreement with Southwestern for this program, **will not be eligible for consideration or admission**. Resident status is determined by address on file with Enrollment Services by February 1, 2011.

Transfer Students

Transfer credit may be obtained by transfer from accredited/approved nursing programs provided program content and sequence are the same. Nursing courses over three years old will not be accepted for transfer. Anatomy and Physiology and Microbiology courses more than five years old will not be accepted for transfer. Transfer students must provide a letter from the previous nursing program which confirms their academic standing in that program. Any program failures will be considered one course failure in the SWIC program. Transfer students should see the Nursing Director for more information.

LPN Articulation Application Process

An articulation process exists for Illinois licensed LPN's. The articulation program will escrow up to 15 credits, which will include the three credits for NE 100, Clinical Calculations. Admission criteria will remain as listed for the generic RN program. LPN's must complete the prerequisite courses and first year general education courses prior to beginning the articulation program, unless waivers have been secured from the NE director. Escrowed credits will be awarded pending successful completion of both NE courses attempted in the summer. If not successfully completed, on the first attempt, no articulation provisions will apply and the generic nursing program must be completed. Any LPN may opt not to enter the articulation program – but enter the generic RN program. LPN's should see the Nursing Director concerning other stipulations before beginning the articulation process and submit the application - "Advanced Standing Nursing Education for currrent LPNs".

Nursing Education (continued)

Nurse Assistant Articulation Application Process

An articulation process exists for certified Illinois Nurse Assistants. The articulation process will escrow two NE credits for Illinois certified Nurse Assistants. Admission criteria, prerequisite courses, and general education courses will remain as listed for the generic RN program. NE 100 must be completed successfully in the summer before entry into Fall Classes. The two credits will be awarded for NE 102 pending successful completion of NE 103 on the first attempt. If NE 103 is not completed successfully, no articulation provisions will apply. Any Certified Nurse Assistant may opt not to enter the articulation program – but to enter the generic RN program. CNA's should see the Nursing Director concerning other stipulations.

GENERAL INFORMATION

A. Acceptance to the program is required before an applicant will be permitted to register for NE prefixed courses.

B. Applicants accepted to this program must attend all required orientation sessions held in April and July, meet program specific medical requirements, be able to perform the essential function of the job as listed in the Student Handbook, with reasonable accommodation if needed, and submit results of background check, drug screen, physical examination and the required immunizations. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-222-5368. Students not able to perform the essential element of the job of a nurse may be unable to pass the required courses. Other program specific restrictions may apply.

C. The program is offered at the Belleville Campus with clinical experience at hospitals/clinical facilities throughout the district and in the St. Louis region. Required general education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud campuses.

D. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware that clinical facilities require auto and/or health insurance. Malpractice insurance is provided by the college through assessment of lab fees.

E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Posted changes in course prerequisites are applicable to all newly admitted students. Second year students will continue to work from prerequisites listed when admitted. Students are responsible for program policies as listed in each year's Nursing Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in a succeeding year.

F. **Applicants selected for admission take NE 100, Clinical Calculations in the Summer following admission to the NE program. This course must be successfully completed before Fall classes begin. Students may be allowed to take a NE 100 Proficiency Test after acceptance into the to Nursing Program and waive the NE 100 course. Information concerning this course, as well as the proficiency test, will be presented at the first orientation session held for entering students. For further information, contact the Nursing Director, extension 5268.**

G. **Medical Terminology – one semester of college or a high school dual credit course – either HRO 100, one credit, or HRO 160, three credits. The class may be taken in the summer following admission. This class can be waived after acceptance into nursing for those having health care experience, following successful testing.**

H. The Nursing Education program must be completed within five years of beginning nursing courses for first time and 5 semesters for LPN articulation students. Students must repeat the failed course as soon as it is offered, ie. Students cannot "sit out" the following year.

I. It is recommended to students that must work during the NE program to have all non-nursing courses completed prior to taking NE courses.

J. An average grade of "C" in all theory tests, except the final exam, a grade of "C" on the final exam, and a satisfactory in lab/clinical evaluation are the minimum requirements for passing nursing courses. Students must pass at least one of the major nursing course content tests and complete any standardized testing and course assignments. A grade of "C" is the minimum grade acceptable for ALL courses in the nursing curriculum. Please refer to the current Nursing Student Handbook for most recent program policies.

K. Students accepted will be required to possess current CPR certification at Healthcare Providers level.

L. The criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions are required prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Murder	Arson
Sexual offenses	Burglary	Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

Nursing Education (continued)

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

M. Students enrolling in Nursing Education should be aware that fingerprint criminal background checks will also be required within 60 days of NCLEX-RN application and receipts for the check must be attached to the NCLEX-RN application. Convictions of certain crimes may preclude ability to obtain RN licensure in IL. Information will be provided concerning this stipulation. For information contact the Nursing Education Director at ext. 5268.

N. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0025)

First year

Fall semester			**Semester credits**
BIOL	157	Human Anatomy and Physiology I	5
SOC	153	Introductory Sociology	3
HRO	150	Fundamentals of Nutrition**	2
NE	102	Introduction to Nursing Procedures*/**	2
NE	103	Introduction to Nursing**	4
NE	104	Health Continuum I**	2
Total Semester Credits			**18**

Spring semester			**Semester credits**
BIOL	158	Human Anatomy and Physiology II	5
ENG	101	Rhetoric & Composition I	3
NE	105	Health Continuum II	2
NE	106	Health Continuum III	4
NE	108	Interference with Basic Human Needs I**	4
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
ENG	102	Rhetoric and Composition II	3
PSYC	151	General Psychology	3
NE	207	Interference with Basic Human Needs II	5.5
NE	209	Interference with Basic Human Needs III	5.5
Total Semester Credits			**17**

Spring semester			**Semester credits**
NE	210	Interference with Basic Human Needs IV	5.5
NE	211	Interference with Basic Human Needs V	5.5
Elective		100 or 200 level***	3
Elective		200 level***	3
Total Semester Credits			**17**

All students must complete graduation requirements in the front of the blue pages in this catalog for an Associate in Applied Science Degree.

*May be escrowed for CNA's.
**May be escrowed for LPN's after transcript review.
***__Electives must be approved by the director.__ Potential electives include: any math or science courses (except 299 course or if course was used as prerequisite); Communication (excluding FILM, JOUR, MCOM, OAT listing), Humanities, and Social Science course listing on the AAS degree page (front of blue section) in the catalog. See Nursing Student Handbook also for RN licensure eligibility information.

Career Opportunities

A graduate of the Nursing Education Program is prepared to work as a Registered Nurse following successful NCLEX-RN exam – in general entry level positions under the direction of a more experienced RN. Entry level positions may be found in hospitals, public/community health settings, ambulatory care settings, and nursing homes/extended care facilities. The average full time starting salary is $25.98 per hour or $54,000 per year.

Graduates who successfully pass NCLEX-RN may also opt to continue their education at institutions which offer RN-BSN and RN-MSN programs.

Office Administration and Technology

For more computer classes, see:
- Computer Information Systems
- Electronic Publishing Specialist
- Network Design & Administration
- Web Designer
- Web Development & Administration

Coordinator/Faculty: Tina Dierkes, ext. 5321
Faculty: Sharon Banjavcic, Karla Brown, Mary Lutz

Dean: Janet Fontenot

The Office Administration and Technology Program prepares students for careers in office support for employment in business, education, or government. The program blends traditional office administration skills with current computer technology and applications. A student may concentrate in one of the following options: Office Technology Specialist, Administrative Assistant, Legal Office Specialist, Accounting Office Specialist, or Medical Office Specialist.

The courses required of all Associate in Applied Science Degree students are outlined by year below for each of the Office Administration and Technology degree options. **See the Program Coordinator or an academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science
Administrative Assistant (032A)

First year

Fall semester			**Semester credits**
OAT	121	Intro. to Office Support	3
OAT	273	Document Processing III*	3
BUS	101	Introduction to Business	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology **OR**	3
SOC	153	Introductory Sociology	
Human Well-Being Elective			2
Total Semester Credits			**17**

Spring semester			**Semester credits**
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
OAT	122	Word Processing Applications I	3
OAT	155	Software Computations	3
ECON	201	Principles of Economics I-Macro	3
OAT	156	Microsoft Office Suite I	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
OAT	180	Word Processing	3
OAT	256	Office Management	3
OAT	169	Automated Application/Transcription	3
OAT	276	Current Technology for Office Support	3
Group I Electives			3
Total Semester Credits			**15**

Spring semester			**Semester credits**
OAT	260	Administrative Office Procedures	3
OAT	285	Microsoft Office Suite II	3
OAT	261	Business Communications	3
OAT	293	Office Admin. & Tech. Internship	3
Group I Electives			3
Total Semester Credits			**15**

Total Credits			**65**

Group I Electives (all options)

OAT	172	Document Processing II	3
OAT	190	Web Design with Microsoft Office	3
OAT	225	Advanced Word Processing/Microsoft Word	3
MKT	126	Introduction to Marketing	3
CIS	164	Internet Essentials	3
CIS	181	Operating System Fundamentals/Windows	3

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Administrative Assistant Program (032A) is prepared to work as a(n):
- Administrative Assistant
- Office Assistant
- Word/Information Processor
- Secretary

Office Administration and Technology (continued)

Legal Office Specialist (032B)

First year

Fall semester			**Semester credits**
OAT	121	Intro. to Office Support	3
OAT	273	Document Processing III*	3
OAT	155	Software Computations	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology **OR**	3
SOC	153	Introductory Sociology	
Total Semester Credits			**15**

Spring semester			**Semester credits**
BUS	101	Introduction to Business	3
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
OAT	122	Word Processing Applications I **OR**	3
OAT	180	Word Processing	
BUS	215	Business Law I **OR**	3
PARL	120	Introduction to Paralegal Studies	
SPCH	151	Fundamentals of Public Speaking	3
Human Well-Being Elective			2
Total Semester Credits			**17**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
OAT	156	Microsoft Office Suite I	3
ECON	201	Principles of Economics I-Macro	3
OAT	169	Automated Application/Transcription	3
OAT	274	Law Office Computer Applications	3
OAT	276	Current Technology for Office Support	3
Total Semester Credits			**15**

Spring semester			**Semester credits**
OAT	260	Administrative Office Procedures	3
OAT	261	Business Communications	3
OAT	275	Law Office Management	3
OAT	285	Microsoft Office Suite II	3
OAT	293	Office Admin. & Tech. Internship	3
Group I Electives			3
Total Semester Credits			**18**

Total Credits **65**

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Legal Office Specialist (032B) is prepared to work as a:

- Legal Office Specialist

Accounting Office Specialist (032C)

First year

Fall semester			**Semester credits**
OAT	121	Intro. to Office Support	3
OAT	273	Document Processing III*	3
OAT	175	Electronic Spreadsheet	3
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**15**

Spring semester			**Semester credits**
BUS	101	Introduction to Business	3
ACCT	110	Financial Accounting **OR**	3
ACCT	111	Managerial Accounting	
OAT	122	Word Processing Applications I **OR**	3
OAT	180	Word Processing	
OAT	155	Software Computations	3
PSYC	151	General Psychology **OR**	3
SOC	153	Introductory Sociology	
Group I Electives			3
Total Semester Credits			**18**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
OAT	156	Microsoft Office Suite 1	3
OAT	169	Automated Application/Transcription	3
OAT	256	Office Management	3
ACCT	106	Introduction to Quickbooks	3
OAT	276	Current Technology for Office Support	3
Human Well-Being Elective			2
Total Semester Credits			**17**

Spring semester			**Semester credits**
OAT	261	Business Communications	3
OAT	260	Administrative Office Procedures	3
ACCT	111	Managerial Accounting **OR**	3
ACCT	211	Intermediate Accounting	
OAT	293	Office Admin. & Tech. Internship	3
ECON	201	Principles of Economics I-Macro	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**18**

Total Credits **68**

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Accounting Office Specialist Program (032C) is prepared to work as an:

- Accounting Office Specialist

Office Administration and Technology (continued)

Medical Office Specialist (032D)

First year

Fall semester			**Semester credits**
BIOL	101	Principles of Biology I	4
OAT	121	Intro. to Office Support	3
OAT	273	Document Processing III*	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology **OR**	3
SOC	153	Introductory Sociology	
Total Semester Credits			**16**

Spring semester			**Semester credits**
BUS	101	Introduction to Business	3
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
OAT	122	Word Processing Applications I **OR**	3
OAT	180	Word Processing	
OAT	155	Software Computations	3
OAT	156	Microsoft Office Suite I	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**18**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
OAT	285	Microsoft Office Suite II	3
OAT	169	Automated Application/Transcription	3
OAT	256	Office Management	3
OAT	276	Current Technology for Office Support	3
Human Well-Being Elective			2
HRO	100	Medical Terminology	1
Total Semester Credits			**15**

Spring semester			**Semester credits**
OAT	260	Administrative Office Procedures	3
ECON	201	Principles of Economics I-Macro	3
OAT	261	Business Communications	3
BUS	215	Business Law I	3
OAT	293	Office Admin. & Tech Internship	3
Total Semester Credits			**15**

Total Credits **64**

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Medical Office Specialist Program (032D) is prepared to work as a:

- Medical Office Specialist
- Medical Transcriptionist

Office Technology Specialist (0069)

First year

Fall semester			**Semester credits**
OAT	121	Intro. to Office Support	3
ECON	201	Principles of Economics I-Macro	3
OAT	155	Software Computations	3
OAT	273	Document Processing III*	3
ENG	101	Rhetoric and Composition I	3
Total Semester Credits			**15**

Spring semester			**Semester credits**
BUS	101	Introduction to Business	3
OAT	180	Word Processing	3
OAT	175	Electronic Spreadsheet	3
OAT	185	Database Applications	3
Human Well-Being Elective			2
PSYC	151	General Psychology **OR**	3
SOC	153	Introductory Sociology	
Total Semester Credits			**17**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
OAT	256	Office Management	3
OAT	261	Business Communications	3
OAT	276	Current Technology for Office Support	3
OAT	165	Presentation Graphics	2
Group II Electives			3
Total Semester Credits			**17**

Spring semester			**Semester credits**
OAT	260	Administrative Office Procedures	3
OAT	293	Office Admin. & Tech. Internship	3
SPCH	151	Fundamentals of Public Speaking	3
Group II Electives			6
Total Semester Credits			**15**

Total Credits **64**

Group II Electives – All Options

OAT	225	Advanced Word Processing	3
OAT	230	Advanced Electronic Spreadsheet	3
OAT	240	Advanced Database Applications	3
OAT	190	Web Design with Microsoft Office	3
OAT	122	Word Processing Applications I	3

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Students must complete 64 hours to earn an Associate in Applied Science Degree.

Career Opportunities

A graduate of the Office Technology Specialist Program (0069) is prepared to work as an:

- Information Processor
- Software Specialist

Office Administration and Technology (continued)

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Office Administration and Technology by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Certificate Programs
Office Technology Assistant I (033A)

This certificate is designed to prepare individuals with little or no prior office experience to perform a variety of tasks, including computer tasks, in a general office environment. This program emphasizes word processing and related office skills for entry level positions.

First Semester			**Semester credits**
OAT	121	Introduction to Office Support	3
OAT	171	Keyboarding & Document Processing I **OR**	3
OAT	172	Document Processing II	
OAT	180	Word Processing	3
CIS	125	Operating System Basics	1
OAT	156	Microsoft Office Suite I	3
ENG	101	Rhetoric & Composition I	3
Total Credits			**16**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Office Technology Assistant II (0033)

This certificate is a continuation of Office Technology Assistant I. It is designed to give students additional skills. Upon completion of the certificate, a student may continue in one of the OAT degree programs.

Second Semester			**Semester credits**
Office Technology Assistant I Certificate			16
BUS	101	Introduction to Business	3
MGMT	102	Business Mathematics	3
OAT	172	Document Processing II **OR**	3
OAT	273	Document Processing III	
OAT	122	Word Processing Applications I	3
OAT	128	Microsoft Outlook	1
OAT	261	Business Communications	3
Total Credits			**32**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Office Technology Assistant Program is prepared to work as a:

- Clerk Typist
- General Office Clerk
- General Office Assistant

Microsoft Office Specialist (0064)

This curriculum is designed to prepare students to take the Microsoft Office Specialist test(s). The Microsoft Office Specialist certification is a globally recognized certification of skill in the use of Microsoft desktop business applications.

First Semester			**Semester credits**
OAT	170	Keyboarding/Touch System **OR**	2-3
OAT	171	Keyboarding & Document Processing I **OR**	
OAT	172	Document Processing II	
OAT	180	Word Processing	3
OAT	185	Database Applications	3
OAT	175	Electronic Spreadsheet	3
OAT	128	Outlook	1
Total Credits			**12-13**

Second Semester			**Semester credits**
OAT	165	Presentation Graphics	2
OAT	184	MS Office Specialist Testing Prep (repeatable)	1
Two of the following:			6
OAT	225	Advanced Word Processing	3
OAT	230	Advanced Electronic Spreadsheet	3
OAT	240	Advanced Database Applications	3
OAT	190	Web Design with Microsoft Office	3
Total Credits			**9**
Total for Microsoft Office Specialist			**21-22**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Office Administration and Technology (continued)

Administrative Office Support (0065)

This one-year program of concentrated administrative office work may be completed in two semesters. Courses also could apply toward the completion of the two-year Office Administration and Technology Program.

Fall Semester			Semester credits
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	
OAT	121	Intro. to Office Support	3
OAT	122	Word Processing Applications I	3
OAT	172	Document Processing II***	3
OAT	155	Software Computations	3
Total Credits			**15**

Spring Semester			Semester credits
OAT	156	Microsoft Office Suite I	3
OAT	169	Automated Application/Transcription	3
OAT	261	Business Communications	3
OAT	273	Document Processing III***	3
OAT	180	Word Processing	3
BUS	101	Introduction to Business	3
Total Credits			**18**

***Students will be placed in keyboarding and document processing classes at levels determined by past achievement. Six hours of document processing must be taken unless the student begins with Document Processing III.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Administrative Office Support Certificate Program (0065) is prepared to work as a:

- Secretary
- Receptionist

Office Support Technology Certificate (069A)

The Office Support Technology Certificate Program provides the skills and knowledge necessary for entry-level office support positions in the automated office. Basic computer concepts and operation, basic word processing concepts and operation, and general office procedures are taught.

Fall semester			Semester credits
OAT	121	Intro. to Office Support	3
OAT	122	Word Processing Applications I	3
OAT	172	Document Processing II***	3
ENG	101	Rhetoric & Composition I	3
OAT	180	Word Processing	3
OAT	175	Electronic Spreadsheet	3
Total Semester Credit			**18**

Spring semester			Semester credits
OAT	276	Current Technology for Office Support	3
OAT	261	Business Communications	3
OAT	273	Document Processing III***	3
OAT	165	Presentation Graphics	2
OAT	155	Software Computations	3
One of the following:			3
OAT	225	Advanced Word Processing	
OAT	185	Database Applications	
CIS	181	Operating Systems Fundamentals	
CIS	164	Internet Essentials	
Total Semester Credits			**17**

Total Credits	**35**

***Students will be placed in keyboarding and document processing classes at levels determined by past achievement. Six hours of document processing must be taken unless the student begins with Document Processing III.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Office Support Technology Certificate Program (069A) is prepared to work as an:

- Office Assistant

Paralegal Studies

Coordinator/Faculty: Elizabeth Jeane Dibble, ext. 5494
Faculty: Christie Highlander

Dean: Janet Fontenot

The two year Associate in Applied Science Degree in Paralegal Studies is designed to give students a working knowledge of the diverse areas of the law. The program prepares students for employment in law firms, government agencies, corporations, financial institutions, and insurance companies. Some students entering the program are currently working in the field of law and take classes to improve their skills or obtain specialized training; others are looking to enter this field. The classes in the paralegal studies course requirements are taught by practicing attorneys. **See the Program Coordinator or an academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0088)

First year

Fall semester			**Semester credits**
OAT	122	Word Processing Applications I **OR**	3
OAT	180	Word Processing	
ENG	101	Rhetoric & Composition I	3
PARL	120	Introduction to Paralegal Studies	3
BUS	215	Business Law	3
SPCH	151	Fundamentals of Public Speaking **OR**	3
SPCH	155	Interpersonal Communications	
Total Semester Credits			**15**

Spring semester			**Semester credits**
OAT	155	Software Computations **OR**	3
MGMT	102	Business Mathematics **OR**	
		Math over 100 level	
PARL	240	Torts I	3
OAT	274	Law Office Computer Applications	3
PARL	220	Legal Research and Writing I	3
OAT	156	Microsoft Office Suite I	3
Group I Electives			3
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
PARL	245	Torts II	3
OAT	261	Business Communications **OR**	3
ENG	102	Rhetoric and Composition II	
OAT	275	Law Office Management	3
PARL	225	Legal Research and Writing II	3
PARL	230	Civil Procedure	3
Group I Electives			3
Total Semester Credits			**18**

Spring semester			**Semester credits**
ECON	115	Introduction to Economics **OR**	3
ECON	201	Principles of Economics I (Macro) **OR**	
ECON	202	Principles of Economics II (Micro)	
Human Well-Being Elective			2
PARL	250	Litigation Support for Paralegals	3
PARL	290	Paralegal Field Project	3
POLS	150	Introduction to American Government OR	3
POLS	262	American Government	
Total Semester Credits			**15**

Group I electives

PARL	260	Family Law	3
PARL	265	Wills, Probate & Estate Planning	3
PARL	270	Criminal Law	3
PARL	275	Bankruptcy/Creditors' Rights	3
PARL	280	Intellectual Property Law	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in Paralegal Studies by completing at least 33 semester credit hours of program related course work. A plan of specific courses required for the degree will be dependent on the previous degree obtained by the Accelerated Degree Candidate. It will be necessary to meet with the program coordinator to determine the exact courses required for degree completion. This plan must be approved by the Dean of the Business Division and the Vice President for Instruction. Students must meet all institutional requirements for the Associate in Applied Science degree.

Career Opportunities

A graduate of the Paralegal Studies Program is prepared to:

- Work as a Paralegal or Legal Assistant
- Transfer to Southern Illinois University-Carbondale, Webster University, or Maryville University under an articulation agreement to complete a Bachelor's Degree in Paralegal Studies.
- Transfer to Greenville College under an articulation agreement to complete a Bachelor's Degree in Organizational Leadership.
- Upon completion of a Bachelor's Degree in Paralegal Studies, Political Science, History, English, Philosophy, Psychology, Business Administration, Economics, Accounting, Biology. Chemistry or any degree that requires critical thinking skills, writing skills, and communication skills a student can prepare to apply to law school. The Association of American Law Schools follows the policy that the effectiveness of prelegal study cannot be advanced by prescribing courses of study. In choosing a pre-law major, however, it is recommended that the student consider choosing a major that requires him/her to take courses that require him/her to think precisely and exactly such as math, philosophy, or logic. English composition and public speaking courses will help the student learn to speak and write clearly. Courses that instruct in the area of accounting and financial statements are also helpful. In the changing face of the law office, knowledge of technology is imperative. Admission to law school also requires that an applicant take the Law School Admissions Test (LSAT).

Paramedic

Coordinator: Curt Schmittling, ext. 5343

Dean: Julie Muertz

Southwestern Illinois College's **Paramedic** program prepares students for varying levels of pre-hospital care in emergency medicine. The most basic level of care is provided by the **Emergency Medical Technician (EMT)**. An EMT –Basic is prepared to care for patients at the scene of an accident and while transporting patients to the hospital under the supervision of a physician. The EMT-Basic is able to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. To become an EMT, students must be at least 18 years of age and have a high school diploma or GED. They must successfully complete the seven-credit hour EMTP 110 – Emergency Medical Technician course and pass the EMT registry examination prior to practice.

The highest level of support in pre-hospital patient care is provided by the **Paramedic**, who also works under the direct supervision of an emergency room physician via radio dispatch/ telephone. Paramedics receive extensive training in patient stabilization that may include but is not limited to administration of medications and advanced life support measures-including conducting and interpreting electrocardiograms (EKGs), electrical interventions to support cardiac functions, performing intubations and administering appropriate intravenous fluids and/or drugs.

EMT and Paramedics must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient while following the physician's directives. They need strong communication skills – spoken and written, and the ability to function independently in a non-structured environment that is constantly changing. They must possess good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, crawl, lift, carry, and balance at times, in excess of 125 pounds. For further information regarding the field of EMTs and Paramedics, refer to the National Highway Traffic Safety Administration web site at www.nhtsa.gov or the US Department of Labor: Occupational Outlook Handbook at http://www.bls.gov/.

Upon successful completion of the one-year Paramedic curriculum, graduates are awarded a Paramedic Certificate and are qualified to challenge the National Registry of Emergency Medical Technicians (NREMT) or State EMT-Paramedic examination. The National examinations are offered throughout the year at various sites in the state and country. Refer to Illinois Department of Public Health website for more information on the various EMT level National examinations offered in Illinois at http://www.idph.state.il.us/ems/.

The Southwestern Illinois College EMT/Paramedic program is recognized and approved by the Illinois Department of Public Health, located at 535 West Jefferson Street, Springfield, IL 62761, phone 217-782-4977. The program's curriculum is guided by the standards developed by US Department of Transportation National Highway Traffic Safety Administration. Compliance with this curriculum helps to assure the public that our curriculum will graduate competent clinicians.

The college also offers an Associate of Applied Science degree in Paramedics. Students enrolled in this 2 year program gain additional training in body structure and function, communication, management, and rescue operations. **Contact the Program Coordinator or an academic counselor for more information about this program.**

About the EMT & Paramedic Programs:

To enroll in the EMTP 110-Emergency Medical Technician course, students must have COMPASS assessment test results making them eligible for ENG 101 and MATH 94. In addition, the Illinois Department of Public Health, Division of Emergency Medical Services and Highway Safety also requires that students must be 18 y/o and posses a high school diploma or GED to take the EMTP Basic registry examination.

The Paramedic Technician certificate is a 39 credit hour, 1 year program, which can be completed in 3 semesters. The curriculum includes EMTP technical courses covering Airway & Breathing, Cardiology, Medical, Trauma, OB/Gyn/Peds, and Operations.

The Paramedic degree is a 67 credit hour, 2 year degree program, which can be completed in 4 semesters and 1 summer. The curriculum includes general education courses, EMTP technical courses, and assigned ambulance runs. There are 20-26 credit hours of general education courses and 46-38 hours of EMTP or rescue operation courses. Course sequence varies depending on the training location of Anderson or Memorial hospitals. The paramedic certificate begins each fall and spring semesters.

Students are required to demonstrate competency in technical skills during ambulance runs while enrolled in EMTP courses. Observations in the Intensive Care Unit, Emergency Room, Operating Room, and Labor & Delivery are also included in clinical time. Students are required to have background checks and drug testing prior to clinical experience work. Ambulance runs begin in the first semester of the paramedic program.

Admission Procedures to the Paramedic program:

To get an application for the Paramedic program, please contact the Paramedic coordinator at 235-2700, ext 5343.

To be admitted to the Paramedic program, students **are required to be 18 years of age**, have **graduated from high school** or have GED, **be a registered Emergency Medical Technician**, and **pass a basic mathematical calculations examination.** In addition, students must have **completed or be concurrently enrollment in BIOL 105** – Human Biology, and have documented hours of ride time (1,000 hours recommended) on an ambulance to enroll in EMTP 150. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means necessary to assure both academic integrity and fairness in the selection process.)

Students must also complete the **COMPASS placement test** with eligibility for English 101 or greater and Math 94 to take the first paramedic course, EMTP 150-Paramedic Technology. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext 8114.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received.

Paramedic (continued)

I. General Information

A. Acceptance to the program is required before an applicant will be permitted to register for EMTP 150, 200 or 250 courses.

B. Applications accepted to this program must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed at swic.edu under Academics/Instructional Programs/ Paramedic. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-222-5368.

C. The EMTP 110 course is offered at the Belleville, Red Bud, and Sam Wolf Granite City campuses. The paramedic technician certificate program is offered at Anderson Hospital in Maryville (for Spring program start in January) or Memorial Hospital in Belleville (for Fall program start in August); required general education courses for the Paramedic AAS degree can be taken at the Belleville, Sam Wolf Granite City or Red Bud campuses.

D. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes assigned by the program. Students should be aware that health insurance is required during clinical education courses. Malpractice insurance is provided by the college through assessment of lab fees.

Time Commitment

Paramedic Certificate (1 year sequence)

- Lecture/Lab classroom on Tuesdays/Thursdays Memorial from 9am-1pm or 6pm-10pm and Anderson 1pm-5pm. Periodic Fridays/Sundays
- Ambulance Runs 24-48 hrs/month – hrs depend on training facility requirements

E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in the course syllabi. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in a succeeding year.

F. Students accepted will be required to possess current CPR certification at the Healthcare Providers level, show proof of immunizations, TB test, physical examination, and verify health insurance coverage before beginning any clinical practicum.

G. In addition to the EMTP courses, students are required to enroll and successfully complete FS 280-Hazardous Materials Awareness and FS 160-Technical Awareness. Enrollment in these FS courses will be coordinated by the instructor and will require additional tuition and fees. Students may be required to provide prescribed personal protective equiment for fire science courses.

H. Other costs include uniforms, certification. See program cost sheet for full details.

I. Students are personally responsible for costs incurred due to injury or sickness suffered while at school or in clinical environment. It is recommended paramedic students obtain individual health insurance to cover such costs.

J. Criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions are also required prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Burglary	Sexual offenses
Murder	Arson	Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

K. The Paramedic program generally accepts 25 students each Fall and Spring semesters. Paramedic courses are offered during the day/evening. The program can be completed in 3 semesters, summer included. Students must complete EMTP 110 with a grade of "B" or better and BIOL 105 with a grade of "C" or better prior to enrollment in EMTP 150.

L. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Paramedic (continued)

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Paramedic
Associate in Applied Science (0068)

First year

Fall semester			**Semester credits**
EMTP	110	Emergency Medical Technician	7
BIOL	105	Human Biology	4
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
HRO	100	Medical Terminology	1
SPCH	151	Fundamentals of Public Speaking **OR**	
SPCH	155	Interpersonal Communication	3
Human Relations Course			3
Psychology Course			3
Approved Elective*			6
Total Semester Credits			**16**

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Second Year

Fall Semester			**Semester credits**
EMTP	150	Paramedic Technology I	10
FS	260	Rescue Specialists: Roadway Extrication	3
FS	280	Haz Mat Awareness	.5
FS	160	Technical Rescue Awareness	.5
Approved Elective*			3
Total Semester Credits			**17**

Spring Semester			**Semester credits**
EMTP	200	Paramedic Technology II	12
EMTP	250	Paramedic Practicum	5
Total Semester Credits			**17**

Total AAS Hours **67**

* Electives must be selected from the following list of approved courses or be approved by the program coordinator.

Approved electives			**Semester credits**
BIOL	157	Human Anatomy and Physiology I	5
BIOL	158	Human Anatomy and Physiology II	5
PSYC	200	Applied Psychology	3
SPCH	170	Advanced Speech & Persuasion	3
POLS	150	Intro to American Government	3
CHEM	101	Introductory Chemistry	3
PHYS	151	General Physics	5
MGMT	213	Personnel Management	3
EMTP	105	First Responder EMS*	4
EMTP	115	Basic Recertification Topics	.5-5
FS	280	Haz Mat Awareness	.5
FS	281	Haz Mat - Operations	3
FS	262	Vertical Rescue Operations	3
FS	263	Vertical Rescue Technician	3
FS	264	Confined Space Rescue Operations	3
FS	266	Trench Rescue Operations	2
FS	282	Hazardous Materials Technician A	3

Certificate (068B)
Paramedic Technician

Required Courses			**Semester credits**
EMTP	110	Emergency Medical Technician	7
BIOL	105	Human Biology	4
EMTP	150	Paramedic Technology I	10
EMTP	200	Paramedic Technology II	12
EMTP	250	Paramedic Practicum	5
FS	280	Hazardous Materials Awareness	.5
FS	160	Technical Rescue Awareness	.5
Total credits			**39**

Certificate (068C)
Emergency Medical Technician

Required Courses			**Semester credits**
EMTP	110	Emergency Medical Technician	7

Career Opportunities

EMTs and paramedics employed by fire departments work about 50 hours a week. Those employed by hospitals frequently work between 45 and 60 hours a week, and those in private ambulance services, between 45 and 50 hours. Some of these workers, especially those in police and fire departments, are on call for extended periods. Because emergency services function 24 hours a day, EMTs and paramedics have irregular working hours. Some EMTs work as part of the flight crew on helicopters that transport critically ill or injured patients to hospital trauma centers.

According to the US Department of Labor: Employment is projected to grow much faster than average as paid emergency medical technician positions replace unpaid volunteers, and competition will be greater for jobs in local fire, police, and rescue squad departments than in private ambulance services. Opportunities are best for those who have advanced certification.

Average Starting Salary: Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. The average annual earnings of EMTs and paramedics are between $24,000-$34,000 annually.

Paraprofessional Education

Coordinator/Faculty: Caroline Adams

Dean: Paul Wreford

This program provides graduates with the credentials to work as paraprofessional educators with children and adults in a variety of educational settings, including Title I and non-Title I schools; public, private, charter and magnet schools; and alternative learning environments. The AAS and Certificate programs are not designed to transfer into baccalaureate programs, but some courses will transfer to four-year institutions. A student may receive credit for a maximum of 13 semester credit hours earned through alternative educational experiences. **See the Program Coordinator or an academic counselor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0090)

First Year

Fall Semester			**Semester credits**
ED	255	American Public Education	3
PSYC	151	General Psychology	3
ENG	101	Rhetoric and Composition I	3
MATH	105	Mathematics for Elementary Teachers I	4
Human Relations Course			3
Total Semester Credits			**16**

Spring Semester			**Semester credits**
ED	260	Introduction to Educational Technology	3
ENG	102	Rhetoric and Composition II	3
MATH	106	Mathematics for Elementary Teachers II	4
General Education Humanities/Fine Arts**			3
Approved Elective*			3
Total Semester Credits			**16**

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Second Year

Fall Semester			**Semester credits**
ED	265	Introduction to Special Education	3
ED	267	Diversity in 21st Century Schools	3
ED	280	Introduction to Teaching Reading	3
SPCH	151	Fundamentals of Public Speaking	3
HLTH	152	First Aid-Medical Self Help	2
Approved Elective*			3
Total Semester Credits			**17**

Spring Semester			**Semester credits**
ED	270	Classroom Management	3
LIT	293	Children's Literature	3
PSYC	250	Child Development	3
General Education Social Science**			3
Approved Elective*			3
Total Semester Credits			**15**

Certificate (0091)

First Year

Fall Semester			**Semester credits**
ED	255	American Public Education	3
ENG	101	Rhetoric and Composition I	3
MATH	105	Mathematics for Elementary Teachers I	4
Total Semester Credits			**10**

Spring Semester			**Semester credits**
ED	260	Introduction to Educational Technology	3
MATH	106	Mathematics for Elementary Teachers II	4
General Education Humanities/Fine Arts**			3
Total Semester Credits			**10**

Apply for Graduation Now

Second Year

Fall Semester			**Semester credits**
ED	265	Introduction to Special Education	3
ED	280	Introduction to Teaching Reading	3
PSYC	151	General Psychology	3
Total Semester Credits			**9**

Spring Semester			**Semester credits**
ED	270	Classroom Management	3
LIT	293	Children's Literature	3
PSYC	250	Child Development	3
Total Semester Credits			**9**

***Approved Electives**

AOJ	153	Juvenile Delinquency	3
ART	260	Art for the Elementary Teacher	3
ECE	110	Introduction to Early Childhood Education	3
ECE	112	Growth and Development of Children	3
General Education Science Course**			4
PE	221	Elementary School Activities	3
PSYC	259	Abnormal Psychology	3
SLS	101	American Sign Language I	3
SOC	255	The Family	3
SPAN	101	Elementary Spanish I	4

See the *IAI General Education electives*, located in the *Transfer Information* section of this Catalog. Do **not use the General Education Course Classifications of the Associate in Applied Science Degree listing.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Paraprofessional Educator AAS program can find employment as paraprofessional educator in a variety of educational settings, including Title I and non-Title I schools and charter, magnet, alternative, private and parochial schools as well.

Physical Therapist Assistant

Coordinator/Faculty: Kim Snyder, ext. 5390
Faculty: Jane Miller

Dean: Julie Muertz

The Southwestern Illinois College Physical Therapist Assistant (PTA) program prepares students to work as skilled healthcare providers, who under the supervision and direction of a physical therapist, treats patients of all ages with medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. Duties include: monitoring and reporting patient status, providing selected interventions, modifying care within a therapist's plan, documenting, working with other health care professionals, and supervising physical therapy aides or technicians, where applicable. PTA's are frequently involved in educating the patient, caregiver, family and community in the management of health care problems and preventative measures. For further information regarding the field of physical therapy, refer to the American Physical Therapy Association web site at www.beapt.org.

Upon successful completion of the PTA curriculum, graduates are awarded an Associate in Applied Science Degree and are eligible to take the National Physical Therapy Licensure Examination for PTAs. PTAs are licensed, certified, or registered in most states. Illinois and Missouri require licensure to work as a physical therapist assistant.

The SWIC Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), American Physical Therapy Association, 1111 North Fairfax St., Alexandria, VA 22314: phone 703-706-3245, and website: www.apta.org/CAPTE. The program's curriculum is guided by the standards developed by the Commission. Our accreditation status means SWIC has met the standards required and helps to assure the public that our curriculum will graduate competent clinicians. It also allows the college's PTA graduates to take the licensure examination in any state that requires a license to practice physical therapy. **Contact the Program Coordinator or an academic counselor for more information on Southwestern's program or visit the web site at SWIC.edu**.

About the Program:

This is a 71 credit hour, 2 year accredited degree program, which can be completed in 5 semesters, including 1 summer. The curriculum includes biological and social sciences, PTA technical courses, and assigned clinical experiences. There are 20 credit hours of general education courses and 51 hours of physical therapy courses. General education courses can be completed prior to admission; otherwise all courses must be completed during the semesters indicated. PTA courses begin each Fall for those applicants accepted into the program.

Clinical experience courses are completed off campus in various settings. Students may be required to travel outside of the College district for clinical experience courses and must have background checks and drug testing prior. Students are assigned a 4 week, full day clinical experience in the summer and 2 six week experiences during the final semester.

Admission procedures

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for any SWIC allied health program. If not admitted, interested applicants must reapply the following year. **A PTA Application Planning Guide is available from the college web site or at the Counseling Center.**

I. **Submit a Physical Therapist Assistant application** between **September 1**, 2010 and **April 1**, 2011 for potential entry into the succeeding Fall semester. Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu (Prospective Students/Allied Health Applications) during the application period noted above.

II. **All of the following minimum requirements must** be met, and all documents must be **on file in the Enrollment Services Office before April 15,** 2011 before an applicant will be considered for admission to the program:
   A. Official high school transcript(s) or GED
   B. If currently enrolled in high school:
      1. List of courses in progress
      2. Transcript of semesters completed to date
      3. All required course work and testing which is prerequisite to admission to the program must be completed by the end of the student's first semester in the senior year. Official transcripts documenting this work must be on file with the Southwestern's Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.
   C. Official transcript(s) from all colleges, universities or accredited schools of Physical Therapist Assistant attended. Those students who have completed college-level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.
   D. A minimum ACT composite score of 18. (The most recent test score is used.) Test scores more than 10 years old preceding April 15, 2011 are not acceptable. Applicants may either re-test or utilize the SWIC GPA option outlined in Section IV. (Note: An ACT score of 18 or below has been correlated with an inability to pass the National Licensure examination.) To schedule your ACT, go on-line at www.act.org.
   E. Completion of the COMPASS placement test with eligibility for English 101 or greater and Math 94. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext 8114.
   F. Meet all requirements specified in Part III, IV, and V below.

III. **To qualify as a candidate for admission** to the Physical Therapist Assistant program, **applicants must have completed the following prerequisite courses** within the 10 years preceding April 1, 2011 with no grade lower than a "C". Official transcripts documenting this work must be on file with the Enrollment Services Office prior to April 15, 2011 unless the applications deadline has been extended.

Physical Therapist Assistant (continued)

A. **Biology** - one year high school with a lab or one semester college (College Biology must equate with Southwestern's BIOL 100, 101, 102, 105, 155, 156, 157 or 158)
B. **Algebra** - one year high school or one semester college (College Algebra must equate with Southwestern's MATH 94, 97, 107, 111, 112, or 113). Students not having completed an Algebra course within the past ten years, but, having completed a higher level Math course within the ten year time period may utilize the grade in the most recent higher level Math course for the purpose of these admission procedures. For information regarding these eligibility requirements, please contact Southwestern's Office of Enrollment Services.
C. Students completing prerequisite courses from a high school not recognized by the State Board of Education or home schooled students may demonstrate competency of the Biology, and/or Algebra requirements by taking a placement test. Questions regarding placement testing can be addressed by contacting Enrollment Services, extension 5541/5542.
D. College course grades supersede high school grades when both appear on official transcripts for Biology and Algebra. The **most recent grade** in courses meeting the Biology and Algebra requirements are used in determining an applicant's admission qualifications and rank. Biology courses must include a lab component.

IV. **Applicants not meeting the ACT requirement**: outlined in Section II, must submit an official college transcript indicating completion of at least 12 hours of the 20 required general education courses for this degree. A minimum of a 3.0 grade-point average is required for these courses. GPA's from other institutions are not utilized; unless courses which apply towards this program's graduation requirements and which are accepted by Enrollment Services for transfer will figure into this GPA option.

V. Selection of qualified applicants for the Physical Therapist Assistant Program will be based upon a numerical ranking procedure, using ACT scores or GPA, high school and/or college grades and percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. (Applicants should be aware that general education courses completed in the Spring preceding potential Fall entry may not be calculated in the numerical ranking.) Information on the ACT test, the numerical ranking procedure and the admission process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the entrance requirements for the Physical Therapist Assistant program, call or visit the Belleville Campus, 2500 Carlyle Avenue (235-2700 ext 5206); the Sam Wolf Granite City Campus, 4950 Maryville Road (931-0600, ext 6633); or the Red Bud Campus, 500 West South 4th Street (282-6682, ext 8114).

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received; typically late May or early June. In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the Fall semester. Contact Enrollment Services (235-2700 ext. 5541/5542) or the Counseling Center (222-5206) to obtain information of a possible application deadline extension. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.)

In the event that there are more qualified applicants than spaces available in this program, those **applicants residing outside Southwestern's district o**r in a district that does not have a joint agreement with Southwestern for this program, **will not be eligible for consideration or admission if there are more applicants than positions to be filled.** Resident status is determined by address on file with Enrollment Services by April 15, 2011.

VI. General Information

A. **Acceptance** to the program is **required before** an applicant will be **permitted to register for PTA prefixed courses.**
B. **Applicants accepted must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential functions** of the job with or without reasonable accommodations. The essential functions of the job are listed in the PTA Student Handbook and at SWIC.edu under Academics/Allied Health & Public Services/Physical Therapist Assistant in the special application FAQ box. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700 ext 5368.
C. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware **health insurance is required during clinical education courses**. Malpractice insurance is provided by the college through assessment of lab fees.
D. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in each year's PTA Student Handbook. **Students who fail to meet program specific requirements will be dropped from the program** and may be required to re-apply and compete for admission in a succeeding year.
E. **Students accepted** will be **required to possess current CPR certification at the Healthcare Provider level, show proof of immunizations, TB test, physical examination, and verify health insurance coverage before beginning any clinical experience courses.**
F. **Criminal background check, random drug test, and name search on government registries** which prohibit employment in healthcare professions are also **required prior to clinical experience courses**. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Murder	Arson
Sexual offenses	Burglary	Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

Physical Therapist Assistant (continued)

To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

G. The **PTA program** generally **accepts 24 students each Fall semester. PTA courses are only offered during the day**. The program can be completed in 5 semesters; including 1 summer; however, it is recommended that students who work take non-PTA required courses prior to entrance into the program. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the degree.

H. Prerequisites may be required for some courses. Refer to the Course Description Guide in the catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0027)

First year

Fall semester			**Semester credits**
BIOL	105	Human Biology*	4
ENG	101	Rhetoric and Composition I	3
PSYC	151	General Psychology	3
PTA	100	Introduction to Physical Therapy	1
PTA	101	Physical Therapy Science and Skills	4
PTA	102	Patient Care Skills & Assessment	3
Total Semester Credits			**18**

Spring semester			**Semester credits**
HRO	100	Medical Terminology	1
SPCH	151	Fundamentals of Public Speaking	3
PTA	150	Theory of Physical Agents I	3
PTA	151	Application of Physical Agents I	2
PTA	160	Kinesiology & Clinical Orthopedics	5
PTA	161	Orthopedic Interventions	3
Total Semester Credits			**17**

Summer semester			**Semester credits**
PSYC	210	Life-Span Development	3
SOC	153	Introductory Sociology	3
PTA	170	Clinical Experience I	3
Total Semester Credits			**9**

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Second year

Fall semester			**Semester credits**
PTA	200	Theory of Physical Agents II	3
PTA	201	Application of Physical Agents II	2
PTA	210	Therapeutic Exercise & Rehabilitation	5
PTA	211	Rehabilitation Techniques	3
PTA	220	Pathology	4
Total Semester Credits			**17**

Spring semester			**Semester credits**
PTA	270	Clinical Experience II	8
PTA	280	Clinical Seminar	2
Total Semester Credits			**10**

*BIOL 155 & 156/157 & 158 can replace BIOL 105.

Health requirements are satisfied by students successful completion of BIOL 105, PSYC 151, and this allied health curriculum.

Career Opportunities

PTAs work in a variety of settings including hospitals, outpatient clinics, home health, nursing homes, schools, sports facilities, fitness centers, and industrial/occupational workplace environments. Job opportunities continue to grow as the medical field continues to promote outpatient medical services and the elderly population increases.

Average Starting Salary: The median income for PTAs with 1-3 yrs experience is $37,000-$42,000 annually, depending on the type and location of the health care facility.

Precision Machining Technology

Coordinator: Mark Bosworth, Ext. 7457

Dean: Bradley Sparks

Southwestern Illinois College's Precision Machining Technology program prepares the students with the skills and experience necessary to enter a variety of machining fields at an apprentice level. Students will learn to safely set-up and operate machine shop equipment such as lathes, mills, drill presses, grinders, and computer numerical control (CNC) machines. In addition, they will learn computer software programs to design parts and create programs used on the computer numerical machines.

See the Program Coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053H)

First year

Fall semester			**Semester credits**
PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
PMT	111	Introduction to CNC Machining	4
IML	120	Mechanical Blueprint Reading I	4
Human Relations Course			3
Total Semester Credits			**19**

Spring semester			**Semester credits**
PMT	201	Advanced Machining	4
PMT	112	Advanced CNC Programming	4
PMT	221	Intro to Master Cam	4
GT	105	Intro to Technical Math	4
HLTH	151	Personal Health and Wellness	2
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
PMT	222	Advanced Master Cam	4
PMT	202	Cutting Tools/Fixturing/Insp	3
PMT	114	Metallurgy I	4
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

NIMS®

National Institute for Metalworking Skills®

Spring semester			**Semester credits**
PMT	231	Intro to Solid Works	4
PMT	232	Advanced Solid Works	4
Technical Elective*			4
Communications Course			3
Social Science Course			3
Total Semester Credits			**18**

Precision Machining Technology Certificate (054H)

PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
PMT	111	Introduction to CNC Machining	4
IML	120	Mechanical Blueprint Reading I	4
PMT	112	Advanced CNC Programming	4
PMT	221	Introduction to Master Cam	4
PMT	222	Advanced Master Cam	4
GT	105	Intro to Technical Math	4
Total Credits			**32**

CNC Machining Certificate (054P)***

Computer Numerical Control (CNC) introduces students to program, set up and operate a CNC machine tool, which includes 3 axis vertical mills and 2 axis lathes. Provides experience in setting work offsets, tool lengths, and operating HAAS CNC equipment. These courses introduce the programming format need to program finished machined parts on the equipment. The students will be required to complete finish parts using all the necessary codes that a CNC machine tool offers. The certificate will provide training for CNC operators, machinists, and workers wanting to enhance their machining abilities.

			Semester credits
PMT	111	Introduction to CNC Machining	4
PMT	112	Advanced CNC Programming	4
Total Credits			**8**

* Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

***Pending ICCB Approval

Precision Machining Technology (continued)

MasterCam Certificate (054L)***

Computer Aided Drafting (CAD) and Computer Aided Manufacturing (CAM) is becoming a necessary tool in many machine shops and manufacturing companies. Using Master Cam software the students will learn to design and draw machine parts with the use of a computer. From the created drawing the students then will apply tool paths to create a CNC program to be run on a HAAS CNC machine tool. The students will be required to create completed machined parts using this process. The certificate will provide training for CNC operators, machinists and workers wanting to enhance their machining abilities.

			Semester credits
PMT	221	Intro to Master Cam	4
PMT	222	Advanced Master Cam	4
Total Credits			**8**

Solid Works Certificate (054M)***

Computer Aided Drafting (CAD) is an important part in the manufacturing process. Solid Works is a leading software package used by many manufactures. Students will use Solid Works to create solid models of parts that will then be used to manufacture a finished part. The models will be used to create prints for the machining of the parts or to transfer to a CAD/CAM software for creating a CNC program. The certificate will provide training for many different skilled workers, machinist, draftsmen, and designers.

			Semester credits
PMT	231	Intro to Solid Works	4
PMT	232	Advanced Solid Works	4
Total Credits			**8**

***Pending ICCB Approval

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

Demand for graduating students is steady and jobs for graduates can be found in a variety of businesses especially those producing machinery parts for the automotive and aircraft manufacturing industries. A graduate of the Precision Machining Technology Program is prepared to work as a(n):

- Toolmaker
- CNC Operator
- CNC Programmer
- General Machinist
- Maintenance Machinist
- Inspector
- CAD/CAM Programmer

In addition, all manufacturing businesses such as steel, chemical, oil, food and beverage need the services of skilled machinists. Many small machine shops who supply services to larger companies hire Precision Machining graduates.

Radiologic Technology

Coordinator: Rhonda Kern, ext. 5303
Faculty: Larry Wheeler, ext. 5301

Dean: Julie Muertz

The Southwestern Illinois College Radiologic Technology (RT) program prepares students to safely and effectively use radiographic equipment to produce x-rays for the purpose of diagnosing and treating illnesses and injuries. Radiologic Technologists provide vital information concerning structure and function of the human body, enabling physicians to make accurate diagnoses to pursue care and treatment. Radiologic technology encompasses a variety of specialties and plays an invaluable role in the practice of medicine. Radiologic technologists play a key role in the total spectrum of medical imaging of health care services. For further information regarding the field of radiology, refer to the American Society of Radiologic Technologists (ASRT) web site at www.asrt.org or the Illinois State Society of Radiologic Technologists (ISSRT) web site at www.issrt.org/

Upon successful completion of the RT curriculum, graduates are awarded an Associate in Applied Science Degree and are eligible to take the national examination for the American Registry of Radiologic Technologists (ARRT).

The Southwestern Illinois College Radiologic Technology education program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), located at 20 N Wacker Dr, Suite 2850, Chicago, Illinois 60606-3182. Phone (312) 704-5300, email: mail@jrcert.org. The program's curriculum is guided by the standards developed by the JRCERT. Our accreditation status means SWIC has met the standards required and helps to assure the public that our curriculum will graduate competent clinicians. It also allows the college's RT graduates to take the licensure examination in any state that requires a license to practice radiologic technology.

Contact an academic counselor or the Program Coordinator for more information.

About the Program:

This is a 73 credit hour, 2 year accredited degree program, which can be completed in 4 semesters and 2 summers. The curriculum includes biological and social sciences, RT technical courses, and assigned clinical experiences. There are 17 credit hours of general education courses and 56 hours of radiologic technology courses. General education courses can be completed prior to admission; otherwise all courses must be completed during the semesters indicated.

Clinical experience courses are completed off campus in various RT employment settings. Students may be required to travel outside of the College district for clinical experience courses and must have background checks and drug testing prior. Clinical practice courses begin as early as the first Fall semester and continue every semester until program completion. Clinical practice is conducted during the day shift.

Admission procedures

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for any Allied Health program. If not admitted, interested applicants must reapply the following year. **An Application Planning Guide is available on the SWIC website and at the Counseling Center.**

I. Submit a Radiologic Technology application between **September 1, 2010 and December 1, 2010** for entry into the succeeding Summer semester. Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu. (Prospective Students/Allied Health Application) during the application period noted above.

II. **All** of the following minimum **requirements must be met, and all documents must be on file in the Enrollment Services Office before February 1, 2011** before an applicant will be considered for admission to the program:
   A. **Official high school transcript**(s) or GED
   B. If currently enrolled in high school:
      1. List of courses in progress
      2. Transcript of semesters completed to date
      3. All required course work and testing which is prerequisite to admission to the program must be completed by the end of the student's first semester in the senior year. Official transcripts documenting this work must be on file with the Southwestern's Enrollment Services Office prior to February 1, 2011 unless the application deadline has been extended.
   C. Official transcripts from all colleges, universities or accredited schools of Radiologic Technology attended. Those students who have completed college-level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.
   D. An **ACT composite scores of 15 or greater**. (The most recent test score is used.) Test scores more than 10 years old preceding February 1, 2011 are not acceptable. Applicants may either re-test or utilize the GPA option outlined in Section IV. To schedule your ACT, go on-line at www.act.org.
   E. Completion of the **COMPASS placement test** with eligibility for English 101 or greater and Math 94. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600 ext 6633; or the Red Bud Campus, 618-282-6682, ext 8114.
   F. Meet all requirements specified in Part III, IV, and V.

III. **To qualify as a candidate for admission** to the Radiologic Technology program, **applicants must have completed the following prerequisite courses** within the 10 years preceding February 1, 2011 with no grade lower than a "C". Official transcripts documenting this work must be on file with the Enrollment Services Office prior to February 1, 2011 unless the applications deadline has been extended.
   A. **Biology** - one year high school with a lab or one semester college (College Biology must equate with Southwestern's BIOL 100, 101, 102, 105, 155, 156, 157, or 158)
   B. **Algebra** - one year high school or one semester college (College Algebra must equate with Southwestern's MATH 94, 97, 107, 111, 112, or 113) - Students not having completed an Algebra course within the past ten years, but having completed a higher level Math course within the ten year time period may utilize the grade in the most recent higher level Math course for the purpose of these admission procedures. For information regarding these eligibility requirements, please contact Southwestern's Office of Enrollment Services.

Radiologic Technology (continued)

C. **Chemistry/Physics** - one year high school or one semester college (College Chemistry must equate with Southwestern's CHEM 101, 103, 105 or 106; College Physics must equate with Southwestern's PHYS 101, 151, or 152).
D. Students completing prerequisite courses from a high school not recognized by the State Board of Education or home schooled students may demonstrate competency of the Biology, Chemistry and/or Algebra requirements by taking a placement test. Questions regarding placement testing can be addressed by contacting Enrollment Services, extension 5541/5542.
E. College course grades supersede high school grades when both appear on official transcripts for Biology, Algebra, and Chemistry/Physics. The most recent grade in courses meeting the Biology, Algebra, and Chemistry/Physics requirements are used in determining an applicant's admission qualifications and rank. Biology, Chemistry, and Physics courses must include a lab component.

IV. **Applicants not meeting the above ACT requirements of 15 or greater** outlined in Section II, must submit an official college transcript indicating completion of at least 12 hours of the 17 required general education courses required for this degree. A minimum of 2.0 grade-point average is required for these courses. GPA's from other institutions are not utilized; however, courses which apply towards this program's graduation requirements and which are accepted by the Enrollment Services Office for the transfer will figure into this GPA option.

V. Selection of qualified applicants for the Radiologic Technology Program will be based upon a numerical ranking procedure, using ACT scores or GPA, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. **(Applicants should be aware that general education courses completed in the spring preceding potential summer entry may not be calculated in the numerical ranking.)** Information on the ACT test, the numerical ranking procedure and the admission process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the entrance requirements for the Radiologic Technology, call or visit the Belleville Campus, 2500 Carlyle Avenue, 618-235-2700, ext 5206; the Sam Wolf Granite City Campus, 4950 Maryville Road 618-931-0600, ext 6633; or the Red Bud Campus, 500 West South 4th Street 618-282-6682, ext 8114.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received (typically by April). In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the Fall semester. Contact Enrollment Services at 235-2700 ext. 5541/5542 or the Counseling Center at 235-2700 ext. 5206 to obtain information of a possible applications deadline extension. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.)

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside Southwestern's district or in a district that does not have a joint agreement with Southwestern for this program, **will not be eligible for consideration or admission** if there are more applicants than positions to be filled. Resident status is determined by address on file with Enrollment Services by February 1, 2011.

VI. General Information
A. Acceptance to the program is required before an applicant will be permitted to register for RT prefixed courses.
B. Applicants accepted to this program must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential function of the job with or without reasonable accommodations. The essential functions of the job are listed in the RT Student Handbook and at SWIC.edu under Academics/Allied Health & Public Services/Radiologic Technology in the special applications FAQ box. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.
C. This program is offered at the Belleville Campus for RT courses with clinical experience at hospitals/clinics within the district or St. Louis region; required general education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud Campuses.
D. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware that health insurance is required during clinical education courses. Malpractice insurance is provided by the college through assessment of lab fees.
E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in each year's RT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in a succeeding year.
F. Students accepted will be required to possess current CPR certification at the Healthcare Providers level, show proof of immunizations, health insurance, TB test, and physical examination before beginning any clinical experience course.
G. Criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions are also required prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Burglary	Sexual offenses
Murder	Arson	Robbery

Radiologic Technology (continued)

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

H. The RT program generally accepts 40 students each Summer semester. RT courses are only offered during the day. The program can be completed in 4 semesters and 2 summers; however, it is recommended that students who work take non-RT required courses prior to entrance into the program. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the degree.

I. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0028) Radiologic Technology

First year

Summer semester			**Semester credits**
RT	100	Radiologic Technology	2
RT	101	Radiographic Positioning	4
RT	102	RT Math Computations	1
HRO	100	Medical Terminology	1
Total Semester Credits			**8**

Fall semester			**Semester credits**
BIOL	105	Human Biology**	4
RT	110	Radiologic Technology II	3
RT	111	Radiographic Positioning II	4
RT	112	Clinical Experience I	3
RT	131	X-ray Physics I	4
Total Semester Credits			**18**

Spring semester			**Semester credits**
ENG	101	Rhetoric & Composition I	3
RT	150	Radiologic Technology III	3
RT	151	Radiographic Positioning III	4
RT	152	Clinical Experience II	3
RT	180	X-ray Physics II	4
Total Semester Credits			**17**

Second year

Summer semester			**Semester credits**
RT	160	Clinical Experience III	3
Total Semester Credits			**3**

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Fall semester			**Semester credits**
PSYC	151	General Psychology	3
RT	230	Pathology for Radiographers	1
RT	241	Clinical Experience IV	3
RT	242	Clinical Modalities I	1
RT	244	Radiobiology	4
Total Semester Credits			**12**

Spring semester			**Semester credits**
SPCH	151	Fundamentals of Public Speaking **OR**	3
SPCH	155	Interpersonal Communication	
RT	297	Radiologic Technology Review	4
RT	296	IT for Radiographers	1
RT	298	Clinical Modalities II	1
RT	299	Clinical Experience V	3
Human Relations Course*			3
Total Semester Credits			**15**

Total Credits	**73**

*See beginning blue AAS degree pages for listing of all Human Relations course options
**BIOL 105 can be replaced by BIOL 155 & 156 or BIOL 157/158

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

RTs work in a variety of settings including hospitals, health care facilities, oncology centers and physicians' offices. Job opportunities continue to grow as the medical field continues to promote outpatient medical services and the elderly population increases.

Average Starting Salary: $38,000-$40,000, depending on the type and location of the health care facility.

Real Estate Appraisal

Program Coordinator: Sue Taylor, ext 5434
Dean: Janet Fontenot

Southwestern Illinois College is a state approved provider of real estate appraisal courses. The college offers the three courses required for licensure as well as the Report Writing class for residential certification. The real estate appraisal certification requirements are rigorous and closely monitored by the state. Please visit the state's website for detailed information about the process: http://www.obre.state.il.us/realest/AQBEducationReq.pdf

Experience Requirement:

To become certified as an appraiser in Illinois, you must fulfill the experience requirement. The certified residential category requires 2500 hours of appraisal experience under the supervision of a certified appraiser. The 2500-hour requirement must be fulfilled in no less than 24 months. The certified general category requires 3000 hours of experience to be completed in no less than 30 months.

The college does not have a placement service to assist students in fulfilling the experience requirement.

Education Requirements:

AQB Criteria

License Rank	Pre-License Education Requirements Criteria
Associate	75 Hours
Certified Residential	200 Hours Associate Degree*
Certified General	300 Hours Bachelor Degree

Source: AQB Criteria adopted 2/20/04

*Degree can be in any field of study

Please check the program's website or the current course schedule for class availability.

RAPP 196 Uniform Standards of Professional Practice
- 1 credit hour course
- RAPP 178 or concurrent enrollment is the prerequisite for this course

RAPP 178 Basic Appraisal Principles
- 2 credit hour course
- Prerequisite for RAPP 191

RAPP 191 Basic Appraisal Procedures
- 2 credit hour course
- Must complete RAPP 178 before taking this course

Upon successful completion of all three courses, the student requests an application for an "associate" designation from the state. *The state will provide the information needed to take the test and the fees involved.*

Associate status is the first step. Once that is complete, you may choose to pursue residential or general certification. For more information regarding education requirements, visit the state web site or call the state office:
http://www.obre.state.il.us/realest/APPRAISAL.HTM
Look for or request the *Candidate Handbook*.
Office of Banks and Real Estate: 217-524-8200

NOTE: Courses also are available in condensed format through private education providers. Before taking any appraisal course, check to ensure that the provider is approved by the state of Illinois.

For additional information about appraisal see the following websites or call:
Appraisal Foundation: http://www.appraisalfoundation.org
Look for or request the *Student Appraiser Guide*
Phone: 202-347-7722

Appraisal Institute:
http://www.appraisalinstitute.org
Phone: 312-335-4100

National Association of Independent Fee Appraisers:
www.naifa.com
Phone: 312-321-6830

Real Estate Appraisal Pre-License Certificate (049E)

Completion of this certificate assists students in meeting the minimum requirements mandated by the state of Illinois for real estate appraisal licensure. These courses are licensed by the Illinois Department of Professional Regulation.

		Semester credits
RAPP 178	Basic Real Estate Principles	2
RAPP 191	Basic Real Estate Procedures	2
RAPP 196	Uniform Standards of Professional Practice	1

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Respiratory Care

Program Coordinator: Maggie McMillin, phone 234-8911, ext. 1989 (Program offices are located at St. Elizabeth's Hospital, Belleville)
Faculty Greg Brown

Dean: Julie Muertz

Southwestern Illinois College's Respiratory Care (RC) program prepares students for entry-level and advanced-level practitioner positions in the Respiratory Care profession. Respiratory Therapists (RTs), under the supervision of a physician, see patients of all ages to assist in the prevention, treatment and rehabilitation of pulmonary problems. The practice of respiratory care entails: monitoring, evaluating and reporting patients' cardiopulmonary status, providing treatments to keep the airway open, sleep studies, metabolic studies, patient and family education, student clinical education, home care, discharge planning and follow up, as well as outpatient pulmonary rehabilitation.

Upon successful completion of the RC curriculum, graduates are awarded an Associate in Applied Science degree in Respiratory Care and are qualified to challenge the National Board for Respiratory Care (NBRC) entry level RT certification examination (CRT exam) and the RT registry exam (RRT exam). These examinations are offered throughout the year at various sites in the state and country. All States (except Alaska and Hawaii), the District of Columbia, and Puerto Rico require respiratory therapists to obtain a license. Passing the CRT exam qualifies respiratory therapists for State licenses. Supervisory positions and intensive-care specialties usually require the RRT or at least RRT eligibility.

The program is offered at St. Elizabeth Hospital, Belleville for RC courses with clinical experience at hospitals/clinical facilities throughout the St. Louis region; required general education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud campuses.

Persons having a CRT credential, dated within five years of February 15, 2011, may apply, and be accepted into, the Respiratory Care program. Completion of courses RC 114 through RC 207, as well as any required general education courses not on a person's transcript will fulfill the graduation requirements of this program's AAS degree.

For further information regarding the field of Respiratory Care, refer to the American Association for Respiratory Care (AARC) web site at www.aarc.org.

The Southwestern Illinois College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), located at 1248 Harwood Rd, Bedford, TX 76021-4244, phone 817-283-2835, web site: www.coarc.com. The program's curriculum is guided by the standards developed by CoARC. Our accreditation status means SWIC has met the standards required and helps to assure the public that our curriculum will graduate competent clinicians. It also ensures that the college's RC graduates are qualified to take the National Board for Respiratory Care's credentialing & registry examinations.

About the Program:

This is a 71 credit hour, 2 Year accredited degree program, which can be completed in 4 semesters and 2 summers. Courses include biological and physical sciences basic to understanding the function of the cardiopulmonary system, RC technical courses, and assigned clinical experiences. There are 17 credit hours of general education courses and 54 hours of respiratory care courses. General education courses can be completed prior to admission; otherwise all courses must be completed during the semesters indicated. RC courses begin each Fall for those applicants accepted into the program.

Clinical experience courses are completed off campus in various RC employment settings. Students may be required to travel outside of the College district for clinical experience courses and must have background checks and drug testing prior. Clinical practice courses begin as early as the first Fall semester and continue every semester until program completion. Clinical practice may be on a day, evening, or night shift.

Time Commitment

First year students (Fall, Spring and Summer semesters)
- Clinical practice on Wednesday and Friday (8 hr shift)
- Class/Lab on Monday and Thursday (8 hr day)

Second year students (Fall and Spring semesters)
- Clinical practice on Monday and Wednesday (8 hr shift)
- Class/Lab on Tuesday and Friday (8 hr day)

Admissions Procedures:

The following admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using rank, ability and achievement test scores as guides, with preference given to students residing in the district. There are no waiting lists for any Allied Health program. If not admitted, interested applicants must reapply the following year.

I. **Submit a** Respiratory Care **application** between **September 1, 2010 and April 1, 2011** for entry into the succeeding Fall semester. Applications are available at the Enrollment Services Office or can be downloaded from SWIC.edu (Prospective Students/Allied Health Applications) during the application period noted above.

II. **All** of the following minimum **requirements must be met, and all documents must be on file in the Enrollment Services Office before April 15, 2011**, before an applicant will be considered for admission to the program:
   A. **Official high school transcript**(s) or GED
   B. If currently enrolled in high school:
      1. List of courses in progress
      2. Transcript of semesters completed to date
      3. All required course work and testing which is prerequisite to admission to the program must be completed by the end of the student's first semester in the senior year. Official transcripts documenting this work must be on file with the Southwestern's Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.
   C. **Official transcripts from all colleges, universities or accredited schools of Respiratory Care attended**. Those students who have completed college-level coursework must have a Southwestern cumulative GPA of 2.0 or greater to be considered for admission.

Respiratory Care (continued)

D. An **ACT composite scores of 18 or greater**. (The most recent test score is used.) Test scores more than 10 years old preceding April 15, 2011 are not acceptable. Applicants may either re-test or utilize the GPA option outlined in Section IV. To schedule your ACT, go on-line at www.act.org.

E. Completion of the **COMPASS placement test** with eligibility for English 101 or greater and Math 094. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700 ext. 5206; Sam Wolf Granite City Campus, 618-931-0600; or the Red Bud Campus, 618-282-6682.

F. Meet all requirements specified in Part III, IV, and V below.

III. **To qualify as a candidate for admission** to the Respiratory Care program, **applicants must have completed the following prerequisite** courses within the 10 years preceding April 1, 2011 with no grade lower than a "C". Official transcripts documenting this work must be on file with the Enrollment Services Office prior to April 15, 2011 unless the application deadline has been extended.

A. **Biology** - one year high school with a lab or one semester college (College Biology must equate with Southwestern's BIOL 100, 101, 102, 105, 155, 156, 157 or 158).

B. **Algebra** - one year high school or one semester college (College Algebra must equate with Southwestern's MATH 94, 97, 107, 111, 112, or 113). - Students not having completed an Algebra course within the past ten years, but, having completed a higher level Math course within the ten year time period may utilize the grade in the most recent higher level Math course for the purpose of these admission procedures. For information regarding these eligibility requirements, please contact Southwestern's Office of Enrollment Services.

C. **Chemistry** -one year high school or one semester college (College Chemistry must equate with Southwestern's CHEM 101, 103, 105 or 106).

D. Students completing prerequisite courses from a high school not recognized by the State Board of Education or home schooled students may demonstrate competency of the Biology, Chemistry and/or Algebra requirements by taking a placement test. Questions regarding placement testing can be addressed by contacting Enrollment Services, extension 5541/5542.

E. College course grades supersede high school grades when both appear on official transcripts for Biology, Algebra, and Chemistry. The most recent grade in courses meeting the Biology, Algebra, and Chemistry requirements are used in determining an applicant's admission qualifications and rank. Biology and Chemistry courses must include a lab component.

IV. **Applicants not meeting the above ACT requirement** outlined in Section II, must submit an official college transcript indicating completion of at least 12 hours of the 17 required general education courses for this degree. A minimum of 2.0 grade-point average is required for these courses. GPAs from other institutions are not utilized; however, courses which apply toward this program's graduation requirements and which are accepted by the Enrollment Services Office for the transfer will figure into this SWIC GPA option.

V. Selection of qualified applicants for the Respiratory Care Program will be based upon a numerical ranking procedure, using ACT scores or GPA, high school and/or college grades and the percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. (Applicants should be aware that general education courses completed in the Spring preceding potential Fall entry may not be calculated in the numerical ranking.) Information on the ACT test, the numerical ranking procedure and the admission process is available from the Southwestern Office of Enrollment Services. To arrange a meeting with a counselor or obtain more information on the entrance requirements for the Respiratory Care Program, call or visit the Belleville Campus, 2500 Carlyle Avenue (222-5206); the Sam Wolf Granite City Campus, 4950 Maryville Road (931-0600, ext. 7333); or the Red Bud Campus, 500 West South 4th Street (282-6682, ext 8114).

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. **In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of classes during the Fall semester. Contact Enrollment Services (235-2700 ext. 5541/5542) or the Counseling Center (222-5206) to obtain information of a possible application deadline extension**. (The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.)

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside Southwestern's district or in a district that does not have a joint agreement with Southwestern for this program, will not be eligible for consideration or admission if there are more applicants than positions to be filled. Resident status is determined by address on file with Enrollment Services by February 15, 2011.

VI. General Information

A. **Acceptance** to the program is **required before** an applicant will be **permitted to register for RC prefixed courses**.

B. **Applications accepted to this program must attend all required orientation sessions, meet program specific medical requirements and must be able to perform the essential function of the job** with or without reasonable accommodations. The essential functions of the job are listed in the RC Program Educational Guarantees and at SWIC.edu under RC program. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.

C. Applicants should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes and clinicals assigned by the program. Specific clinical placement cannot be guaranteed. Students should be aware that **health insurance is required during clinical education courses**. Malpractice insurance is provided by the college through assessment of lab fees.

Respiratory Care (continued)

D. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in each year's RC Student Handbook. **Students who fail to meet program specific requirements will be dropped from the program** and may be required to re-apply and compete for admission in a succeeding year.

E. **Students accepted will be required to possess current CPR certification at the Healthcare Providers level, show proof of immunizations, TB test, physical examination, and verify health insurance coverage before beginning any clinical practicum.**

F. Criminal background check, random drug test, and name search on government registries which prohibit employment in healthcare professions are also required prior to clinical experience courses. **Background checks are conducted from every state/county in which the student has worked or resided since the age of 18 years**. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

Assault	Burglary	Sexual offenses
Murder	Arson	Robbery

Refer to the Healthcare Worker Background Check Act for a complete list of offenses at www.idph,state,il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call (217) 785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

G. The **RC program** generally **accepts 30 students each Fall semester. RC courses are only offered during the day**. The program can be completed in 4 semesters and 2 summers; however, it is recommended that students who work take non-RC required courses prior to entrance into the program. All courses must be completed before or during semesters indicated, unless permission is given by the Program Coordinator. A grade of "C" or better is required for all courses in the degree.

H. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Respiratory Care
Associate in Applied Science Degree (020A)

First Year

Summer Semester			**Semester credits**
HRO	100	Medical Terminology*	1
BIOL	105	Human Biology*	4
Total Semester Credits			**5**

Fall Semester			**Semester credits**
ENG	101	Rhetoric and Composition I*	3
RC	102	Cardiopulmonary Anatomy and Physiology**	3
RC	103	Applied Science**	3
RC	104	Respiratory Care Practices and Procedures I	5
RC	105	Patient Assessment *(first eight weeks of semester)*	1.5
RC	106	Clinical Practice I *(second eight weeks of semester)*	2
Total Semester Credits			**17.5**

Spring Semester			**Semester credits**
SOC	153	Introductory Sociology	3
RC	110	Cardiopulmonary Pathology**	2
RC	111	Respiratory Care Pharmacology**	3
RC	112	Respiratory Care Practices and Procedures II	5
RC	113	Clinical Practice II	4
Total Semester Credits			**17**

Summer Semester			**Semester credits**
RC	114	Respiratory Care Practices and Procedures III	2.5
RC	115	Clinical Practice III	2
Total Semester Credits			**4.5**

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Second Year

Fall Semester			**Semester credits**
ENG	102	Rhetoric and Composition II **OR**	3
SPCH	151	Fundamentals of Public Speaking*	
PSYC	151	General Psychology*	3
RC	203	Respiratory Care Practices and Procedures IV	5
RC	204	Clinical Practice IV	4
Total Semester Credits			**15**

Spring Semester			**Semester credits**
RC	205	Respiratory Care Practices and Procedures V	5
RC	206	Clinical Practice V	4
RC	207	Respiratory Care in Review	3
Total Semester Credits			**12**

Respiratory Care (continued)

*Students are encouraged to complete as many of these courses as possible *before* beginning the Respiratory Care course work. BIOL 155 & 156/157 & 158 can replace BIOL 105.
**These courses can be taken prior to program admission. This allows the student the flexibility to complete as much course work before beginning actual clinical rotations in healthcare facilities. These courses are offered so that the student can complete them at the same time as completing the required general education coursework. The combination of general coursework and these courses can be completed in two semesters (fall and spring) preceding program admission.

Career Opportunities

Respiratory Therapists work in a variety of settings including hospitals, clinics, skilled care facilities, physician's offices, home health care agencies and medical product companies. Job opportunities for Respiratory Therapists are very good, especially for therapists with experience working with infants.

Salaries start at about $35,000, depending on the size and location of the health care facility. The Human Resources Study from the American Association for Respiratory Care (AARC) indicated that the average salary for respiratory therapists with a CRT credential was $56,160 in the year 2006.

Sign Language Studies: Interpreter

Coordinator/Faculty: Karyn Houston
email: karyn.houston@swic.edu
OR 1-877-445-4064
Faculty: Susen McBeth

Dean: Julie Muertz

Southwestern Illinois College's **Sign Language Studies** (SLS) degree program prepares students to work as interpreters for the deaf or hard of hearing community. While the foundation of the curriculum is a commitment to American Sign Language (ASL), interpreters must be able to adjust to a broad range of consumer preferences to communicate effectively. They must understand the cultures in which they work and apply that knowledge to promote effective cross-cultural communications. Graduates will recognize and adapt to the variation in language usage that exists within the deaf and non-deaf community to clearly relay concepts and ideas between the two languages. Successful interpreters are flexible, outgoing, and feel comfortable in front of a group. They also relate effectively to the public and have a command of the English language. For further information regarding the field of Sign Language Interpreting, refer to the Registry of Interpreters for the Deaf (RID) web site at www.rid.org.

Upon successful completion of the SLS degree program, graduates are awarded an Associate in Applied Science degree in Sign Language Studies/Interpreter and are prepared for entry level, paraprofessional interpreting positions. The National Association of the Deaf and the Registry of Interpreters for the Deaf (RID) jointly offer certification for general sign interpreters. These examinations are offered throughout the year at various sites in the state and country. The SLS curriculum prepares graduates for this written and performance based examination.

Additionally, the college offers another program track designed for persons who want to be able to communicate informally with persons who are deaf or hard of hearing. Southwestern Illinois College's Sign Language Studies/Basic Communication Certificate program is designed for persons who want general information and skills in basic sign language communication. These skills may enhance their current employment as well as provide accessibility to colleagues who are deaf or hard of hearing.

Contact the Program Coordinator or an academic counselor for more information.

About the Degree Program:

This is a 67 credit hour, 2 year degree program, which can be completed in 4 semesters. The curriculum includes communication, social science, SLS interpreting technical courses, and assigned field experiences/practicum. There are 17 credit hours of general education courses and 50 hours of sign language studies/interpreter courses. Courses are offered in the day or evening. Certain courses are only offered once a year, therefore it is highly recommended to meet with the program coordinator to develop a schedule for completing the degree requirements in the proper sequence.

Field experience/practicum courses are completed off campus in various deaf/hard of hearing community events. Students will be required to travel outside of the College district for field experience/practicum courses and may be required to have background checks and/or drug testing prior. Field experience begins in the second semester of the two year program.

Enrollment Procedures:

Southwestern Illinois College's Sign Language Studies certificate and degree programs are open to any student who is a high school graduate earned a high school equivalency certificate, or is transferring from an accredited college or university. To enroll, students must:

A. Complete a SWIC application and registration forms to enroll in classes.
B. Complete the COMPASS placement test. Compass results must qualify the student for enrollment in ENG 101 or greater and MATH 94 or greater. (To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus 618-235-2700, ext 5206; Sam Wolf Granite City Campus, 618-931-0600, ext 6633; or the Red Bud Campus, 618-282-6682, ext. 8114.

General Information:

A. Applications accepted to this program must attend all required program orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed at SWIC.edu under Academics/Allied Health & Public Services/Sign Language Studies. Any applicants or enrolled students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.
B. To develop proficiency in signing and interpreting-time, dedication, study, immersion in the deaf/hard of hearing community and constant practice is required. The level of skill students attain is directly related to their participation/practice.
C. The program is offered at the Belleville Campus for SLS courses with field experience and practicums at facilities in the metro-east and St. Louis region; required general education courses can be taken at the Belleville, Sam Wolf Granite City, or Red Bud campuses.
D. Students should check the location and schedule of classes to ensure their own availability and access. Students are responsible for their own transportation and attendance at any of the classes and field experience/practicum assigned by the program.
E. Applicants admitted to the program must follow the requirements for graduation at the time they are admitted and must meet all course, program, degree, and sequencing requirements as specified. Students are responsible for program policies as listed in each year's SLS Student Handbook. Students who fail to meet program specific requirements will be dropped from the program.
F. A grade of "C" or better is required for all courses in the degree.
G. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.

Sign Language Studies: Interpreter (continued)

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0024) Sign Language Studies: Interpreter

First year

Fall semester			**Semester credits**
SLS	100	Non-Verbal Communications	2
SLS	101	American Sign Language I	5
SLS	110	Deaf Studies/Culture	3
SLS	125	ASL Fingerspelling & Numbers	1
ENG	101	Rhetoric & Composition I	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
SLS	102	American Sign Language II	5
SLS	105	Field Experiences	2
SLS	120	ASL Linguistics I	3
Social Science Elective			3
SPCH	155	Interpersonal Communication	3
Human Well-Being Elective			2
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
SLS	203	American Sign Language III	5
SLS	205	Interpreting I	3
SLS	206	Interpreter Principles and Practices	3
SLS	210	ASL Linguistics II	3
SLS	255	Transliterating	3
Total Semester Credits			**17**

Spring semester			**Semester credits**
SLS	220	Interpreting II	3
SLS	230	Interpreting Practicum	3
SLS	225	Sign to Voice	3
SLS	270	Educational & Specialized Interpreter Settings	3
SOC	153	Sociology	3
Total Semester Credits			**15**

Total Program Credits **67**

Sign Language/Basic Communication Certificate (024A)

Note: For enhancement of communication skills for social service providers, not for interpreter placement or certification.

First year

Fall semester			**Semester credits**
SLS	100	Non-Verbal Communications	2
SLS	101	American Sign Language I	5
SLS	110	Deaf Studies/Culture	3
SLS	125	ASL Fingerspelling & Numbers	1
Total Semester Credits			**11**

Spring semester			**Semester credits**
SLS	102	American Sign Language II	5
SLS	105	Field Experiences	2
Total Semester Credits			**7**

Total Credits **18**

Career Opportunities

Sign language interpreting is a rapidly expanding field. Interpreters may work for an agency or be self-employed. Schools, government agencies, hospitals, court systems, and private businesses employ interpreters. Interpreters work in a variety of settings including medical, legal, religious, mental health, rehabilitation, performing arts and business. The setting an interpreter may work is based on the skill level attained on the National certification exam and/or state regulations regarding practice as an interpreter.

Average Starting Salary: Interpreters earn between $15 and $75 per hour. Wages vary on the type and location of the interpreting assignment.

Ward Clerk (025B)

Coordinator: Carol Eckert, ext. 5268

Dean: Julie Muertz

In Southwestern Illinois College's Ward Clerk program, students will learn to perform the clerical, receptionist, and coordination tasks of professional ward clerks.

In this one-semester, six-credit-hour program, students learn medical terminology and accepted abbreviations, anatomy and physiology, communication skills, safety guidelines and receptionist duties. How to transcribe physician orders, and the legal and ethical aspects of working in a healthcare facility are taught also. Clinical experience will be provided in area hospitals. Anyone interested in this health related profession should pay close attention to detail, be reliable and dependable, and have the ability to follow instructions and procedures. For further information regarding the ward clerk occupation or the optional certification exam, refer to the National Association of Health Unit Coordinators website at www.nahuc.org.

This program will prepare students for employment in hospitals and nursing homes as ward clerks/health unit coordinator. Graduates earn a certificate, and may elect to join the National Association of Health Unit Clerks/Coordinators (NAHUC) and take a national certification exam. Although it is not required to be certified to practice as ward clerk, it is highly recommended and some employers may require it. Pursing national certification is the responsibility of the successful graduate.

About the Program:

This is a 6 credit hour course that can be completed in one semester. Students enroll in the HRO 115-Ward Clerk course. During this course, students attend classroom lectures as well as supervised clinical practice in area hospitals and other healthcare facilities. Clinical practice occurs in the last 4-5 weeks of the course.

Enrollment into the Program:

Applicants must have a high school diploma or a GED, be in good physical and emotional health, be able to type, and have good interpersonal communication skills. Enrollment is limited by clinical facilities.

A. All applicants are advised to see a counselor upon making application for entrance into the college.
B. Students qualifying for enrollment must meet program specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed in the Ward Clerk Student Handbook and on the college website: SWIC.edu under Ward Clerk program. Any interested students are encouraged to meet with Special Services to discuss potential issues associated with meeting these requirements at 618-235-2700, ext 5368.
C. The HRO 115-Ward Clerk class is offered at the Belleville, Sam Wolf Granite City campuses, or East St. Louis Higher Education Center.
D. Students should check the location and schedule of classes to ensure their own availability access. Students are responsible for their own transportation and attendance at of the classes and clinicals assigned by the program.
E. Students enrolled in Allied Health program should be aware that some clinical facilities may require criminal background checks and drug screenings. If so, students will be provided with the appropriate information and be required to obtain the background check and/or drug screening. Students maybe dropped from the program if they fail to obtain/pass the clinical requirements, or meet attendance requirements.
F. Students participating in Southwestern's Ward Clerk program are subject to all provisions of the existing college catalog and course syllabus with respect to attendance during the period of their enrollment.
G. For more information about the Ward Clerk program, contact a counselor at the Belleville Campus, 618-235-2700, extension 5206; the Sam Wolf Granite City Campus, 618-31-0600, ext 6633; or the East St. Louis Higher Education Center 618-874-8700.

Career Opportunities

Ward Clerks work in hospitals, nursing homes, long-term care facilities and rehabilitation centers. Attaining dual training as a certified nurse assistant frequently will make a ward clerk more marketable. Full-time ward clerks work a 5 day, 40 hr work week. They may be assigned to work evening or weekend shifts. Part-time employees may be assigned to work any shift. The average starting salary is $17,722 plus benefits.

Warehousing and Distribution

Coordinator: Mark Bosworth, ext. 7457

Dean: Bradley Sparks

Warehouse employees help load and unload freight and move it around warehouses and terminals. Often, these employees work together in groups of three or four. They may use conveyor belts, handtrucks, pallet jacks, or fork lifts to move freight. They may place heavy or bulky items on wooden skids or pallets to be moved by industrial trucks.

An objective of the Certified Warehousing and Distribution Specialist curriculum is to create a pool of skilled employees from which companies can draw as they staff their warehousing and distribution centers. A second objective is to provide training for employees currently employed in warehousing and distribution to prepare them for greater responsibility and growth in their careers. Skills taught in the courses are drawn from typical job skills requirements as determined by needs analyses among leading-edge warehousing and distribution operations. The curriculum consists of five courses, a warehousing and distribution center simulation, and a final assessment of knowledge and skills.

Warehousing and Distribution Certificate (045W)***

			Semester credits
MFT	120	Warehousing Environment	1.5
MFT	121	Warehousing Workforce Skills	1.5
MFT	122	Warehousing & Distribution Process	2.5
MFT	123	Warehousing Technology Skills	2
MFT	124	Representative Warehousing Skills	2.5
Total Credit Hours			**10**

***All courses are taken concurrently and offered during one semester.

Students shall meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

The number of wage and salary jobs in the truck transportation and warehousing industries is expected to experience steady growth which will result in many job openings because the industry is so large. There will also be openings due to replacement needs for the large number of workers who will transfer to other industries or retire. This certificate will provide skills as a:

- Warehouse employee

Web Designer

For more computer classes, see:
- Computer Information Systems
- Electronic Publishing
- Graphic Communications
- Network Design & Administration
- Office Administration & Technology
- Web Development & Administration

Coordinator/Faculty: Diane DiTucci, ext. 5382
Faculty: Sharon Banjavcic

Dean: Janet Fontenot

The Web Designer program provides students with the basics of Web site design. Graphics, animation, cascading style sheets, typography, navigation, Javascript, accessibility and usability are emphasized throughout the degree courses. Students will design Web sites using a variety of techniques and software applications.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Web Designer (0141)

First Year

Fall Semester			**Semester credits**
CIS	125	Operating Systems/Windows	1
CIS	147	Fonts & Type	1
CIS	160	Internet Basics	1
CIS	172	Photoshop	3
CIS	174	XHTML	3
CIS	180	Introduction to Programming	3
CIS	195	Database Management	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**18**

First Year

Spring Semester			**Semester credits**
CIS	171	Computer Graphics	3
CIS	176	Web Development I	3
CIS	177	JavaScript Programming I	3
CIS	187	Java Programming I	3
CIS	212	XML Web Services	3
Human Well-Being			2
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester credits**
CIS	173	Graphics and Animation	3
CIS	210	Web Usability & Design	3
CIS	272	Advanced Photoshop	3
CIS	288	JSP	3
English or Journalism Elective			3
Communications/Humanities/Social Science/ Human Well-Being Elective			1-3
Total Semester Credits			**16-18**

Second Year

Spring Semester			**Semester credits**
CIS	256	Web Site Development	3
CIS	273	Advanced Graphics and Animation	3
CIS	296	Web and Desktop Internship	3
ECON	201	Principles of Economics I—Macro	3
Humanities OR Social Science Elective			3
Total Semester Credits			**15**

Total Credit Hours **66-68**

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Web Designer (continued)

Web Coding Certificate (011D)

Students completing the Web Coding Certificate will learn software and coding principles required to construct Web Sites. Emphasis will be placed on good XHTML coding techniques. Students will learn to code for specific browsers and will learn how to include animation and sound on Web sites.

Course Sequence

CIS	173	Graphics and Animation	3
CIS	174	XHTML*	3
CIS	176	Web Development	3
CIS	177	JavaScript Programming I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	212	XML Web Services	3
CIS	256	Web Site Development	3
CIS	273	Advanced Graphics and Animation	3
CIS	288	JSP	3
Total Credit Hours			**30**

*CIS 161 and CIS 162 together may be substituted for CIS 174.

Web Design Certificate (011E)

Students completing the Web Design Certificate will learn software and design principles required to construct Web sites. Emphasis will be given to graphics, colors, tiles, image maps, rollovers, navigation bars, alignment, composition, Web typography and the use of html editors. Students will learn to design for specific browsers and will learn how to include animation and sound on Web sites.

Course Sequence

CIS	147	Fonts & Type	1
CIS	148	Document Management	2
CIS	155	Basic Web Page Design	1
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	173	Graphics and Animation	3
CIS	174	XHTML*	3
CIS	176	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	257	Electronic Publishing	3
Total Credit Hours			**28**

*CIS 161 and CIS 162 together may be substituted for CIS 174.

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Web Design by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice president for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirement for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Web Designer Program is prepared to work as:

- Web Coder
- Web Designer
- Webmaster
- Web Support Worker

Web Development and Administration

For more computer classes, see:
- Computer Information Systems
- Electronic Publishing
- Graphic Communications
- Office Administration & Technology
- Network Design & Administration
- Web Designer

Coordinator/Faculty: Diane DiTucci, ext. 5382
Faculty: Sharon Banjavcic

Dean: Janet Fontenot

The Web Development and Administration program provides the technical skills and knowledge required for the design, development, and maintenance of web sites and services. Students completing the program may be responsible for all technical aspects of a website, including performance issues. In addition to web specific applications, instruction includes commonly used programming languages, operating systems and software packages.

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Web Development and Administration (0011)

First year

Fall semester			**Semester credits**
CIS	125	Operating Systems/Windows	1
CIS	147	Fonts & Type	1
CIS	174	XHTML	3
CIS	180	Introduction to Programming	3
CIS	195	Database Management	3
ENG	101	Rhetoric & Composition I	3
Humanities OR Social Science Elective			3
Total Semester Credits			**17**

First year

Spring semester			**Semester credits**
CIS	177	JavaScript Programming I	3
CIS	187	Java Programming I	3
CIS	212	Intro to XML	3
ECON	201	Principles of Economics I-Macro	3
Web Elective			6
Total Semester Credits			**18**

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Second year

Fall semester			**Semester credits**
CIS	211	Intro to Web Servers	3
CIS	246	Systems Dev & Design I	3
CIS	256	Web Site Development	3
English or Journalism Elective			3
MGMT 102, or MATH 105 or higher			3-4
Web Elective			3
Total Semester Credits			**18-19**

Second year

Spring semester			**Semester credits**
CIS	210	Web Usability & Design	3
CIS	287	Java Programming II	3
CIS	288	JSP	3
CIS	296	Web and Desktop Internship	3
Human Well-Being			2
Communications/Humanities/Social Science/ Human Well-Being Elective			1-3
Total Semester Credits			**15-17**

Total Credit Hours **69-72**

The following are approved Web Electives

CIS	172	Photoshop	3
CIS	173	Graphics and Animation	3
CIS	176	Web Development I	3
CIS	273	Advanced Graphics and Animation	3
CIS	275	SQL	3
NETW	101	Introduction to Networking	3

Web Development and Administration (continued)

Web Coding Certificate (011D)

Students completing the Web Coding Certificate will learn software and coding principles required to construct Web sites. Emphasis will be placed on good XHTML coding techniques. Students will learn to code for specific browsers and will learn how to include animation and sound on Web sites.

CIS	173	Graphics and Animation	3
CIS	174	XHTML*	3
CIS	176	Web Development	3
CIS	177	JavaScript Programming I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	212	XML Web Services	3
CIS	256	Web Site Development	3
CIS	273	Advanced Graphics and Animation	3
CIS	288	JSP	3
Total Credit Hours			**30**

*CIS 161 and CIS 162 together may be substituted for CIS 174.

Web Design Certificate (011E)

Students completing the Web Design Certificate will learn software and design principles required to construct Web sites. Emphasis will be given to graphics, colors, tiles, image maps, rollovers, navigation bars, alignment, composition, Web typography, and the use of HTML editors. Students will learn to design for specific browsers and will learn how to include animation and sound on Web sites.

CIS	147	Fonts & Type	1
CIS	148	Document Management	2
CIS	155	Basic Web Page Design	1
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	173	Graphics and Animation	3
CIS	174	XHTML*	3
CIS	176	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	257	Electronic Publishing	3
Total Credit Hours			**28**

*CIS 161 and CIS 162 together may be substituted for CIS 174.

Java Programming Certificate (011F)

Students completing the Java Programming Certificate will learn the basic concepts and skills necessary to create programs using the Java Programming language. Programs will include various control structures and techniques used in creating interactive programs for the Web. Object oriented programming techniques will be used. Students will establish a Java programming environment using Sun's Java Software Development Kit (SDK). Students will establish a web server environment using Apache's Tomcat Servlet engine and students will be introduced to the Eclipse IDE.

CIS	187	Java Programming I	3
CIS	287	Java Programming II	3
Total Credit Hours			**6**

Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Web Development and Administration by completing at least 27 semester credit hours of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the Dean of the Business Division and the Vice President for Instruction. Only those courses completed at Southwestern Illinois College, and not included as part of the requirements for a previously earned degree or certificate, can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Web Development and Administration Program is prepared to work as a:

- Webmaster
- Web Administrator
- Web Coder
- Web Designer
- Web Developer
- Web Support worker
- Computer Programmer
- Web Manager

Welding Technology

Coordinator/Faculty: Charles Gulash, ext. 5377

Dean: Bradley Sparks

The welding technology program prepares welders, burners and related personnel to meet the needs of area and national industry. Emphasis is on practice and principles necessary for industry. We follow American Welding Society Level I and II National Standards. In addition to the AAS that can be earned at Southwestern, the student can earn a Bachelor's Degree by transferring to Ferris State University. **See the Program Coordinator or an academic counselor for more information.**

Important Information
The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0062)

First year

Fall semester			**Semester credits**
CMT	244	Occupational Safety & Health I	3
HLTH	151	Health	2
WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3
GT	105	Introduction to Technical Mathematics **OR**	4
MATH	112	College Algebra **OR** higher level Math	
Total Semester Credits			**18**

Spring semester			**Semester credits**
ENG	101	Rhetoric and Composition I	3
MGMT	221	Fundamentals of Labor Relations	3
WLDT	152	All Position Arc Welding	5
WLDT	107	Adv. Blueprint Reading	2
Humanities **OR** Social Science Course			3
Total Semester Credits			**16**

Apply for Graduation Now

Second year

Fall semester			**Semester credits**
WLDT	201	Advanced Arc Welding	6
MGMT	213	Human Relations in the Workplace **OR**	3
MGMT	214	Principles of Management	
Communications Courses **OR**			3
ENG	103	Technical Communication	
Human Relations Course			3
Technical Elective*			2-3
Total Semester Credits			**17-18**

Spring semester			**Semester credits**
WLDT	252	Pipe Welding	4
WLDT	253	GTAW/GMAW/FCAW/PAC	4
WLDT	254	Testing and Inspection of Welds	3
WLDT	255	Layout and Fitup for Welders	3
Technical Elective*			3
Total Semester Credits			**17**

Total Credits	**68-69**

*Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

Certificates

The Welding Technology certificate program is designed to train the beginner for entry-level positions in the welding industries and to also offer more advanced technical information and skill for the employed welder. High school articulation available.

Welding Technology Certificate (062A)			**Semester credits**
WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3
WLDT	152	All Position ARC Welding	5

Welding Technology Advanced Certificate (062B)			
WLDT	107	Advanced Blueprint Reading	2
WLDT	201	Advanced ARC Welding	6
WLDT	253	GTAW/GMAW/FCAW/PAC	4

Welding Technology Specialized Certificate (062C)			
WLDT	252	Pipe Welding	4
WLDT	254	Testing and Inspection of Welds	3
WLDT	255	Layout and Fitup for Welders	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

Career Opportunities

A graduate of the Welding Program is prepared to work as a:

- Welder
- Fitter
- Welding Inspector
- Welding Technician
- Layout Position

Associate in General Studies

Associate in General Studies
Program Code: 0003

Description:
These requirements are for students whose interests and educational objectives do not fall within either a traditional transfer or occupational program. The Associate in General Studies (AGS) degree allows students to explore a wide range of subject areas without concentrating on any particular one. **This degree is not designed to transfer to four-year colleges or universities or, in most cases, to prepare for career entry.**

Admission:
In general, the intentions of the AGS are to provide: 1) a liberal studies program; 2) an individualized program meeting needs not met by other programs; and 3) a capstone program for graduates of occupational certificate programs. Students requesting admission into the Associate in General Studies degree program will be required to establish a formal degree plan with a counselor and participate in the college assessment process (Mission Success) for appropriate course placement in English and Math. This plan must be filed with the Registrar prior to the completion of the last 15 hours of required course work. **Students who have earned an associate degree or are eligible for an associate degree other than the AGS will not be considered for this degree.**

Terms:
Students have six years to complete the requirements outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

Total Hours:
A minimum of 64 semester credits is required for this degree.

Residency:
Fifteen (15) of the last 24 hours must be completed at Southwestern Illinois College.

GPA:
A minimum cumulative GPA of 2.00 is required for the degree.

Human Relations:
One of the following courses must be completed. The course that is selected may also be applied toward the Humanities or Social/Behavioral Science General Education requirement as applicable. For reference, these courses are listed in white print in the general education areas.

_____ Humanities: ART 110, LIT 117, LIT 215
_____ Social Science: ANTH 210, ECON 115, ECON 201, GEOG 151, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150
_____ Behavioral Science: PSYC 200, PSYC 265, PSYC 267, PSYC 277, PSYC 295, SOC 153, SOC 203, SOC 210, SOC 222, SOC 230, SOC 255, SOC 259, SOC 265

Mission Success:
Beginning degree-seeking students are required to participate in Mission Success. For more information see Mission Success listed in the Table of Contents.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101, College Success Strategies, and ED 110, Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

Apply for Graduation:
Students must submit an application to Enrollment Services. Applications can be submitted through eSTORM Services or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	June 15
Spring/May	September 15
Summer/July	February 15

Associate in General Studies Degree Requirements Checklist

Communications (total of 9 semester credits) A minimum grade of "C" is required in ENG 101 & ENG 102

_____ ENG 101 _____ ENG 102 _____ SPCH 151 or _____ SPCH 155

Mathematics (total of 4 semester credits)

_____ MATH 107
_____ MATH 111
_____ MATH 112
_____ MATH 113
_____ MATH 114
_____ MATH 120
_____ MATH 170
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 210
_____ MATH 213
_____ MATH 270
_____ MATH 290
_____ MATH 292
_____ BUS 205

Physical/Life Sciences (total of 4 semester credits) One laboratory course required

_____ ATY 101
_____ BIOL 100
_____ BIOL 101
_____ BIOL 102
_____ BIOL 105
_____ BIOL 108
_____ BIOL 151
_____ BIOL 155
_____ BIOL 156
_____ BIOL 157
_____ BIOL 158
_____ BIOL 204
_____ BIOL 250
_____ BIOL 270
_____ CHEM 100
_____ CHEM 101
_____ CHEM 103
_____ CHEM 105
_____ CHEM 106
_____ CHEM 201
_____ CHEM 202
_____ CHEM 253
_____ ES 101
_____ ES 102
_____ ES 150
_____ ES 180
_____ ES 250
_____ PHYS 101
_____ PHYS 151
_____ PHYS 152
_____ PHYS 204
_____ PHYS 205
_____ PHYS 206

Humanities and Social/Behavioral Science (total of 9 semester credits) At least one course must be taken in Humanities and at least one from Social/Behavioral Science.

_____ ART 101
_____ ART 102
_____ ART 103
_____ ART 104
_____ ART 105
_____ ART 106
_____ **ART 110**
_____ FILM 115
_____ FILM 215
_____ FREN 202
_____ GERM 202
_____ HIST 286
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 201
_____ LIT 202
_____ LIT 203
_____ LIT 204
_____ LIT 205
_____ LIT 208
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ LIT 293
_____ MUS 101
_____ MUS 102
_____ MUS 103
_____ MUS 110
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ PHIL 155
_____ PHIL 156
_____ PHIL 160
_____ SPAN 202
_____ SPCH 120
_____ SPCH 220

Social/Behavioral Science

_____ ANTH 150
_____ ANTH 160
_____ ANTH 175
_____ **ANTH 210**
_____ ANTH 250
_____ **ECON 115**
_____ **ECON 201**
_____ ECON 202
_____ GEOG 143
_____ **GEOG 151**
_____ GEOG 152
_____ GEOG 202
_____ GEOG 240
_____ GEOG 241
_____ HIST 101
_____ HIST 102
_____ HIST 114
_____ HIST 115
_____ HIST 117
_____ HIST 118
_____ HIST 151
_____ HIST 152
_____ HIST 160
_____ HIST 161
_____ **HIST 180**
_____ **HIST 181**
_____ **HIST 230**
_____ HIST 232
_____ HIST 234
_____ HIST 250
_____ HIST 282
_____ HIST 288
_____ **HIST 292**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ POLS 270
_____ POLS 273
_____ POLS 289
_____ POLS 290
_____ POLS 292
_____ PSYC 151
_____ **PSYC 200**
_____ PSYC 210
_____ PSYC 225
_____ PSYC 250
_____ PSYC 251
_____ PSYC 252
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_____ PSYC 260
_____ **PSYC 265**
_____ PSYC 266
_____ **PSYC 267**
_____ PSYC 270
_____ **PSYC 277**
_____ PSYC 280
_____ PSYC 288
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ **SOC 210**
_____ **SOC 222**
_____ **SOC 230**
_____ **SOC 255**
_____ **SOC 259**
_____ **SOC 265**

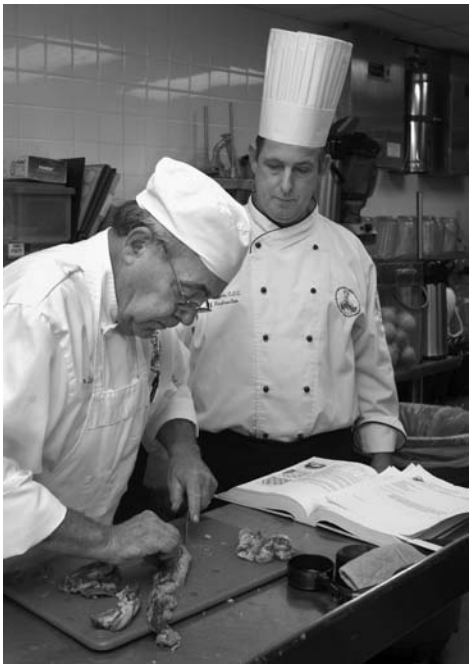
Computer Literacy (total of 3 semester credits)

_____ CIS 185 or _____ BUS 209

Human Well Being (total of 2 semester credits)

_____ HLTH 151
_____ HLTH 152
_____ HLTH 154
_____ HLTH 164
_____ HRO 150
_____ PE 155
_____ PE 156
_____ PE 160
_____ PE 161

Electives (total of 33 semester credits) Any courses, 100-level or above.



Student, Campus and Community Services

Student, Campus and Community Services also includes **College Activities, Financial Aid** and **Counseling Services.** Information on these areas can be located in other sections of this catalog.

Selsius™ Corporate and Career Training

Founded by Southwestern Illinois College in 1987, Selsius™ today serves hundreds of companies and thousands of individual employee customers annually.

Selsius™ enjoys a high percentage of repeat and referral business because we deliver:

- Structured Learning ... using interactive, competency based training taught by subject matter experts who clearly convey the links between training content and job applications.
- Customized Solutions ... every business faces unique issues and opportunities that require custom-tailored objectives, strategies, tactics, and results.
- Training Professionals ... whose practical business experience goes far beyond standardized training and facilitating methods to deliver real-world results.
- Flexible Scheduling ... offered during or after normal business hours at your location or ours.
- Onsite Computer Training ... delivered at your company site utilizing our Mobile Computer Lab.
- Customer Satisfaction ... that drives our new and repeat business.

Corporate Training

Meeting Companies' Performance - Improvement Objectives

Selsius™ Corporate Training begins with these no-risk steps:

- Initial Consultation ... schedule a complimentary meeting for your team with a Selsius™ performance improvement consultant.
- Situation Analysis ... Selsius™ will work with your team to identify training issues and potential performance improvement solutions.
- Planning Meeting ... performance improvement options are prioritized, budgeted, and assigned by your team for implementation by Selsius™.

Career Training

Meeting Individuals' Professional Development Goals

Selsius™ Career Training options include:

- Open-Enrollment Seminars ... held throughout the year to address your individual performance improvement needs.
- Competency-Based Training ... so you can immediately apply what you learn to your job.
- Instructor led and/or Online Instruction ... held in state-of-the-art facilities at Southwestern Illinois College and/or delivered online through Selsius™ partners including:
  - American Home Inspectors Training
  - Ed2Go
  - Gatlin Education Services
  - Virtual University

Programs and Services for Older Persons

201 North Church Street, Belleville - 618-234-4410

Programs and Services for Older Persons provides a wide variety of services, programs and activities to assist persons age 55+ to remain in the mainstream of society, independent and healthy.

These opportunities are provided via four offices located throughout the college district. Some of the services provided are:

Educational

A variety of workshops and seminars are offered. Educational topics cover a variety of subjects of importance to seniors, including caregiving and retirement planning. Computer training is offered through SeniorLink, a program designed to teach mature adults how to navigate without getting lost, through introduction to Windows to e-mail and the internet. This is taught in small class settings with instructors who go at your pace. Classes are 6 weeks long, one day per week.

- Workshops related to gerontology topics
- Seminars
- Computer Club (Senior Link)

Outreach and Advocacy

Senior citizens receive assistance completing Circuit Breaker forms and information about living wills and Power of Attorney for Health Care and Property. Also available is assistance with government benefit programs and Notary Public Service.

- Assistance with government benefit programs
- Notary public service

Social Services

Illinois Department of Insurance volunteers assist individuals with Medicare, Medicare Part D, Illinois Cares, Medicaid, and insurance claims with the Senior Health Insurance Program (SHIP).

- Outreach
- SHIP (Senior Health Insurance Program)

Activities

Parties, dances, card games, day trips and other social and recreational opportunities are offered at PSOP and at the Shiloh Senior Center. Regular activities include Breakfast Club, Lunch Bunch, Dine Around, weekly lunches and table games, line dancing, and much more.

- Dances
- Crafts
- Sports activities
- Special events
- Hobbies
- Cultural events
- Workshops

Home Care (Senior Companions)

The Senior Companion Program provides assistance to homebound elderly in need of companionship because of loneliness, illness or physical impairment. The program also offers respite for caregivers of these individuals. The service is free to the client. As a Senior Companion, individuals 55 years of age or older, who meet income guidelines, can help others while earning a tax-free stipend and other benefits.

- Placement of volunteers 55 years and older
- Services for frail, lonely, ill or homebound
- Respite services for caregivers
- Reimbursement of approved expenses and stipends for volunteers
- Lifeline

Intergenerational Program (Foster Grandparents)

The Foster Grandparent Program provides trained senior volunteers to schools, Head Start and day care centers. Individuals 55 years of age or older, who love children and meet income eligibility requirements, may apply to become a Foster Grandparent and earn a tax free stipend and other benefits.

- Placement of persons 55 years and older in volunteer situations with children from infancy to age 21
- Reimbursement of approved expenses and stipends for volunteers

Programs and Services for Older Persons (continued)

Health and Wellness Programs

Lectures, weight loss and exercise classes, health screenings, counseling and flu shots are among the health-related services offered at PSOP. Support groups include Parkinson's, Alzheimer's, and grief.

- Physical assessments
- Blood pressure testing
- Heart risk screening
- Health counseling
- Flu shots
- Parkinson's disease support group
- Counseling - mental health
- Alzheimer support group
- Grief support series
- Arthritis exercise
- Fitness room

Volunteer Opportunities (Retired and Senior Volunteer Program)

The Retired and Senior Volunteer Program (RSVP) recruits individuals to volunteer through agencies, hospitals, libraries and schools. More than 150 community agencies draw upon RSVP volunteers. Both short and long-term volunteer assignments are available.

- Individuals over 55 help others through agencies, hospitals, libraries, nursing homes, and schools.

Counseling

Short-term crisis intervention counseling is available to individuals 60 or older. Six to eight individual sessions are conducted at the PSOP offices or in the home for individuals who are homebound due to physical or emotional obstacles. A master's degree-level counselor is on staff. Additionally, Caregiver Counseling is a program designed to help caregivers with the issues and concerns of caring for an older adult.

- Short-term crisis intervention counseling to invidividuals 60+
- Caregiver counseling to help with issues and concerns of caring for an older adult

Job Training and Referral

Employment counseling, job placement and referral services are offered to persons age 55 and older, in cooperation with the AARP Foundation.

- Employment counseling
- Job seeking assistance

Transportation (ATS) (Alternative Transportation System)

Curb to curb transportation service is provided to ADA eligible individuals and individuals 60 years of age or older in some areas. Reservations are necessary.

- 15 township service area
- Fare paid for any trip purpose

Housing (Service Coordination Program)

The Service Coordination Program serves seniors and disabled residents living in subsidized housing with referrals to service providers, advocacy and complaint resolution, linkage with SWIC/PSOP programs, and individual needs assessment. Information on affordable housing options is also available.

- Referrals to Service Providers
- Help seniors and disabled in public housing live independently
- Advocacy and Complaint Resolution
- Linkage with Southwestern/PSOP Programs
- Individual needs assessment

Travel

Fun and educational group travel experiences to exciting destinations, including day trips and extended tours within the United States, as well as international travel and cruises are offered. Open to individuals of all ages, our Travel Program offers opportunities to make new friends and visit interesting places. Day trips and extended tours within the U.S.

- International travel
- Cruises
- Open to all ages

Grandparents/Older Relatives Raising Children

A support group that meets monthly for relatives who are raising their grandchildren or other children in their family. Information and assistance is also available.

- Information and Assistance to older relatives who are raising children
- Support Group

Adult Basic Education:
GED, English as a Second Language and Pre-Vocational Training

Department Director: Suzanne Dailey, Ph.D.
GED Director: Janice Buchwald
ESL Director: Lea Maue
ABE Specialist: Melva Bonk
Instructors: Barbara Daley, Karen Schneider

The Adult Basic Education Department provides free classes in Reading, GED Test Preparation, English as a Second Language, Citizenship, Mathematics, Office Technology, Information Processing and Computers. In cooperation with other college departments, Adult Basic Education offers the opportunity for pre-vocational training in welding, nurse assistant, ward clerk, construction, security, warehousing and food service sanitation. These classes and services are offered at the Belleville, Sam Wolf Granite City and Red Bud campuses, the East St. Louis Community College Center and at additional sites throughout the district. Day and evening classes are available.

Generally the Adult Basic Education Department serves persons sixteen years and older who lack a secondary school diploma or its recognized equivalent; persons for whom English is a second language or persons deficient in the basic educational skills needed to function effectively in society. The overall goals of the federal and state legislation for adult education are to assist adults in obtaining the knowledge and skills necessary for employment and self-sufficiency and to assist students in obtaining the educational skills necessary to become effective partners in their children's education. At Southwestern Illinois College all adult education programs incorporate basic computer literacy, and there is a strong emphasis on transitioning students into the college's regular credit classes and programs.

Reading and Mathematics classes are designed to help students improve their reading, writing and math skills. Instruction incorporates best practices from research in adult learning. Classes are short and intensive with opportunity for frequent self-evaluation of progress. These classes use subject matter that students will need if they take the General Educational Development (GED) test. There is a technological component to many of the classes. Classes are offered both days and evenings at the Belleville, Sam Wolf Granite City, Red Bud and East St. Louis Community College Center campuses on a year-round schedule.

GED test preparation classes provide intensive preparation for the GED test. Instruction incorporates the five subject areas of the GED test—writing, social studies, science, reading and math. Classes are short in duration and focus on both the basic content of the tests and needed test-taking skills. An online GED test preparation course is available each semester. There are frequent opportunities for self-evaluation to determine readiness to test and the opportunity for students to take the U.S. and Illinois Constitution ahead of the GED testing time. Finally, through an arrangement with the Regional Offices of Education, students in many classes register for the GED during class time thus avoiding a special trip to another office. GED classes are offered both days and evenings at the Belleville, Sam Wolf Granite City, Red Bud and East St. Louis Community College Center campuses on a year-round schedule. They are also offered at many other extension sites throughout the district.

Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

English as a Second Language (ESL) classes teach foreign-born adults to understand, speak, read and write English. Instruction incorporates best practice from adult learning and language acquisition theory, and all classes are highly interactive. Students are grouped according to ability and encouraged to move into ever higher levels of performance. Students at the highest levels are encouraged to transition into other college courses. There is a technological component to many of the classes. ESL classes are offered both days and evenings at the Belleville, Sam Wolf Granite City and Red Bud campuses, in Cahokia and at Kreitner Elementary School (Collinsville) on a year-round schedule. **Citizenship classes** prepare students to take the test for naturalization. These classes are offered monthly at various locations throughout the district including O'Fallon High School and Scott Air Force Base. There is also an online version of the class.

Pre-vocational training classes provide the opportunity for the acquisition of skills necessary for entry-level positions in the workplace. **Office Technology** is an eight-week intensive program combining computer training, communications, business math, workplace behaviors and job search skills. It is a daytime program held five days a week. Students who meet attendance and performance requirements earn a certificate of achievement. **Information Processing** is a thirteen-week evening program similar to Office Technology. Instruction incorporates computer training, communications, workplace behaviors and job search. Students who meet attendance and performance requirements earn a certificate of achievement. Office Technology and Information Processing are offered at the Belleville, Sam Wolf Granite City and East St. Louis Community College Center campus on a year-round basis. Both Office Technology and Information Processing provide guidance in securing employment in the local area and emphasize the need for lifelong skill development and training.

The Department offers **computer classes** to eligible students on a regular basis throughout the year. These are classes in Windows software applications. They are offered at the Belleville, Sam Wolf Granite City and East St. Louis Community College Center campus on a year-round basis.

The Adult Basic Department works with other college departments to provide other pre-vocational training opportunities. Since space is limited, acceptance into the pre-vocational training programs is competitive. Candidates must be adult education eligible and complete successfully an entrance process. Tuition, fees and program expenses are free to those accepted into the program. Students who enroll through the Adult Basic Education Department commit to efforts to find employment in the field of their training or to pursue further training. Current areas of study are:

- Welding — 11 credit hours in basic welding
- Nurse Assistant — 6 credit hours
- Ward Clerk — 6 credit hours
- Construction Trades — 9.5 credit hours
- Security Guard — 2 credit hours
- Food Service Sanitation — 1 credit hour
- Warehousing — 10 credit hours
- Forklift — 1 credit hour

In addition to formal classes and programs, Adult Basic Education provides other education services. A **Community Volunteer Tutor Program** provides free literacy tutoring to individuals throughout the district who need to improve their basic reading and math skills. Tutors meet with individuals at the campuses, in libraries or in other public places. An **Even Start Program** serves families in the Cahokia and Centreville communities. Even Start integrates adult education, early childhood education, parenting education and interactive literacy activities into a holistic system for families with young children. Its current focus is the special needs of the area's growing Hispanic population. It is a home-based program with many family activities. Finally, the **Early School Leaver Program** provides guidance and assistance to young adult dropouts. Early School Leaver helps youths find and keep employment and explore available educational and training opportunities.

For information about Adult Basic Education programs, contact either the Belleville office extension at 5323 or the Sam Wolf Granite City office extension at 6697.

Free Academic Classes

GSBS 042 Review of Biology .5-3 credits
A review of biology at the high school level, this course stresses individualized instruction and self-paced learning and is organized around several mini-courses stressing fundamental biological principles.

GSBS 060 Communication Skills for College6-12 credits
This whole language communication course is required for high school graduates whose Southwestern Illinois College entrance exam scores indicate a need for improved skills in reading, speaking and listening.

GSBS 061 Communication Skills for College6-12 credits
This whole language communications course is for high school graduates whose Southwestern Illinois College entrance exam scores indicate a need for improved skills in writing, speaking and listening.

GSBS 084 English for the Foreign Born I .5-3 credits
This course is for the student who speaks little or no English. English usage, vocabulary, idioms, reading, and speaking are taught.

GSBS 085 English Using Computers I .5-3 credits
This is the first of two courses for non-English speakers to improve English skills through computer-assisted language learning. Students are introduced to basic computer functions as they study reading, writing, listening, and speaking.

GSBS 086 English Using Computers II .5-3 credits
This is the second of two courses for non-English speakers to improve English skills through computer-assisted language learning. Students study reading, writing, listening, and speaking. Composition occurs at the computer.

Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

GSBS 087 English for the Foreign Born II .5-3 credits
This course is for the student who knows, minimally, the English alphabet and sounds and/or the student who can read and write elementary English but wants to further develop these skills. Course develops reading, writing, and speaking with emphasis on the refinement of pronunciation.

GSBS 088 English Fundamentals .5-3 credits
This course is for students who want to improve their mastery of the English language or who are not prepared for college work in English. It covers the essentials of English grammar, punctuation, usage, vocabulary, and spelling.

GSBS 090 High School Equivalency Examination Preparation in English, Reading Interpretation, and Constitutions (GED) .5-4 credits
This course covers essentials in English grammar and essay writing, and reading comprehension in social studies, literature, math and science. Constitutions of the United States and Illinois are covered.

GSBS 091 High School Equivalency Examination Preparation in Math (GED) .5-4 credits
This course covers the basic math, algebra and geometry concepts necessary to pass the GED mathematics test.

GSBS 098 Basic Communications .5-3 credits
This course covers reading, writing and oral communications skills that prepare students for work situations and college-level work.

GSBS 101 GED Review of Grammar, Reading Interpretation, and Constitutions .5-6 credits
This course covers the essentials of English grammar and essay writing and reading comprehension in social studies, science, and literature. This course is for students who need more intensive preparation than is given in GSBS 090.

GSBS 102 GED Review of Math .5-6 credits
This course covers basic math, algebra, and geometry concepts necessary to pass the GED mathematics test. This course is for students who require more intensive preparation than is offered in GSBS 091.

GSBS 103 Basic Reading, Writing and Math .5-12 credits
This course teaches the fundamentals of reading, writing, and math to adults.

GSBS 104 Basic Reading and Writing .5-6 credits
This is a reading and writing course for adults who have not graduated from high school.

GSBS 105 Pre-GED English, Reading, and Constitutions .5-12 credits
This course prepares students for the GED review class by developing reading and writing skills and by reviewing basic math and grammar. A study of the constitutions is introduced.

GSBS 106 Study Skills 3 credits
Students upgrade textbook reading, note-taking, test-taking, and organizational skills.

GSBS 112 English as a Second Language I .5-3 credits
This course is the first in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading, and writing are presented in a simple, sequential format.

GSBS 113 English as a Second Language II .5-3 credits
This course is the second in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading, and writing are presented in a simple, sequential format.

GSBS 114 English as a Second Language III .5-3 credits
This course is the third in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading, and writing are presented in a simple, sequential format.

GSBS 115 English as a Second Language IV .5-3 credits
This course is the final in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading, and writing are presented in a simple, sequential format. Offered as a telecourse.

GSBS 124 ABE English .5-3 credits
This course covers basic language arts instruction including vocabulary, spelling, grammar, and reading in the content areas.

GSBS 125 ABE English-Accelerated .5-2 credits
This course is for students who have a higher reading score than is required for GSBS 124. Basic language arts instruction including vocabulary, spelling, grammar, and reading in the content areas are taught.

GSBS 126 ABE Math .5-3 credits
This covers reading comprehension problems in several areas of basic level mathematics.

GSBS 127 ABE Math - Accelerated .5-2 credits
This course covers reading comprehension problems in several areas of basic level mathematics. This course is for students who have a higher reading comprehension score than is required for GSBS 126.

GSBS 140 ABE Citizenship .5-1 credits
This course is designed to prepare the student for American citizenship. The student will learn about the Constitution, American history, and the structure of the United States government.

Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

GSBS 141 ABE Reading I .5-3 credits
This is a beginning level course designed to teach the fundamentals of reading.

GSBS 142 ABE Reading II .5-3 credits
This course is designed to help the student who has not graduated from high school improve basic reading skills. Practical reading will be emphasized.

GSBS 143 Integrated ABE I .5-2 credits
This course emphasizes the mastery of reading and mathematics skills. This course is designed for students without a high school diploma who read below a ninth grade level.

GSBS 144 Integrated ABE II .5-2 credits
This course is a continuation of Integrated ABE I. It provides further basic skills instruction. Mastery in reading and mathematics skills is emphasized. This course is designed for students without a high school diploma who read below a ninth grade level.

GSBS 145 Integrated ABE III .5-2 credits
This course is a continuation of Integrated ABE II. It provides further basic skills instruction. Mastery in reading and mathematics skills is emphasized. This course is designed for students without a high school diploma who read below the ninth grade level.

GSBS 146 Integrated ABE IV .5-2 credits
This course is a continuation of Integrated ABE III. It provides further basic skills instruction. Mastery in reading and mathematics skills is emphasized. This course is designed for students without a high school diploma who read below the ninth grade level.

GSBS 147 Integrated ABE V .5-3 credits
This course is designed to improve the reading and math skills of the student. Emphasis will be on increasing vocabulary and comprehension skills.

GSBS 148 Integrated ABE VI .5-3 credits
This is the first of a two-part course designed to improve students skills in the areas of reading, writing, science, social studies, and math.

GSBS 149 Integrated ABE VII .5-3 credits
This is the second part of a two-part reading course designed to improve students' skills in the areas of reading, writing, science, social studies and math.

GSBS 150 Integrated ASE I .5-2 credits
This course provides individual reading and math instruction. It is designed for students without a high school diploma who read below the twelfth grade reading level.

GSBS 151 Integrated ASE II .5-2 credits
This course is a continuation of Integrated ASE I. It provides further individual reading and math instruction. It is designed for students without a high school diploma who read below the twelfth grade reading level.

GSBS 152 Developmental Reading Skills I 2 credits
This course provides individual reading instruction for high school graduates who read below a 10th grade level. This course provides instruction in the basic reading skills necessary for admittance to a job-training program or community college.

GSBS 153 Developmental Reading Skills II 2 credits
This course is a continuation of Developmental Reading Skills I for high school graduates who read below a 10th grade level. This course provides further instruction in basic reading skills.

GSBS 154 Developmental Reading Skills III 3 credits
This course is designed to improve the students' vocabulary and comprehension.

GSBS 155 Critical Reading Study Skills 3 credits
This course provides instruction in critical reading and efficient study skills. It includes techniques such as skimming, scanning, and note-taking.

GSBS 156 Developmental Mathematics I 2 credits
The course provides basic math skills instruction. Practical problems using arithmetic operations are covered in this open-entry course.

GSBS 157 Developmental Mathematics II 2 credits
This course is a continuation of Developmental Mathematics I. Practical problems using positive and negative numbers, set theory, elementary graphing and equations, and basic word problems are covered in this open-entry course.

GSBS 158 ABE Job Skills .5-4 credits
This course is for the student who is looking for a job or seeking a better job It is a variable credit course with 4 levels.
ABE Job Skills I: value activities, goal setting, and workplace exploration.
ABE Job Skills II: searches, applications, interviewing, and behaviors.
ABE Job Skills III: planning, budgeting, and basic computer skills.
ABE Job Skills IV: computer usage, computer applications, job practices, and behaviors.

GSBS 161 Basic Citizenship .5-1 credits
This course is designed for beginning level students preparing for naturalization. Students will study American history and the U.S. Constitution.

Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

GSBS 162 ASE Citizenship .5-1 credits
This course is designed for advanced level students preparing for American citizenship. Students will study the U.S. Constitution and American history.

GSBS 163 Basic GED English and Reading .5-6 credits
This course includes basic English grammar, writing, and reading in areas covered in the GED test - social studies, science, and literature. This course is for students who need more intensive preparation than is offered in GSBS 101.

GSBS 164 Basic GED Math and Constitution .5-6 credits
This course covers basic math, algebra, and geometry concepts included in GED test and preparation for the U.S. and Illinois constitution tests. This course is for students who need more intensive preparation than is offered in GSBS 102.

GSBS 165 Basic Job Skills .5-4 credits
This course introduces students to job skills. The variable credit courses provide:
Basic Job Skills I: value activities, goal setting, and workplace exploration.
Basic Job Skills II: searches, applications, interviewing, and behaviors.
Basic Job Skills III: planning, budgeting, workplace exploration, and basic computers.
Basic Job Skills IV: computer usage, computer applications, job practices, and behaviors.

GSBS 166 ASE: Job Skills .5-4 credits
This variable credit course provides students assistance with job skills.
ASE Job Skills I: value activities, goal setting, and workplace exploration.
ASE Job Skills II: searches, applications, interviewing, and behaviors.
ASE Job Skills III: planning, budgeting, workplace exploration, and basic computers.
ASE Job Skills IV: computer usage, computer applications, job practices, and behaviors.

Vocational Classes

GSVR 140 Computer Literacy and Awareness .5-3 credits
This course introduces basic computer operations and programs using Microsoft Office applications and data entry procedures. Students are adults with limited computer knowledge.

GSVR 172 Computer Keyboarding .5-3 credits
This course is designed to introduce students to the computer keyboard. Students will work to increase their typing speed.

GSVR 173 Introduction to Personal Computer .5-3 credits
An introduction to the computer for students with little or no computer experience. Topics will include identification of parts of a computer, familiarity with basic vocabulary and commands, and an introduction to several programs and applications.

GSVR 174 Introduction to the Internet .5-3 credits
This course will introduce students to concepts and skills needed to use the Internet and its applications. Prerequisite: None.

GSVR 175 Introduction to Word Processing .5-3 credits
This course will introduce students to one popular word processing program. Students will develop a basic understanding of word processing skills and produce typical word processing documents. Prerequisite: Introduction to the PC or equivalent knowledge and keyboarding skill.

GSVR 177 Speadsheets .5-3 credits
This course introduces students to one popular speardsheet program in a Windows environment. Students develop a basic understanding of speardsheet operations and produce typical documents. Prerequisite: GSVR 172 Introduction to Computers or equivalent knowledge and keyboarding skills.

Community Education

Community Education courses are designed for students who want to improve their vocational skills or benefit from personal development activities. These courses are offered at the Belleville Campus and at additional sites throughout the district.

Community Education credit is not applicable toward any Associate Degree or Occupational Certificate at Southwestern Illinois College. For further information, call the office of Community Education at 235-2700, ext. 5393.

Personal Development and Individual Enrichment Courses

Community Education offers non-credit classes for residents of all ages at all three campuses and various sites throughout the district. Computer education, gardening, relaxation techniques and foreign languages are just a few of the offerings available through this department. Classes are short-term and reasonably priced, meeting on Saturdays or weeknights for your convenience. Classes specific to the needs of Senior Citizens are also available.

Programs for Youth are available throughout the year. Art, dance and science classes are offered on Saturdays during the school year. The Summer Kids on Campus and College for Kids programs offer students the opportunity to learn while having fun. Week-long programs feature everything from rocket science to American Girl projects to computer game design.

High School Students who need help getting into the college of their choice can attend ACT Prep Classes at SWIC. These non-credit Saturday classes provide students with helpful hints for interpreting questions and understanding the types of information included in the test. Advance registration is required.

Development/Review of Vocational Skills

GSVR 066 Foundry/Sandcasting 2 credit hours
This course shall consist of lectures, demonstrations, and laboratory work involving the technology and skills of foundry (sandcasting). It includes the study of the history and the process of making a sandcasting mold, and the gating procedures that are used in industrial casting of brass and aluminum.

GSVR 078 Auto Body Repair 2 credit hours
The newest techniques for roughing out dents, picking and filling a damaged area, grinding and sanding metal, using a dent puller and applying plastic filler are explained. Finishing methods taught include painting, sanding, buffing and polishing.

GSVR 120 Auto Mechanics 2 credit hours
This course is designed to update and expand the knowledge of professional auto mechanics. The course will delve into the operating systems of domestic and foreign automobiles.

GSVR 136 Small Gas Engines 3 credit hours
Students become familiar with small two and four-cycled gas engines, their construction, operation, problem areas, and how to service and repair them.

Personal Development

GSIC 050 Conversational German 2 credit hours
A practical course to help the traveler with basic patterns of German.

GSIC 051 Conversational Spanish I 2 credit hours
This is a practical course, which helps the traveler with basic patterns of Spanish.

GSIC 052 Conversational French 2 credit hours
A practical course to help the traveler with basic patterns of French.

GSIC 055 Conversational Spanish II 2 credit hours
This course is a continuation of Conversatinal Spanish I. This course will help the traveler with basic patterns of Spanish.

Community Education (continued)

GSPD 054 Fundamentals of Investing 1 credit hour
A study of the market to assist students in evaluating investment programs covering reasons for financial and investment planning; loan investmensts; own investments; mutual funds; tax deferred; risk management; market overview; equity research; managing risk; and managing performance.

Homemaking

GSHM 059 Woodworking and Furniture Refinishing 2 credit hours
Includes a background of shop safety procedures, use of machine and hand tools, fasteners, abrasives and application of finishers. Study of gluing operations and wood joints.

Paraprofessional Test for School Teacher's Aides

Teaching aides who need to pass certification tests can get help through the Community Education Office. Paraprofessional Test Prep Classes are designed to help teacher's aides prepare for the aptitude tests required for employment in most Illinois schools.

Classes are offered throughout the year. Certification tests are also given through this department. These tests are accepted for No Child Left Behind Certification for teaching aides.

Special Interest Seminars

Local experts share information on topics of interest to members of the community. These programs are offered over several weeks and cover a variety of topics. Currently, residents can attend Retirement School or First Steps – Starting Your Own Business or Making Renewable Energy Work for You.

For information on any of these classes or programs, call the Community Education Office, 222-5393 or visit the office in Room 2030 of the Information Sciences Building, Belleville Campus.

Off-Campus Sites

Community Education holds classes at several sites throughout the district. This allows students to take classes toward a degree or certificate at a site close to home or work. A complete listing of sites is listed in the semester course schedule.

Scott Air Force Base

Although students need not be affiliated with the military to attend class on base, Scott Air Force Base has an office and educational center for Air Force personnel who want to work toward their CCAF or other degree. SWIC personnel are available from 8 a.m.-4 p.m. daily to answer questions and help students register for classes, access financial aid and complete forms for college programs. Classes are held on base at the education center during the day, in the evenings, and on weekends. A computer lab is also available for student use. Students need not be affiliated with the military to attend class on base.

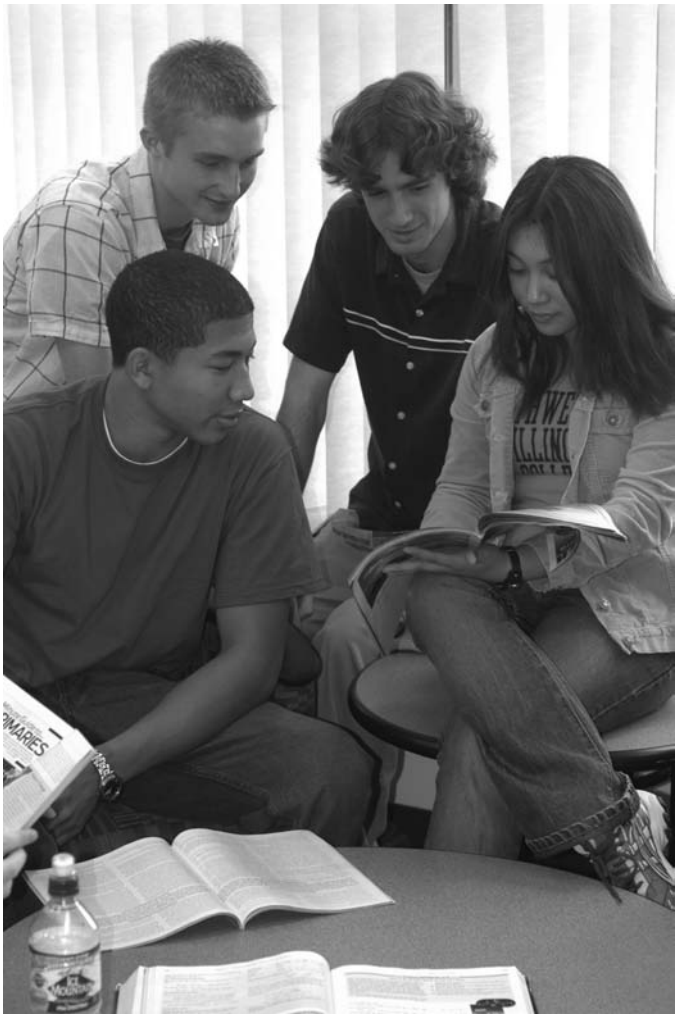
East St. Louis Higher Education Campus

East St. Louis Higher Education Campus also houses many SWIC classes and programs. Students can enroll in many college classes and degree programs at this campus. Day and evening classes are available as well as counselors, advisors and tutors to help students meet their educational goals. GED, Construction Trade and other vocational training programs are also offered at this site.

Community Education (continued)

Dual Credit Classes for High School Students

High school students enrolled in pre-approved Dual Credit classes can earn college credit while taking classes at their own high schools. SWIC works with high schools throughout the district to offer these classes free of charge to students. For more information or to see if your high school is a participant in this program, students should contact their high school guidance counselor.

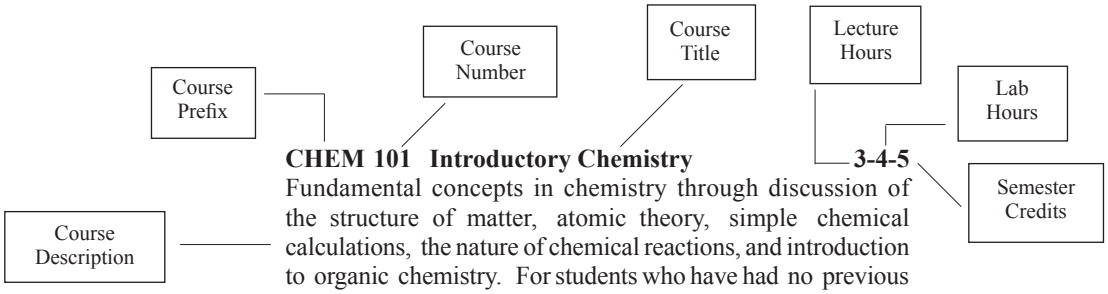


High School Academy

The High School Academy (HSA) is a Community Education summer program for high school students to earn high school credit. The course selection varies each summer and classes are held at selected sites in the district. Students can use these classes to make up credit for a failed class or to work ahead so that additional classes can be taken while in high school. A referral form from the high school counselor is **required** for participation.

Course Description Guide

How To Read A Course Description



Course Numbering

Below 100	Courses numbered below 100 are preparatory, general studies or refresher courses.
100-199	Courses numbered 100 to 199 are first-year or freshman-level courses.
200-299	Courses numbered 200-299 are second-year or sophomore-level courses.

Semester Credits

Each course description reflects the number of semester credits that will be earned upon successful completion of the course. In addition, the description reflects the number of hours per week spent on lecture/lab activities.

Prerequisite

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 requirements are listed at the end of each course description if applicable.

Type

Following courses that have been approved as part of the Illinois Articulation Initiative is a common code used by all participating colleges and universities across the state. This code reflects the area of the *Illinois General Education Core Curriculum* to which the course applies. The following are general coding descriptions:

IAI Code

IAI C – Communications
IAI F – Fine Arts
IAI H – Humanities
IAI L – Life Science
IAI M – Mathematics
IAI P – Physical Science
IAI S – Social Behavioral Sciences

In addition, the following codes are used to identify course types:

P Preparatory courses that are designed to prepare students for college level courses
T Transfer courses that are generally accepted as major, minor, or elective credit by four-year collegiate institutions
C Career oriented courses that are intended for AAS degrees or occupational certificates

Course Prefixes

Subject	Prefix
Accounting	ACCT
Administration of Justice	AOJ
Aerospace Studies – Air Force ROTC	AS
Agriculture	AGRI
Anthropology	ANTH
Art	ART
Astronomy	ATY
Automotive Collision Repair Technology	ACRT
Aviation Maintenance Technology	AVMT
Aviation Pilot Training/Aviation Management	AVIA
Avionics	AVE
Biology	BIOL
Business	BUS
See also Accounting	
Economics	
Management	
Marketing	
Office Administration & Technology	
Real Estate Appraisal	
Chemistry	CHEM
Child Care Services—See Early Childhood Education	
Chinese	CHIN
Cisco--See Network Design & Administration	CISC
Commercial/Industrial Maintenance Mechanics	IML
Communication Electronics—See Electrical/Electronics Technology	
Computer Aided Drafting	CAD
Computer Information Systems	CIS
Computer Hardware Technology—See Microcomputer Hardware Repair under Electrical/Electronics Technology	
Construction Bricklayer	BLA
Construction Carpentry	CCA
Construction Cement Mason	CMA
Construction Electrical Program	IEW
Construction Ironworker	IWA
Construction Management Technology	CMT
Construction Painting & Decorating	PDA
Construction Sheetmetal	SMA
Culinary Arts and Food Management	CUL
Desktop Publishing—See Electronic Publishing	
Early Childhood Education	ECE
Earth Science	ES
Economics	ECON
Education	ED
Electrical/Electronics Technology	EET
Electronic Publishing	CIS
Engineering	ENGR
English	ENG
Film	FILM
Fire Science	FS
French	FREN
Geography	GEOG
German	GERM
Graphics Communication—See Electronic Publishing	

Subject	Prefix
Health Information Technology	HIT
Health Related Occupations	HRO
Health	HLTH
Heating, Ventilation, Air Conditioning, and Refrigeration	HVAR
History	HIST
Horticulture	HORT
Hospitality/Food Service Management—See Culinary Arts and Food Management	
Human Services	HMS
Independent Study	IND
Industrial Electricity/Electronics—See Electrical/Electronics Technology	
Industrial/Commercial Maintenance Mechanics	IML
Industrial Pipefitting	IDP
Journalism	JOUR
Literature	LIT
Mass Communication	MCOM
Management	MGMT
Manufacturing Technology	MFT
Marketing	MKT
Massage Therapy	MT
Mathematics	MATH
Medical Assistant	MA
Medical Laboratory Technology	MLT
Microcomputer Hardware Repair—See Electrical/Electronics Technology	
Military Science-Army ROTC	MSC
Music	MUS
Network Design and Administration	CISC, NETW
Nursing	NE
Office Administration & Technology	OAT
Paralegal	PARL
Paramedic	EMTP
Philosophy	PHIL
Physical Education	PE
Physical Therapist Assistant	PTA
Physics	PHYS
Political Science	POLS
Precision Machining Technology	PMT
Psychiatric Rehabilitation	PRCP
Psychology	PSYC
Radiologic Technology	RT
Real Estate Appraisal	RAPP
Respiratory Care	RC
Russian	RUSS
Service Learning	SRV
Sign Language Studies/Interpreter Training	SLS
Sociology	SOC
Spanish	SPAN
Speech	SPCH
Technical Math	GT
Web Designer	CIS
Web Development and Administration	CIS
Webmaster—See Web Development and Administration	
Welding Technology	WLDT

Course Description Guide

Accounting

ACCT 105 Basic Accounting Procedures 3-0-3
This course will introduce students to the fundamentals of accounting with an emphasis on the accounting cycle, merchandising transactions and financial statements. Internal control, bank reconciliation, petty cash, and payroll will also be discussed. Excel spreadsheet software will be introduced as a culminating activity. This course is designed for those student who have never had formal accounting instruction or those who need a refresher. This course is required in several AAS degrees and is a prerequisite for ACCT 110, Financial Accounting, but does not carry elective credit for the AA and AS trasfer degrees.
Prerequisite: None.
Type: C

ACCT 106 Introduction to Quickbooks 3-0-3
This course is a review of the implementation of basic accounting concepts via a computerized accounting system. Topics include: opening a company file; customer and vendor maintenance; recording and paying bills; recording sales and collections; payroll setup and processing; end-of-period adjustments; and, financial statement preparation. This course is designed for those students who have a basic knowledge of accounting concepts. The course is required in the AAS Business Management-Accounting option and the AAS Office Administration and Technology-Accounting Office Specialist Option, but does NOT carry elective credit for either AA or AS degrees.
Type: C

ACCT 110 Financial Accounting 3-0-3
This course introduces student to accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study corporations and the common transactions entered into by this form of business. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements as well as the limitations of using these in making forward-looking business decisions are included. The primary emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, cash flow statements, and financial statement analyses. Some problems will be solved using a microcomputer and spreadsheet software.
Prerequisite: ACCT 105 or Accounting Placement Exam.
Type: T, IAI Bus 903

ACCT 111 Managerial Accounting 3-0-3
This course introduces students to management accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions also are included. A continuation of solving problems using a microcomputer and spreadsheet software will be required.
Prerequisite: ACCT 110.
Type: T, IAI Bus 904

ACCT 210 Cost Accounting 3-0-3
The flow of costs involved in the two main cost systems: job order and process. Standard costing and variance analysis of direct materials, direct labor and factory overhead are covered in depth. Also included are cost-volume-profit analysis, budgeting, direct costing, contribution margin, relevant costs, joint and by-products costing, and spoilage.
Prerequisite: ACCT 111.
Type: T

ACCT 211 Intermediate Accounting 3-0-3
The first part of the course includes a review of the accounting cycle, generally accepted accounting principles and detailed preparation of the required financial statements. The remainder covers present value, cash, marketable securities, receivables, current liabilities, inventory valuation, long-lived assets and intangible assets.
Prerequisite: ACCT 111.
Type: T

ACCT 212 Certified Bookkeeper Review 3-0-3
The course covers the following topics: adjusting entries; payroll; depreciation; inventory; and accounting error correction. Students who successfully complete this course may sit for the Certified Bookkeeper Review exam (optional; offered through the American Institute of Professional Bookkeepers).
Prerequisite: ACCT 211; or three years of full-charge bookkeeping experience and department approval.
Type: C

Administration of Justice

AOJ 100 Intro to Administration of Justice 3-0-3
The study of the criminal justice system and its major components. The criminal justice process is described. Includes history, philosophy and current practice in the administration of justice in a democratic society.
Prerequisite: None.
Type: T

AOJ 101 Basic Law Enforcement 5-2-6
The Southwestern Illinois College Police Academy is one of six police academies that is certified and approved by the Illinois Law Enforcement Training and Standards Board. The Southwestern Police Academy offers the Basic Training Course. This course is mandatory for all newly appointed police officers in Illinois. For registration information, call 235-2700, extension 5396.
Prerequisites: Coordinator permission and commissioned officer status for the State of Illinois and pre-registration requirements or approval by Illinois Police Training and Standards Board and pre-registration requirements.
Type: C

AOJ 102 Public Safety Telecommunications 5-0-5
Students will receive instruction in all phases of public safety communications. Students who successfully complete this course will be able to perform the duties of a dispatcher for police, fire, emergency medical services, hospital, civil defense, or ambulance service units.
Prerequisite: Coordinator permission and assessment score of ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 103 Introduction to Corrections 3-0-3
Organization, management and operation of correctional institutions and their role in the criminal-justice system.
Prerequisite: None.
Type: T

Course Description Guide (continued)

AOJ 105 Police Administration 3-0-3
Principles of organization and management as applied to law enforcement agencies and introduction to concepts of organizational behavior.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 106 Correctional Administration 3-0-3
This course examines a myriad of issues affecting Correctional Administration and management. The course includes a review of the evolution of Management Theory and contemporary Correctional Administrative Practices. The course also includes an in-depth review of the organizational process, including policy development and budgeting, as well as the impact of the courts, media, and the community on the correctional organization.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 110 Issues in Private Security 3-0-3
A comprehensive overview of the unique goals, objectives and management responsibilities in private security operations. Specific security functions are delineated. Extant research findings and recommendations are used to support critical thinking exercises for students. Includes case studies. Course will focus on the needs of security managers who must budget for asset protection and the criminal justice professional with public/private interface functions.
Prerequisite: Coordinator permission and valid Firearm Owner's Identification Card (FOID) and AOJ 144 and AOJ 145 or employed security guard.
Type: C

AOJ 111 Correctional Supervision 3-0-3
The study of the principles and practice of supervision and management techniques in the American correctional system. Definitions and levels of supervision are presented; emphasis is placed on practical applications of methods of supervision. Profiles of successful correctional supervision scenarios are presented for study.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 144 Security Officer Certification 2-0-2
This course is approved by the Illinois Department of Professional Regulation for armed security guard certification. Career orientation is accomplished. Basic criminal law, law of arrest, search and seizure, and the legal use of force are covered. Students who successfully complete the course and meet all requirements are certified to work as an unarmed security guards in the State of Illinois.
Prerequisite: None.
Type: C

AOJ 145 Introduction to Firearms 1-0-1
Introduction to the law, liability and use of handguns, and to the skills required in their care, handling and safety. Course includes both classroom and firing-range activities. Course may be taken by anyone who is at least 18 years old to learn how to legally and effectively use firearms. May also be used as an elective for certain degree programs.
Note: Students who wish to be certified as armed guards must complete AOJ 144 described above.
Prerequisite: Coordinator permission and valid Firearm Owner's Identification Card (FOID).
Type: C

AOJ 151 Policing: Methods and Ethics 3-0-3
This course is an examination of the history, current status, and/or trends in police field operations. A critical review of the extant research on police effectiveness, deployment of personnel, and delivery of services is accomplished. Police integrity standards and hard choice issues concerning police discretion, legality, and morality in police methods are delineated.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 153 Juvenile Delinquency 3-0-3
Analysis of juvenile delinquency as a social problem. Factors related to delinquency causation are considered. Includes delinquency prevention methods. The Juvenile Court System is described in operational terms.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: T

AOJ 155 Community Policing 3-0-3
Interpersonal, intrapersonal, and life-management skills related to criminal justice work are delineated. Experiential activities are used to develop skills in human communication, conflict resolution, effective behavior, and in the appreciation of cultural diversity. Problem oriented policing strategies are delineated.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 156 Issues in Criminal Justice 3-0-3
Offers an in-depth study of problems facing workers in the criminal-justice system. Contemporary issues will determine the course content during any particular offering.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 160 Criminology 3-0-3
A course designed to appeal to law-enforcement officers, pre-law enforcement students, educators, civic leaders and concerned citizens who wish to gain new insights into the body of knowledge which regards delinquency and crime as social phenomena. The sociology of law, the conditions under which criminal laws develop, causes of crime and delinquency, and the control of crime and delinquency are examined within the framework of the criminal-justice system and a democratic society.
Prerequisite: ENG 101 with a "C" or better.
Type: T

AOJ 202 Police Civil Liability 3-0-3
An analysis of the law and trends in the highly controversial area of police-civil liability; police officers and private security personnel are liable for various forms of tortuous conduct ranging from intentional wrongs to negligence in the course of their activities. Court decisions are examined in all relevant areas of concern. The overall course objective is to develop strategies to reduce litigation and limit unfavorable judgments in both the public and private sectors.
Prerequisite: ENG 102 with a "C" or better.
Type: C

Course Description Guide (continued)

AOJ 203 Criminal Law & Administration of Justice 3-0-3
A study of criminal law and procedure. Emphasis on the understanding of the basic elements of criminal offenses. Includes a historical study of the evolution of criminal law and its application to modern law enforcement.
Prerequisite: ENG 101 with a "C" or better.
Type: T

AOJ 204 Constitutional Law for Police 3-0-3
Centers on criminal procedure and its application as required by the due-process and equal-protection clauses of the Constitution. The student will be introduced to the responsibilities of a law-enforcement officer in regard to arrest, search and seizure, confessions and self-incrimination, assistance of counsel, freedom of speech, free press, the right to peaceably assemble, and civil rights legislation. The student will develop an understanding of the rule and guidelines which govern the conduct of a professional officer in enforcing both state and federal law.
Prerequisite: ENG 102 with a "C" or better.
Type: T

AOJ 205 Traffic Manage & Accident Analysis 3-0-3
Development of the modern transportation system, agencies involved in traffic administration and control, police-traffic engineering, education and enforcement of traffic laws are included. Principles of traffic accident investigation and reconstruction are delineated.
Prerequisite: ENG 101 with a "C" or better.
Type: C

AOJ 250 Law for Corrections 3-0-3
The course provides an in-depth view on the rights of correctional prisoners and the legal response required of correctional personnel to protect these rights. To understand what rights prisoners have requires studying the development of case law over a considerable period of time. Although there are statutory and administrative laws covering the rights of prisoners, the most important statements regarding prisoners' rights have come from decisions of appellate courts on a case-by-case basis. These decisions come from the Supreme Court and must be respected by state and federal correctional workers.
Prerequisite: ENG 101 with a "C" or better.
Type: C

AOJ 251 Rules of Criminal Evidence 3-0-3
Study of basic rules of evidence applicable to criminal justice procedure. Emphasis on the question of admissibility of evidence and the practical application of procedural/substantive constitutional guarantees. Case law exceptions to the warrant requirement are explained in operational terms.
Prerequisite: ENG 101 with a "C" or better.
Type: C

AOJ 252 Organized Crime 3-0-3
This course addresses in a concise manner the nature, history, and theories of organized crime, together with the criminal justice response. This includes an evaluation of the investigation, prosecution, defense, and sentencing of organized criminals to date. This course is designed, therefore, to provide a synthesis of important developments in the understanding, prevention, and criminal justice response to organized crime in our neighborhoods and our correctional institutions.
Prerequisite: ENG 101 with a "C" or better.
Type: C

AOJ 255 Criminal Investigation - Case Preparation 3-0-3
Fundamentals of criminal investigation theory and practice. Crime scene to courtroom emphasis on techniques appropriate to specific crimes. Interview and interrogation techniques are included.
Prerequisites: ENG 101 with a "C" or better, AOJ 203 or concurrent enrollment
Type: C

AOJ 256 Crime Scene Investigations 3-0-3
The basic course in forensic science is concerned with the application of the principles of biology, chemistry and physics to the problems of law and law enforcement. Course emphasis will range from the detailed functions of the mobile crime team to the common testing procedures of police crime laboratories. Content will be selected on the basis of contemporary needs of pre-service and in-service law enforcement personnel.
Prerequisite: AOJ 255.
Type: C

AOJ 261 Probation and Parole 3-0-3
Covers all phases of the correctional field and attempts to reflect a balance between theoretician and practitioner. Viewpoints on theory and practice in juvenile and adult corrections are examined extensively. The law of corrections, probation, parole and community services to offenders are studied in detail. The point of emphasis of the course starts where the court process ends.
Prerequisite: ENG 102 with a "C" or better.
Type: C

AOJ 278 Work Experience: Internship 0-25-5
A rigidly structured program that attempts to bring training and education into a more meaningful relationship. The student is expected to develop poise and confidence as a elationship s established between academic learning and work in the field. The chief executive or his designee in each participating agency will provide direct supervision. Comprehensive written reports on work and observation activities will be submitted to instructor/coordinator. Formal evaluation process will be used to record student performance. Recommended for all students not transferring to a senior institution.
Prerequisite: Approval of program coordinator: students must have completed 24 credit hours of AOJ prefix course degree requirements, and ENG 102 with a "C" or better.
Type: C

AOJ 290 Police Report Writing 3-0-3
A course designed and structured for pre-service law-enforcement students who wish to improve their proficiency in effective writing.
Prerequisite: ENG 101 with a "C" or better.
Type: C

AOJ 299 Spec Topics In Admin of Justice 4-0-4
Varied topics in policing and/or security will be addressed in order to meet most current needs of the industry.
Prerequisite: Coordinator permission.
Type: C

Course Description Guide (continued)

Aerospace Studies

AS 101 Foundations of the United States Air Force 1 2-0-2
A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in theses courses will be computed in the student's overall grade point average. Credit hours of these courses may be included in the hours needed for graduation at the discretion of individual departmental chairpersons.
Prerequisite: None.
Type: T

AS 102 Foundations of the United States Air Force 2 2-0-2
A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in theses courses will be computed in the student's overall grade point average, but credit hours for these courses will not be included in the total hours for graduation.
Prerequisite: None.
Type: T

AS 201 Evolution of USAF Air & Space Power 1 2-0-2
A survey course concerned with the beginnings of manned flight and the development of aerospace pwer in the United States, including the employment of air power in WWI, WWII, Korea, Vietnam, and Gulf War and the peaceful employment of U.S. air power in civic actions, scientific missions and support of space exploration. Leadership Laboratory is mandatory for Air Force ROTC cadets, and it complements this course by providing cadets with their first opportunity for applied leadership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in theses courses will be computed in the student's overall grade point average, but credit hours for these courses will not be included in the total hours for graduation.
Prerequisite: None.
Type: T

AS 201 Evolution of USAF Air & Space Power 2 2-0-2
A survey course concerned with the beginnings of manned flight and the development of aerospace pwer in the United States, including the employment of air power in WWI, WWII, Korea, Vietnam, and Gulf War and the peaceful employment of U.S. air power in civic actions, scientific missions and support of space exploration. Leadership Laboratory is mandatory for Air Force ROTC cadets, and it complements this course by providing cadets with their first opportunity for applied leadership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in theses courses will be computed in the student's overall grade point average. Credit hours of these courses may be included in the hours needed for graduation at the discretion of individual departmental chairpersons.
Prerequisite: None.
Type: T

Agriculture

AGRI 101 Introduction to Agriculture 1-0-1
Broad career opportunities in agriculture-related businesses are examined. Guest lecturers from agricultural industry are featured. Students are assisted in identifying goals, determining future educational needs, and developing job-seeking skills.
Prerequisite: None.
Type: C

AGRI 111 Animal Science 3-0-3
The application of the science of genetics, physiology and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology and nutrition and growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science.
Prerequisite: None.
Type: T

AGRI 121 Soil Science 3-2-4
This course presents 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..
Prerequisite: None.
Type: T

AGRI 152 Agricultural Economics 3-0-3
Producer and consumer behavior, economic policies, political influences, and market price determination are some factors affecting the financial health of agri-business. This class introduces these economic concepts, and analyzes the structure of the agricultural economy.
Prerequisite: None.
Type: T

AGRI 235 Crop Science 3-2-4
Field crop production practices and management techniques are explained. Seed selection, soil fertility, plant growth characteristics, tillage practices, pest control, scouting procedures, and other crop production practices are considered.
Prerequisite: None.
Type: T

Course Description Guide (continued)

Anthropology

ANTH 150 Cultural Anthropology 3-0-3
This course introduces students to the central topics, concepts and methods of cultural anthropology focusing on understanding human behavior in the context of the structure and functioning of culture. Cross-cultural analysis will provide an understanding of the diversity of human cultures in the world and the universalities that define the human species. The study of the nature of culture will focus on the relationship of humans to the physical environment, the interactions among human groups, and the behaviors of humans within groups. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T, IAI - S1 901N

ANTH 160 Physical Anthropology 3-0-3
This course is an introduction to physical anthropology. It includes the study of human evolution, the relationship of humans to other primates both physically and behaviorally, the relationship between human evolution and the development of culture, physical variation of modern human populations, and applications of physical anthropology in medicine and forensics. The goal is to understand the connections between human biology, behavior, and culture through an examination of the process of evolution.
Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T, IAI - S1 902

ANTH 210 Native American Cultures 3-0-3
This course examines the variety of Native American cultures. It will use an anthropological perspective to examine linkages between the cultures and their environments, their histories (written, oral and archaeological), art, religion, social structures, kinship and political systems. It is designed to give students a broad overview of non-European based cultures in North America.
Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T

ANTH 250 Introduction to Archaeology 3-0-3
This course focuses on the theory and application of archaeology. Students will be concerned with interpretation of material remains of past cultures, and through the study of such evidence, attempt to recreate the history of humanity from its earliest past to determine the nature of cultural systems at different times and places. The nature of culture (material and non-material), excavation and dating techniques, major shifts in habitation patterns and subsistence techniques, and major prehistoric world civilizations are explored and emphasized.
Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T, IAI - S1 903

ANTH 299 Special Topics in Anthropology (1-4)-0-(1-4)
Special topics and issues in Anthropology presented through lectures, discussions, readings, and/or individual research. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisites: Sophomore standing and one course in Anthropology, or permission of instructor.
Type: T

Art

ART 101 Art Appreciation 3-0-3
This course for non-art majors is an introduction to the visual arts and is intended to foster an appreciation of our Western art heritage. The focus will be on helping students understand and consequently appreciate how visual art works are made, as well as how they function or communicate within their societal context, both past and present.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F2 900

ART 102 Art Survey: Modern to Contemporary 3-0-3
This course provides students with an overview of the major art movements and artists who shaped the art of the 19th and 20th centuries. The survey begins with the "roots" of modern art in Europe, particularly the "Paris School," and concludes with the contemporary art of the "New York School."
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F2 902

ART 103 Survey of Non-Western Art 3-0-3
This course is a survey of the visual arts (painting, drawing, printmaking, sculpture and architecture) in selected Non-Western societies. Included are the works of Neolithic/Paleolithic man; Oceanic; African; Native American; Mezzo-American; Eastern/Far Eastern to include Islamic; India; China and Japan. Emphasis will be on artistic, cultural, social, historical, and geographic contexts of the major non-western societies. Successful completion of this course fulfills the Non-Western culture requirement at Southwestern.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F2 903N

ART 104 Art History I: Prehistoric-Gothic 3-0-3
A survey of European and Near Eastern Art covering Prehistoric, Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, Medieval, Romanesque, and Gothic art. The course will utilize single screen or multiple rear screen slide projection, video tapes, lectures, discussions, and a museum trip.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F2 901

ART 105 Art History II: Renaissance-Modern 3-0-3
A survey of European Art covering the following units: Renaissance, Baroque, Rococo, Neoclassicism, and Romanticism; Realism, Impressionism, Post-Impressionism, Symbolism, and Art Nouveau; and 20th Century Art. The course will utilize single screen or multiple rear screen slide projection, video tapes, lectures, discussions, and a museum trip.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F2 902

ART 106 History of Photography 3-0-3
This course investigates the historical development of photography as an art form from 1839 to the present, including critical analysis of types of photographs and aesthetic movements in photograpy. Photographs are examined for their aesthetic and humanistic values, emphasizing photographers within their cultural and social contexts.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T

Course Description Guide (continued)

ART 110 Women in Art - Medieval to Modern 3-0-3
This course is a linear overview of the role of women artists in the history of the visual arts from medieval to modern times and the impact of these artists on the world of fine art.
Prerequisite: Assessment reading score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F2 907D

ART 111 Basic Design I 1-5-3
A study of design elements and structure, this course includes composing with line, form, value, color and texture. Largely two-dimensional, the course explores materials, processes and techniques, and their possibilities and limitations in designing. Kit of art supplies and text required.
Prerequisite: None.
Type: T

ART 112 Basic Design II 1-5-3
A continuation of Basic Design I, this course provides an experience in three-dimensional work, using materials such as wire, cardboard, clay and plastics. Investigates the theory of design and creativity.
Prerequisite: ART 111 or 2 units of high school art. Art supplies and text required.
Type: T

ART 113 Ceramics I 1-5-3
Introduces modern and ancient techniques of forming clay objects. Students will make wheel-thrown and hand-built, original and functional pottery. Elementary slip casting, sculpture and hand building are covered.
Prerequisite: None.
Type: T

ART 114 Ceramics II 1-5-3
A continuation of Ceramics I, approaching clay in a more personal way, focusing on the development of an individual approach to the medium. Emphasis will be placed on aesthetics related to contemporary and historical trends in clay. Projects focus on experimentation and research into clay body, glaze calculation and alternative firing methods such as raku and stoneware reduction with gas fired kilns. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 113 or consent of instructor.
Type: T

ART 116 Photography I 1-5-3
A basic introductory course in photography based on the fine art principles of design. Black and white print developing, slide essays and photo essays will be covered. Camera required.
Prerequisite: None.
Type: T

ART 150 Drawing I 1-5-3
An introduction to the fundamental concepts and techniques of drawing using a variety of black and white media will form the core content of the course. Includes drawing from observation and invention leading to an interpretation and evaluative approach to drawing. Emphasis will be on descriptive drawing techniques from geometric and organic objects. Course work includes vocabulary development, critcal analysis activities and references to historic models of drawing. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: None.
Type: T

ART 200 Art Presentation and Portfolio 1-0-1
An introductory course in the preparation and presentation of finished works of art, including the formal presentation of a body of artwork for the pupose of evaluation or transfer. The emphasis will be on teaching the fundamentals of framing and developing a creative yet technically sound portfolio. The course includes aesthetic implications as well as the practical and technical aspects of these important activities for artists.
Prerequisite: One studio art class or permission of instructor.
Type: T

ART 211 Painting I 1-5-3
Covers composing and painting techniques as a basis for paintings. Various painting media, such as acrylics, oils and watercolors, will be used. Kit of supplies required.
Prerequisite: ART 111 or ART 150.
Type: T

ART 212 Painting II 1-5-3
Exploration and refinement are experiences stressed in this, a continuation of Painting I. Special emphasis is given to invention, color utilization and compositional studies. Oil painting methodologies to be explored include the indirect, alla prima and various contemporary approaches. Historical models are referenced throughout as standards for painting excellence. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 211.
Type: T

ART 213 Color Theory 3-1-3
This course will provide an exploration of the fundamentals of color theory and its properties in two-dimensional and three-dimensional art. The students will attain an understanding of color systems, color concepts and their applications through a series of projects. The course will explore the possibilities and limitations of color usage in the visual arts and the development of personal color sensitivities. There is an expectation that all studio-based courses include appropriate instruction in health and safety issues relative to the methods of course materials being used.
Prerequisite: Art 111
Type: T

ART 217 Photography II 1-5-3
An investigation beyond Photography I with more emphasis placed on advanced slide-and-photo essay problems as well as on color photography and color printing via digital media printers. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 116 or consent of instructor.
Type: T

ART 218 Introduction to Sculpture 1-5-3
This course is a basic introduction to sculptural materials, processes and techniques. Includes a fundamental investigation of sculptural problems in the areas of modeling, carving, fabrication, mold making and casting. Texts and kit of supplies required.
Prerequisite: None.
Type: T

Course Description Guide (continued)

ART 219 Sculpture II 1-5-3
A continuation of Sculpture I, approaching sculpture techniques in a more personal way, focusing on the development of an individual approach to media. Emphasis will be placed on aesthetics related to contemporary and historical trends in sculpture. Individual projects focus on experimentation and research into the use of materials, tools and equipment appropriate to sculptural expression. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 218 or consent of instructor.
Type: T

ART 229 Typography 3-0-3
This course will provide a beginning study of the art of typographical design and the refined use of typography as the communication tool of the graphic designer. Lectures will focus on the historical development of letter forms and their use in the designing of various typographical pieces meant for communication. Following discussions of letter design and typeface families, creative projects will be assigned that will involve the use of letter forms as key visual components, in designs, whose purpose it is to communicate in a creative way. These assignments will provide an opportunity for students to gain practice in the unique application of text, and the letter, as a design element.
Prerequisite: None.
Type: T

ART 230 Advertising Design I 1-5-3
Involves basic problems in layout, label design, poster design and package design, as well as theory of advertising. May include computer applications.
Prerequisite: None.
Type: C

ART 231 Advertising Design II 1-5-3
A contnuation of Advertising Design that emphasizes advanced advertising problems in two-dimensional and three-dimensional design. May include computer applications.
Prerequisite: ART 230.
Type: C

ART 232 Graphic Communications I 1-5-3
This course focuses on the fundamental concepts and visual communication skills necessary for graphic communication. Students will create single and multiple page documents, both in B&W and color, encompassing document construction, integration of word processing programs, working with images and typography, custom colors, and standard output. Also included is an introduction to the production of printed materials using illustrations and image manipulation software via computers.
Prerequisite: ART 111, ART 150 or ART 240 and previous computer experience, or consent of instructor.
Type: T

ART 233 Graphic Communications II 1-5-3
This course is an introduction to multi-graphic design. Emphasis is on the development of graphic abstractions, including digital and/or traditional photography, into both B&W and color translations. Also covered is the use of three and four dimensional computer modeling applications to introduce concepts of kinetic imagery and motion graphics.
Prerequisite: ART 232 or consent of instructor.
Type: T

ART 239 Advanced Typography 3-0-3
This second semester course will provide advanced instruction in the history, theory and practice of Typography. Lectures will focus on the influence of visual art styles and technology on new font families that are created and introduced into the field of Graphic Design. Students will study best practices for using fonts that are available for their design work. Creative assignments will focus on the unique design possibilities of letterforms as images in pieces intended for mass communition.
Prerequisite: ART 229 or consent of the instructor.
Recommended: Computer knowledge and ART 111
Type: T

ART 240 Digital Imaging I 1-5-3
A basic introductory course in digital imaging based on the fine art principles of design. The course includes a study of historical methods of making prints and then interpreting these methods digitally; learning to appreciate graphic interpretation from the virtual to the real; and using computer applications to produce prints of high artistic merit.
Prerequisite: Knowledge of computer operations and graphic art software applications.
Type: T

ART 241 Digital Imaging II 1-5-3
A further investigation in digital imagemaking based on the fine art principles of design. The course includes research of historical methods of printmaking and interpreting these methods digitally; learning to appreciate graphic interpretation from the virtual to the real; and using applications to produce prints of high artistic merit. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 240
Type: T

ART 250 Drawing II 1-5-3
Exploration and refinement are experiences stressed in this, a continuation of Drawing I. Special emphasis will be given to invention, color utilization and compositional studies. Historical models are referenced throughout as standards for drawing excellence. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 150.
Type: T

ART 252 Life Drawing 1-5-3
An introduction to the fundamental concepts and techniques of figure drawing using a variety of black/white and color media. Some skills and concepts explored will include: Value, Contour/Line, Space, Mass/Volume, Form, Gesture, Proportion/Scaling, Perspective, and Rendering Surface Qualities.
Prerequisites: ART 111 and 150, or permission of instructor.
Type: T

ART 260 Art For The Elementary Teacher 3-0-3
A practical course for the elementary classroom teacher. Stresses practical classroom procedures using inexpensive materials that are easily obtainable, such as paper, soap, wire, metals, clay, wood, and paper-mache. Stenciling, block printing, silk screening and other techniques are studied. Decoration for special occasions featured.
Prerequisite: None.
Type: T

Course Description Guide (continued)

ART 290 Studio in Sculpture 1-5-3
An advanced course. Allows concentration in sculpture on a more individual level. Emphasis on personal exploration and development in sculpture. Kit of supplies required. (6 class hours per week)
Prerequisite: ART 219 or consent of instructor.
Type: T

ART 291 Studio in Ceramics 1-5-3
An advanced course. Allows concentration in ceramics on an individual level. Emphasis on individual research and production. Can include preparation for professional and scholastic continuation in ceramics.
Prerequisite: ART 114 or consent of instructor.
Type: T

ART 292 Studio in Drawing 1-5-3
Continuation of Drawing I and II. Emphasis on individual direction, special problems, life drawing, and research.
Prerequisites: ART 250 or consent of instructor.
Type: T

ART 294 Studio in Painting 1-5-3
A continuation of Painting II with more emphasis on personal expression and artistic development.
Prerequisite: ART 212 or consent of instructor.
Type: T

ART 295 Studio in Digital Imaging 1-5-3
A course in digital imaging based on the fine art principles of design. The course includes a further study of historical methods of digital imaging and interpreting these methods digitally; learning to appreciate graphic interpretation from the virtual to the real; and using computer applications to produce prints of high artistic merit.
Prerequisite: ART 241
Type: T

ART 298 Studio in Photography 1-5-3
Continuation of Photography II with more emphasis on solving individual photographic problems. Additional emphasis on color photography and color-printing via computer printers. Camera and kit of supplies required.
Prerequisite: ART 217 or consent of instructor.
Type: T

ART 299 Special Topics in ART (0.5-4.0) - (0.5-4.0) - (0)
An in-depth study of various areas in Art presented through lectures, discussions, and/or individual research by the students. Topics will vary. May include travel/study activities.
Prerequisite: Sophomore standing and one year of Art, or permission of instructor.
Type: T

Astronomy

ATY 101 Astronomy 3-2-4
A one-semester course covering the fundamentals of descriptive astronomy. Topics include identification of heavenly bodies, astronomical instruments, cosmology, the composition of the universe, time, and the solar system.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P1 906L

Auto Collision Repair Technology

ACRT 111 Non-Structural Repair I 4-2-5
This course introduces the student to body preparation and the use of body fillers. The student will understand safety practices related to personal protection, how to interpret damage report information, how to protect panels and parts and how to remove dirt, wax, and corrosion from the repair area. The student will also learn how to select and use filler materials and tools, prepare surfaces for body filler, prepare and apply body fillers, prepare and apply specialty fillers, and how to finish body fillers.
Prerequisite: None.
Type: C

ACRT 112 Non-Structural Repair II 4-2-5
This course introduces the student to metal straightening principles and techniques and the procedures for door skin and intrusion beam replacement. The student will learn how to straighten damaged metal, straighten damaged door frames, remove and replace welded door skins and bonded door skins, and replace door intrusion beams.
Prerequisite: ACRT 111.
Type: C

ACRT 113 Non-Structural Repair III 2-2-3
This course introduces the student to auto body hardware and trim and allows them to make good decisions when selecting trim removal/replacement tools and techniques so that other body parts are not damaged during the process of trim removal and replacement. The hardware and trim items covered during this course are: interior door trim panel, door locks and handle assemblies, deck lid lock cylinders, exterior trim and moldings, vinyl/Landau tops, pinstripes, decals and emblems, headlines, and other interior accessories.
Prerequisite: ACRT 111.
Type: C

ACRT 114 Non-Structural Repair IV 3-2-4
This course introduces the student to body panel replacement and repair. The student will learn how to safely remove, align, replace, and repair a variety of body panels and parts, such as bumpers, facias, header panels, hoods, deck lids, hatches, fenders, doors, tailgates, and quarter panels.
Prerequisites: ACRT 111, ACRT 122.
Type: C

ACRT 115 Plastic Repair 4-2-5
This course covers all aspects of plastic repair, including the application of plastic welding, sheet molded compounds (SMC), adhesives, and plastic refinishing. The student will learn how to weld certain types of plastic, how to repair SMC, how to identify, select, and apply adhesives, and how to prepare and refinish plastics.
Prerequisite: None.
Type: C

ACRT 121 Automotive Damage Analysis 4-2-5
This course introduces the student to the various types of vehicle damage. The student will learn how to interpret body dimension specification sheets and apply this knowledge by using a variety of diagnosing, measuring, and gauging methods and systems.
Prerequisite: None.
Type: C

Course Description Guide (continued)

ACRT 122 MIG Welding 3-2-4
This course provides the student with a complete understanding of the MIG welding (GMAW) process. It covers safety practices, both personal and vehiculoar, used in this process. The student will learn to tune the welder and perform butt and lap joint welding as well as plug welding. This course concentrates on the heat joining process as it particularly applies to the automotive repair process.
Prerequisite: None.
Type: C

ACRT 123 Straightening Structural Parts 3.5-3-5
This course is designed to familiarize the student with the knowledge and skills necessary to straighten vehicle structural parts. The student will learn how to mount and anchor a vehicle to a pulling system, and pull and straighten front, rear, side, and roof damaged parts. Understanding and knowledge of working with high-strength steel will be emphasized.
Prerequisites: ACRT 121, ACRT 122.
Type: C

ACRT 124 Panel Replacement I 1-2-2
This introductory course will provide the student with an understanding of the principles of full or partial panel replacement. The student will be able to select and understand various types of metal joining techniques used in sectioning.
Prerequisite: ACRT 123.
Type: C

ACRT 125 Panel Replacement II 3-2-4
This course is a continuation of ACRT-124 concentrating on repair or replacement of rail assemblies and sections. Emphasis will be placed on techniques used in aligning and welding new or repaired rail assemblies and sections. The student will be responsible for vehicle preparation, repair, and final inspection procedures.
Prerequisite: ACRT 124.
Type: C

ACRT 126 Panel Replacement III 3-2-4
This course is the final course in a series of three covering full or partial panel replacement. This course will focus on the repair or replacement of rocker panels, A-pillars, B-pillars, floor pans, and trunk floors to manufacturers' specifications. The student will be involved with the process of surveying damage, planning the repair, and following through with the plan to completion. Measurement, layout, and welding will be emphasized in this course.
Prerequisite: ACRT 125.
Type: C

ACRT 131 Automotive Refinishing I 3.5-1-4
This course introduces the student to the paint refinish process for automobiles. It covers EPA and OSHA requirements for working with paints and solvents and focuses heavily on personal safety requirements as well as handling procedures for toxic materials. Students learn to identify finish systems and how paint booths and refinish spray equipment works. In addition, the student will learn detailing techniques.
Prerequisite: None.
Type: C

ACRT 132 Automotive Refinishing II 2-2-3
This course is one of four courses covering automotive refinishing. It teaches the student the importance of planning and preparation prior to applying paints. The student will learn how to plan a refinish job, how to prepare the refinish area, and how to prepare the paint and paint equipment prior to application.
Prerequisite: ACRT 131.
Type: C

ACRT 133 Automotive Refinishing III 2.5-3-4
This course introduces the student to the application techniques for final paint refinishing. The student will learn how to prepare the surface for topcoat system application, apply the primer sealer, apply the single stage finish, apply basecoat/clearcoat finish, and apply tri-coat finish.
Prerequisite: ACRT 132.
Type: C

ACRT 134 Automotive Refinishing IV 2.5-3-4
This course introduces the student to paint blending. The student will learn how to prepare a surface for blending, how to match colors, and how to carry out blending procedures for various types of paint finishes to standards required by industry.
Prerequisite: ACRT 133.
Type: C

ACRT 141 Steering and Suspension I 1-2-2
This course introduces students to steering systems, diagnoses, and service. The student will study tire and wheel construction and steering geometry. Steering systems study will include parallelogram steering systems and rack and pinion steering systems. In addition, power steering systems will also be studied.
Prerequisite: None.
Type: C

ACRT 142 Steering and Suspension II 2-2-3
This course introduces students to suspension systems. The course material will cover short/long arm suspension systems, rear suspension systems, strut type suspensions, frame and cradle assemblies, wheel alignment angles and measurements, front wheel alignment adjustments, rear wheel alignment angles and adjustments, and adjustable suspension systems.
Prerequisite: ACRT 141.
Type: C

ACRT 143 Mechanical Systems I 2-2-3
This course introduces collision repair people to some of the mechanical systems that may be encountered as part of a collision repair job. Specifically, this course covers brake systems and restraint systems. The student will learn how to diagnose and service air bag systems, seat belt systems, restraint system mount points, disk brakes, drum brakes, power brake systems, anti-lock brake systems, and parking brakes.
Prerequisite: None.
Type: C

ACRT 144 Mechanical Systems II 3-2-4
This course introduces collision repair people to some of the mechanical systems that they may encounter as part of their collision repair work. Specifically, this course covers air conditioning systems and drive trains. Students will learn how to diagnose and service air conditioning systems and drive trains.
Prerequisite: None.
Type: C

ACRT 201 Automotive Repair Internship 0-20-4
This course provides experience for students participating in the area of automotive collision repair. Each student will be placed with a cooperating business associated with this particular industry. The student will work with experienced supervisory personnel on a one-to-one basis. The student will be required to work a minimum of 320 clock hours per semester.
Prerequisite: Consent of Coordinator.
Type: C

Course Description Guide (continued)

ACRT 299 Problems in Auto Collision Repair (1-4)-0-(1-4)
This course is designed to meet the needs of students requiring instruction on special topics or problems in the automotive collision repair industry. This course will provide the student with the knowledge and/or skills necessary to address the particular topics or problems as outlined in the course syllabus.
Prerequisite: None.
Type: C

Aviation Maintenance Technology

AVMT 121 Instrument and Navigation Systems 2-2-3
Handling and storing of instruments, static system leak tests, instrument systems, autopilots and approach control systems, communication and navigation equipment, FCC regulations, antennas and related electronic equipment, static discharges, soldering, brazing, welding of steal, tubular steel fabrication, soldering stainless steel, and welding of magnesium and titanium.
Prerequisite: None.
Type: C

AVMT 122 Fuel Systems and Inspection 2-2-3
Deicing and anti-icing systems, pitot static system, fuel tanks, fuel valves and pumps, fuel system component repair, fuel quantity indicating system, pressure fueling systems, fuel dump system, fuel transfer and defueling, and fuel pressure and temperature warning systems.
Prerequisite: None.
Type: C

AVMT 126 Aircraft Non-metallic Structures 2-2-3
Aircraft wood defects, glues and gluing techniques, wood structures, protective finishes, fabric covering, applying of aircraft primers and paints, honeycomb and bonded structure repair, fiberglass repair, acrylic and acetate plastic repair, pressure door seal repair, seat mechanisms, and seat belt installation.
Prerequisite: None.
Type: C

AVMT 127 Aircraft Metallic Structures 2-2-3
Conventional aircraft riveting, FAA specifications, special rivets and fasteners, hi-shear rivets and deicer boot fasteners, aircraft sheetmetal layout and bending, twist drill nomenclature and drilling techniques, fuselage and wing structures, stressed skin repair, and watertight joint repair.
Prerequisite: None.
Type: C

AVMT 131 Aircraft Electrical Systems 2-2-3
FAA acceptable wiring techniques, aircraft component wiring, electrical controls, AC & DC systems, aircraft schematics, digital systems, operation and control of cabin pressurization, operation of aircraft air conditioning systems, aircraft combustion heaters, and the inspection and servicing of oxygen systems.
Prerequisite: MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level or approval from Program Coordinator.
Type: C

AVMT 132 Charging Sys. & Aircraft Rigging 2-2-3
Aircraft electrical system components, constant speed and integrated speed drive generators, fixed and rotary wing nomenclature, theory of flight, structure alignment, control cable and terminals, flight control cable system, control surface balancing, and push-pull control systems.
Prerequisite: None.
Type: C

AVMT 136 Aircraft Fluid Power Systems 2-2-3
Hydraulic fluid identification, seals, selector valves, pressure regulators, pneumatic power system, basic hydraulic system physics, constant pressure and open center hydraulic systems, reservoirs, constant and variable displacement pumps, accumulators, hydraulic system troubleshooting, takeoff warning systems, antiskid systems, landing gear position indicating systems, smoke and carbon monoxide detectors, fire detection and fire extinguishing systems.
Prerequisite: None.
Type: C

AVMT 137 Landing Gear Systems 2-2-3
Mounting and demounting of aircraft tires, hydraulic type brake assemblies, brake actuating cylinders, master cylinders, power brake and emergency brake systems, landing gear oleo shock struts, retractable landing gear systems, and steering and damping mechanisms.
Prerequisite: None.
Type: C

AVMT 140 Materials, Processes, & Fabrication 2-2-3
A study of tools, precision tools, aircraft hardware, structural materials used in the maintenance and repair of aircraft, including inspection and application of the various non-destructive testing methods. Understanding and fabrication of aircraft tubing and fluid hose used in gas and fluid systems is part of this course.
Prerequisite: None.
Type: C

AVMT 145 Basic Electricity & Technology 2-2-3
The study of the theory and laws of Basic Electricity, components, circuits, and practical knowledge of various types of complex circuitry. Introduction to weight and balance theory, computations, and application is included.
Prerequisite: MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level or approval from Program Coordinator.
Type: C

AVMT 150 Fundamentals & Operations 2-2-3
An emphasis on fundamental mathematics including exponentials, algebraic equations, trigonometry, charts, and graphs. This study includes aircraft drawings highlighting the importance of various drafting views, sectioning, area dimensions, and reading of blueprints, sketches, and basic drawings. An opportunity is given for students to understand aircraft servicing procedures, aircraft safety precautions, and aircraft ground handling.
Prerequisite: MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level or approval from Program Coordinator.
Type: C

AVMT 155 Regulations & Science 2-2-3
A presentation of the laws of physics with an aviation emphasis on the properties of solids, liquids, and gases and the theory and understanding of corrosion, corrosion control inhibitors, and treatments. Identification of Federal Aviation Regulations, mechanics privileges, and maintenance publications, forms, and records.
Prerequisite: MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level or approval from Program Coordinator.
Type: C

AVMT 157 Turbine Engines 2-2-3
Newton's laws, Brayton cycle, overhaul and installation of turbojet and turbofan engines, overhaul and installation of turboshaft and turboprop engines, compressors, diffusers, combustion chambers, turbine blades and nozzles, exhaust nozzles, compressor surge/stall, unducted fan systems, and auxiliary power units.
Prerequisite: None.
Type: C

Course Description Guide (continued)

AVMT 158 Ignition and Starting Systems 2-2-3
Magnetos, magneto breaker assemblies, high tension leads, impulse couplings, ignition switches, ignition harness testers, ignition booster systems, aircraft spark plugs, ignition analyzers, condensors, ignition coils, turbine engine ignitors, electrical starting systems, turbine engine starting systems, and pneumatic starting systems.
Prerequisite: None.
Type: C

AVMT 171 Aircraft Powerplant Sys. & Comp. 2-2-3
Induction system icing, carburetor preheat systems, turbine engine induction anti-icing systems, superchargers, turbochargers, heat exchangers, aircraft induction filtering systems, reciprocating and turbine engine exhaust systems, thrust reversers, afterburners, noise suppressors, exhaust system components, reciprocating and turbine engine lubrication systems, wet and dry sump lubrication systems, lubrication system components, and reciprocating and turbine engine cooling systems, and fire protection systems.
Prerequisite: None.
Type: C

AVMT 172 Aircraft Fuel Metering Systems 2-2-3
Float-type carburetors, pressure-type carburetors, fuel injection systems, carburetor adjustments, turbine engine trimming, venturi principles, fuel metering components, discharge nozzles, turbine engine fuel nozzles, float adjustments, electronic engine fuel controls, and reciprocating and turbine engine fuel pumps.
Prerequisite: None.
Type: C

AVMT 176 Aircraft Propellers 2-2-3
Aircraft propeller operating principles, fixed pitch propellers, hydromatic propellers; constant speed propellers, feathering and reversing systems, propeller repair, turbine engine propeller systems, tracking, governors, propeller synchronizing and ice control systems, anti-icing systems, lubricants, balancing, and propeller control systems.
Prerequisite: None.
Type: C

AVMT 177 Aircraft Powerplant Systems 2-2-3
Temperature indicating systems, aircraft engine instrumentation, thermocouple and resistance/ratiometer temperature indicating systems, pressure indicating systems, engine rpm systems, engine inlet and outlet temperature indicating systems, pressure indicating and warning systems, fluid rate-of-flow indicating systems, acceptable wiring techniques, electrical controls, and aircraft electrical system components.
Prerequisite: None.
Type: C

AVMT 186 Reciprocating Engine Overhaul 2-2-3
Otto cycle, cylinder nomenclature, valve springs, timing valves and valve over-lap, bearings, engine accessory drives, reciprocating engine overhaul, crankcase assemblies, piston & knuckle pin retainers, cams & cam-followers, crankshaft inspection, volumetric efficiency, firing order, crankshaft & rod assemblies, and propeller reduction systems.
Prerequisite: None.
Type: C

AVMT 187 Reciprocating Engine Maintenance 2-2-3
Reciprocating engine installation, engine controls, dynamic engine mounts, oil pressure adjustment, oil dilution system, ignition check, magneto timing, idle speed and mixture, compression check, valve clearances and valve timing checks, engine starting procedures, reciprocating engine servicing, and engine conformity with specifications.
Prerequisite: None.
Type: C

Aviation Pilot Training

AVIA 101 Private Pilot Flight Theory 3-0-3
An introductory course designed to provide the student with the basic theory of flight, aircraft design and aircraft control. This course also introduces basic meteorology, pilotage, dead reckoning and electronic navigational skills, the flight computer, cross country planning along with the Federal Aviation Regulations that pertain to Private Pilots. At the completion of this course, the student will have gained the knowledge and skills required to successfully pass the Federal Aviation Administration Private Pilot Airplane written exam.
Prerequisite: None.
Type: C

AVIA 102 Flight Training Private Part I 2-0-2
Flight instruction in pre- and post-solo phases of private pilot training. Instruction on specific procedures and maneuvers will prepare the applicant for solo flight in the local area. (Available for course credit)
Prerequisites: Concurrent enrollment in AVIA 101 and AVIA 103, or approval from Program Coordinator.
Type: C

AVIA 103 Simulator Private 1-0-1
Provides the student with an understanding of the basic skills required to operate an aircraft in simulated or actual instrument conditions. During this course, the student will train individually with the instructor to gain knowledge in the basic attitude instrument flight operations required to safely maneuver the aircraft by reference to instruments. The student will also develop basic proficiency in VOR and NDB navigational skills.
Prerequisite: None
Type: C

AVIA 104 Flight Training Private Part II 3-0-3
Instruction on specific procedures and maneuvers that will prepare the applicant for cross country, night flight and FAA Private Pilot license. (Available for course credit)
Prerequisite: AVIA 102.
Type: C

AVIA 105 Introduction to Civil Aviation 3-0-3
An in-depth study of the structure of Civil Aviation through the examination of Commercial Air Carrier Operations. Specific requirements of the Air Carrier's management structure and operating guidelines under the Federal Aviation Administration are introduced. Airworthiness specifications along wtih specific maintenance practices pertaining to operations under Part 121 of the Federal Aviation Regulations are reviewed.
Prerequisite: None
Type: C

Course Description Guide (continued)

AVIA 108 Aviation History 3-0-3
A chronological review of the history of aviation beginning with the first balloon flight in 1783 continuing through the development of the modern turbofan jet transport airplane. This course covers the advancement of aircraft through the technological research by the military and space flight developments.
Prerequisite: None
Type: C

AVIA 122 Aircraft Systems and Components 2-0-2
An in-depth study of the systems installed on single engine general aviation aircraft certified under F.A.R. Part 23. Subjects include Aircraft Certification, Construction, Flight Controls, Engine Design and Operation, Fuel Systems, Basic Hydraulics, Electrical Systems, Instruments and Landing Gear. This course is designed to provide flight students and certified pilots a thorough understanding of systems and prepares the individual for the advanced AVIA 222 Transport Aircraft Systems Course.
Prerequisite: None.
Type: C

AVIA 131 Air Traffic Control Systems 3-0-3
This course outlines the development of the Air Traffic Control (ATC) system along with many of the FAA rules and regulations governing visual and instrument flight. This course includes a review of the intricate procedures, rules, systems and phraseology used today for controlling air traffic and provides a brief look at future requirements in the domestic and international arena. This course is a basic systems course providing current and future pilots, air traffic controllers and individuals pursuing a career in aviation, a background in the National Airspace System (NAS). Normally complemented by a field trip to a local air traffic facility.
Prerequisite: None.
Type: C

AVIA 141 Federal Aviation Regulations 3-0-3
A study of the Federal Regulations under the Title 14 Code of the Federal Register that regulates Civil Aviation. Applicable parts of the Federal Aviation Regulations that include Definitions, General Aviation, Commercial Aviation, Training Requirements along with the National Transportation Safety Board Reporting Requirements are covered in this course.
Prerequisite: AVIA 101 or approval from Program Coordinator.
Type: C

AVIA 151 Commercial Pilot Flight Theory 3-0-3
An advanced course preparing the student for the commercial pilot written examination. Advanced instruction on weight and balance, advanced meteorology, flight computer, navigation and radio, federal aviation regulations and aircraft systems. Advanced use of computers for weather and flight planning is emphasized. To complete this course the student is required to take the FAA commercial pilot written examination.
Prerequisites: AVIA 101.
Type: C

AVIA 153 Simulator Intermediate 1-0-1
This course is designed for instrument training applicable to the FAA instrument pilot certificate. The student will gain a working knowledge and proficiency in advanced navigational exercises. Instrument holding patterns along with procedure turns are introduced. Simulated conditions are given to the student under an instructor's guidance. This training is integrated with the flight instruction when possible.
Prerequisite: AVIA 103 or approval from Program Coordinator.
Type: C

AVIA 154 Flight Training Commercial I 3-0-3
Flight instruction in all phases of Commercial Pilot training including complex aircraft. The student will be required to complete 50 hours of cross-country under the supervision of a flight instructor. (Available for course credit)
Prerequisites: AVIA 151 and Private Pilot Certificate. Please see Program Coordinator.
Type: C

AVIA 155 Flight Training Commercial II 2-0-2
Instruction on specific procedures and maneuvers that will prepare the applicant for an FAA Commercial Pilot License. This course is based on the applicant obtaining an FAA Instrument Rating before enrolling in this course. (Available for course credit)
Prerequisite: FAA Instrument Rating required. Please see Program Coordinator.
Type: C

AVIA 160 Aviation Management I 3-0-3
Introductory course in air transportation management that introduces the characteristics, scope and economic significance of the aerospace industry and its major segments. Provides an historical perspective of the US airlines, air transportation, regulators and associations and the general aviation industry. Includes a study of the roles played by federal agencies that interface with the air transportation industry. The Department of Transportation, the Federal Aviation Administration and the National Transportation Safety Board.
Prerequisite: None
Type: C

AVIA 201 Instrument Flight Theory 3-0-3
A complete study of instruments, systems, advanced meteorology, instrument-flight charts, clearance shorthand, IFR planning, approach procedures, IFR regulations, and data related to instrument flight. To complete this course the student is required to take the FAA instrument pilot written examination.
Prerequisite: AVIA 101 or approval from Program Coordinator
Type: C

AVIA 202 Flight Training Instrument 3-0-3
The student is introduced to all phases of instrument flying such as straight and level flight, climbs, descents, spirals, stalls, recovery from unusual altitudes, communications, navigation and approaches. All phases in this program are completed in the airplane under the instructor's guidance. (Available for course credit)
Prerequisites: AVIA 201 and AVIA 203.
Type: C

AVIA 203 Simulator Instrument 1-0-1
During this course the student will become familiar with the instrument flight enroute and approach procedures required of an instrument rated pilot. The student will perform a series of instrument holds, VOR, NDB and ILS approaches in a PCATD flight trainer.
Prerequisite: AVIA 103 and AVIA 153, or approval from Program Coordinator.
Type: C

Course Description Guide (continued)

AVIA 205 Garmin GNS 430 VFR Operations 0.5-0-0.5
This course will introduce the student operating under Visual Flight Rules (VFR) to the operational concepts, terminology and user functions of the worldwide Global Positioning System (GPS) for aircraft in-flight navigation. Students will become familiar and proficient with the features, controls, range displays, menus, flight planning and navigational source displays along with the user functions of the VHF communication radio and VOR function of the Garmin GNS 430 system.
Prerequisite: Hold a valid FAA student pilot certificate or above
Type: C
(Pending ICCB Approval)

AVIA 213 Instrument Training-Part I 1.5-0-1.5
This is a 20-hour FAA approved loggable training course in an Advanced Aviation Training Device (AATD) with an FAA Certified Flight Instructor. The time logged in this course applies toward the FAA requirements of F.A.R. Part 61.65(e)(2) instrument rating.
Prerequisite: FAA Private Pilot Certificate required. Please see Program Coordinator.
Type: C

AVIA 214 Instrument Flight Training-Part II 1.5-0-1.5
An equivalent training credit course. This course is designed to provide the student equivalent credit for the completion of the Instrument Pilot Flight Certification after the student completes the AVIA 213 20 hour simulator course. AVIA 214 will grant the student equivalent credit for the completion of the Instrument Flight Training resulting in the issuance of the FAA Airplane Instrument Rating.
Prerequisite: AVIA 213
Type: C

AVIA 216 Advanced Instrument Approaches 1-0-1
This course is designed to provide the student with a review of VOR, NDB, and ILS approaches and to gain measurable proficiency in the execution of Localizer Back Course Approaches, DME Arc Approaches and Global Positioning System (GPS) Approaches. This course can be applied toward the 50-hour simulator allowance authorized by F.A.R. Part 61.129 (i)(1) for the Commercial Pilot Airplane Certification.
Prerequisite: FAA Instrument Rating required. Please see Program Coordinator.
Type: C

AVIA 217 Instrument Departures and Arrivals 1-0-1
This course enhances the student's ability and experience to perform published standardized instrument Departure Procedures (DP's) and Standard Instrument Arrival Procedures (STAR's) while transitioning to and from the en-route flight phase. The student will spend a minimum of 10 hours with an FAA Certified Instrument Flight Instructor in an FAA approved Advanced Aviation Training Device conducting simulated instrument flight conditions. This course can be applied toward the 50 hour simulator allowance authorized by F.A.R. Part 61.129(i)(1) for the Commercial Pilot Airplane Certification.
Prerequisite: AVIA 216 and FAA Instrument Rating required. Please see Program Coordinator.
Type: C

AVIA 220 Instrument Currency and Review .5-0-.5
A multi-functional eight-hour course designed to review Instrument Flight Operations. This course consists of four hours of loggable dual instrument review in an FAA Certified Advanced Aviation Training Device (AATD) that covers holding, course intercepts and tracking through use of navigational systems, non-precision and precision approach procedures. A written and oral review of the Instrument Operations and Federal Regulations that pertain to instrument flight will be included. This course can serve to provide proficiency prior to a corporate or air carrier interview simulator check or to fulfill instrument currency and proficiency.
Prerequisite: FAA Private Pilot Certificate required. Please see Program Coordinator.
Type: C

AVIA 222 Transport Aircraft Systems 3-0-3
This course is based on the systems incorporated on the Embraer ERJ 135/145 Regional Jetliner. The Transport Aircraft Systems course is designed for individuals who are planning a career in Commerical Aviation as a pilot or maintenance technician and desire to gain an in-depth understanding of the systems incorporated on this F.A.R. Part 25 aircraft. Subject areas covered in this course include aircraft construction, air-conditioning, pressurization, electrical, flight controls, hydraulics, landing gear, pneumatics, fuel, ice and rain protection, navigation, fire protection, auxiliary power and power plants.
Prerequisite: Requires approval of Program Coordinator.
Type: C

AVIA 232 Air Traffic Controller Training 3-0-3
Preparatory Course in fundamentals of Air Traffic Control (ATC) and the National Airspace System (NAS). Students are introduced to the intricate procedures, rules, systems and phraseology used today for controlling air traffic in the domestic and international arena. This course is complimented by one or more field trips to local traffic facilities.
Prerequisites: AVIA 131.
Type: C

AVIA 251 Flight Instructor Theory 3-0-3
An introduction to the fundamentals of flight instruction. A study of the performance and analysis of flight-training maneuvers. Prepares the pilot for the flight instructor written examination.
Prerequisites: AVIA 151 and AVIA 201.
Type: C

AVIA 252 Flight Training Instructor 3-0-3
Flight instruction in preparation for the Flight Instructor Certificate. The material studied in AVIA 251 is applied in this course. (Available for course credit)
Prerequisites: FAA Commercial Pilot Certificate with Instrument Rating required. Please see Program Coordinator.
Type: C

AVIA 254 Flight Train-Instrument Instructor 3-0-3
Flight instruction in preparation for the addition of an instrument instructor rating to a flight instructor certificate. (Available for course credit)
Prerequisite: FAA CFI certificate required. Please see Program Coordinator.
Type: C

AVIA 255 Flight Train-Multi Engine Instructor 3-0-3
Flight instruction in preparation for the addition of a multi-engine rating to a flight instructor certificate. (Available for course credit)
Prerequisite: FAA CFI certificate required. Please see Program Coordinator.
Type: C

Course Description Guide (continued)

AVIA 260 Aviation Meteorology 3-0-3
This course provides current and future pilots an in-depth look at basic meteorological fundamentals. Discover the driving forces behind the global weather picture and the impacts on aviation pre and in-flight weather. Subject matter covers basic atmospheric dynamics, weather chart analysis, storm structure, flight weather hazards and aviation weather products. The course has interactive lab activities including a comprehensive flight weather evaluation.
Prerequisite: None.
Type: C

AVIA 261 Aviation Management II 3-0-3
Undergraduate course in airline management that builds on the AVIA 160 Aviation Management I (Introduction to Air Transportation). This course provides an in-depth analysis of the airline characteristics, scope and economics focusing on airline management technical tools and management functions. Provides an historical perspective of the US airlines, air transportation and regulators and associations. Familiarizes students with the US airline industry, management, organization and studies forecasting methods, marketing, scheduling, fleet planning, financing and labor relations. Examines basic management functions of planning, organizing and directing with a focus on airline management.
Prerequisite: AVIA 160
Type: C

AVIA 262 Aviation Planetary Meteorology 3-0-3
Study of the operation of various aircraft and meteorology instruments and their respective systems surrounding meteorology and climatology. This course provides an overview of general atmospheric meteorology and climatology on a global basis. An in-depth study of obtaining global weather for aviation will be included.
Prerequisite: AVIA 260.
Type: C

AVIA 266 Airport Planning and Management 3-0-3
A comprehensive examination of the management and operation of civil airports. Areas of emphasis include master planning. Federal Aviation Regulations dealing with airport operations, environmental issues, land use planning, airport capacity and delay, access factors, economic impacts, financial analysis and budgeting systems, security, liability, maintenance, professional qualifications and public relations.
Prerequisite: AVIA 101 or approval from Program Coordinator.
Type: C

AVIA 269 Multi-Engine Flight Theory 1-0-1
An in-depth study of the fundamentals of multi-engine flight operations and aerodynamics. During this course the student will become familiar with high performance aircraft engine operation, electrical systems, fuel systems, landing gear systems (both hydraulic and electric), pressurization and aircraft performance calculations. A review of normal, abnormal, and emergency procedures required for multi-engine instructor and multi-engine ATP are accomplished.
Prerequisites: AVIA 101, 151 and 201; or approval from Program Coordinator.
Type: C

AVIA 270 Flight Training Multi-Engine 1-0-1
This course consists of the flight training to prepare students for the multi-engine rating. Emphasis will be placed on aircraft systems and engine. (Available for course credit)
Prerequisite: Concurrent enrollment in AVIA 269 and either Private Pilot or Commercial Pilot Certificate. Please see Program Coordinator.
Type: C

AVIA 280 Internship 3-0-3
Provides an opportunity to gain experience in the aviation system (non-flight) after completion of prescribed aviation courses. Experience obtained will be through a joint effort on the part of industry, ATC, Airline, FBO, FAA and Southwestern Illinois College faculty. A written report is required.
Prerequisite: Requires approval of Program Coordinator.
Type: C

AVIA 291 Airline Transport Pilot Ground 3-0-3
An advanced ground course that has been designed to prepare the student for the Airline Transport Pilot written examination. Advanced instruction on light and heavy jet aircraft, FAR Parts 121 and 135 will be included. Course meets two weekends, for four days or supervised self-study is available. The final is taking the ATP written examination. Available for course credit)
Prerequisite: Must have FAA flight time required for ATP. Please see Program Coordinator.
Type: C

AVIA 292 Flight Training-ATP 3-0-3
Flight instruction in preparation for the ATP rating in airplanes. The materials studied in AVIA 291 are applied in this course.
Prerequisite: AVIA 291.
Type: C

AVIA 299 Special Topics in Aerospace (1-5)-0-(1-5)
The student will apply aviation knowledge learned to solve problems using case studies, simulations, special or aviation management techniques. Credit hours will be based on the complexity of the problem.
Prerequisite: Varies depending on topic.
Type: C

Avionics

AVE 131 Intro to Avionics Installation 2-2-3
This course provides introductory information for those desiring to seek employment in avionics installation. Covers introduction to avionics systems, basic principles of electricity, use of applicable test equiment, aircraft wiring diagrams, wire terminations and connections, construction of wiring harnesses and testing of those harnesses.
Prerequisite: None
Type: C

AVE 141 Avionics Installation Trends 2-2-3
This course builds off the foundations set in introduction to avionics installation course. Course provides the opportunity for students to learn where the "electrical highways" of the aircraft lead, how to build these connections and how to maintain and troubleshoot them.
Prerequisites: AVE 131
Type: C

AVE 151 Avionics Communications 3.5-1-4
Avionics Communication presents the basic theories of aircraft communications. Topics presented will include: Transmitters and Amplitude Modulation, Frequency and Phase Modulation, AM and FM Receivers, Antenna, Transmission Lines, Frequency Measurement, FCC Rules and Regulations. Laboratory work will include hands-on experience with aircraft transceivers, measuring frequency, modulation, and power, using typical avionic test equipment.
Prerequisites: SWIC Electronics Certificate (0018) or approval from Program Coordinator.
Type: C

Course Description Guide (continued)

AVE 152 Avionics Digital Systems 3.5-1-4
This course offers advanced theories and projects related to aviation electronics. Topics included are: Pulse Technique, Wave Shaping, Multivibrators, Time Base Oscillators, and Numbering Systems. Laboratory work includes practical experience in analysis and experiments with computer circuits commonly used in aircraft electronic systems and the functions they perform.
Prerequisite: AVE 151 or approval from Program Coordinator.
Type: C

AVE 201 Avionics Maintenance 3.5-1-4
This course introduces the techniques used in the maintenance of aircraft electronic systems. Topics included are: VOR, ILS, ADF, DME, R-NAV, Transponders, VHF Transceivers and Audio Systems. A detailed study of the FAA regulations as they apply to avionics maintenance technicians. Laboratory work includes operation of equipment, manufacturers manuals and publications.
Prerequisite: AVE 152 or approval from Program Coordinator.
Type: C

AVE 299 Internship I 0-(10-20)-(2-4)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester hour of credit.
Prerequisite: Coordinator approval.
Type: C

Biology

BIOL 100 General Biology: Ecology, Evolution and Genetics 3-2-4
A laboratory course emphasizing scientific inquiry through the topics of biodiversity, evolution, ecology and genetics. Biological issues with personal and social implications will be introduced. Not intended for science majors. (For AA Degree)
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T, IAI L1 900L

BIOL 101 Principles of Biology I 3-2-4
An introductory course emphasizing the fundamentals of organization, metabolism, photosynthesis, growth, genetics and evolution. (For AA or AS Degree)
Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T, IAI - L1 900L

BIOL 102 Principles of Biology II 3-2-4
This course is a continuation of BIOL 101. Topics include the origin and phylogeny of life, biodiversity, comparative physiology, and ecology.
Prerequisite: BIOL 101 (with a grade of "C" or better) or divisional approval.
Type: T

BIOL 105 Human Biology 3-2-4
Students will be introduced to basic anatomy and physiology of the human systems.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

BIOL 106 Environmental Science 3-0-3
A course designed to provide a broad understanding of the physical, biological and social aspects of the environment. Topics include basic ecological concepts, energy problems, natural resources, human population growth and environmental pollution. Possible solutions to these topics will be considered. This course does not meet the laboratory science requirement at Southwestern Illinois College.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level..
Type: T, IAI - L1 905 (elective, not lab science)

BIOL 108 General Ecology 3-2-4
An introduction to the principles of ecology: the interaction between organisms and the environment. Principles of energy flow, nutrient cycling, population ecology, biotic communities and human ecology will be considered. Field trips to natural areas, some of which are physically taxing, are an integral part of the course.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T, IAI - L1 905L

BIOL 110 Introduction to Marine Biology 3-4-5
This course is offered for variable credit in two increments, which may be taken together or separately.
Increment 1-lecture (3 semester credits) focuses on both the biological and physical aspects of marine environment. Topics discussed include the historical perspectives of oceanography, intertidal zones, plankton, the ocean floor, marine reptiles, birds, mammals and pollution. Other related topics are discussed. Increment 1 taken by itself cannot be used to meet the laboratory science requirement at Southwestern Illinois College.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T elective, not lab science
Increment 2-lab (2 semester credits) provides a practical field experience through an on-site visit to a marine biology laboratory and field techniques are used to examine the biological and physical aspects of the marine environment. Increment 2 taken separately or in conjunction with Increment 1 can be used to meet the laboratory-science requirement at Southwestern Illinois College.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

BIOL 151 Fundamental Botany 3-2-4
This course considers the fundamental concepts of all living organisms as they relate to the plant kingdom, with primary emphasis on the structure and function of seed plants. Special consideration is given to biochemical makeup, cell and tissue anatomy, basic plant morphology and physiology, ecology and evolution.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T, IAI - L1 901L

Course Description Guide (continued)

BIOL 157 Human Anatomy & Physiology I* 4-2-5
The course begins with a study of cells and tissues followed by a comprehensive anatomical and physiological study of the following human systems: nervous, endocrine, integumentary, skeletal, and muscular. Vertebrate dissections are required.
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level. One year of high school biology or chemistry, or completion of BIOL 105 is recommended.
Type: T

BIOL 158 Human Anatomy & Physiology II* 4-2-5
A comprehensive anatomical and physiological study of the following human systems: circulatory, immune, respiratory, digestive, urinary and reproductive. Aspects of microbiology are integrated into the course. Vertebrate dissections are required.
Prerequisite: BIOL 157 (with a grade of "C" or better) or divisional approval.
Type: T

***The two-course sequence of BIOL 157 and 158 is equivalent to the two-course sequence of BIOL 155 and 156 which has been phased out.**

BIOL 204 Vertebrate Zoology 2-4-4
This course is the study of diversity, evolutionary history, anatomy, physiology and systematics of vertebrates and their closest relatives. The course includes a significant laboratory component that involves dissection of preserved vertebrates.
Prerequisite: BIOL 101 (with a grade of "C" or better) or divisional approval.
Type: T

BIOL 220 Intro to Cadaver Dissection 0-2-1
This course is an introduction to human cadaver dissection with an emphasis on dissection techniques and gross anatomy of the human body. Students will work in small groups to perform supervised dissection of a human cadaver.
Prerequisite: Successful completion of BIOL 157 and approval of Life Sciences Department Chair.
Type: T

BIOL 250 Microbiology 3-2-4
This course is the study of the structure, metabolism, reproduction, heredity, evolution, ecological and pathological relationships of microbes including bacteria, viruses, fungi, yeasts and protozoa.
Prerequisite: BIOL 101 (with a grade of "C" or better) or BIOL 155 (with a grade of "C" or better) or BIOL 157 (with a grade of "C" or better) or divisional approval.
Type: T

BIOL 270 Genetics 3-2-4
This course takes a problem-solving approach to the study of three fundamental areas of modern genetics: transmission, molecular, and evolutionary genetics. Major principles in each area will be covered in sufficient detail to provide students with a broad understanding of the field. Laboratory experiments and activities will enance and apply concepts covered in lecture.
Prerequisite: BIOL 101 (with a grade of "C" or better) or divisional approval; MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval.
Type: T

BIOL 299 Special Topics in Biology (0-3)-(0-6)-(1-3)
This course will give students an opportunity to investigate special topoics or problems in biology, and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Prerequisite: Varies depending on topic.
Type: T

BLA - See Construction Bricklayer

Business - See also: Accounting, Computer Information Systems, Culinary Arts and Food Management, Economics, Electronic Publishing, Management, Marketing, Network Design and Administration, Office Administration and Technology, Paralegal Studies, Real Estate Appraisal, Web Development and Administration

BUS 101 Introduction to Business 3-0-3
A survey of the functional areas of business. Major topics include: the economic, legal, social and global environment in which modern businesses operate; social responsibilities of business; forms of business ownership; functions and responsibilities of managers; and fundamental concepts of marketing, accounting, finance, information management, and labor relations and human resource management.
Prerequisite: None.
Type: T, IAI Bus 911

BUS 205 Economic and Business Statistics 4-0-4
The following concepts and statistical techniques are included: measures of central tendency and variability; random variables and probability distributions; binomial, normal, and sampling distributions; estimation; tests of hypotheses; chi square tests; linear regression and correlation; and multiple regression. MINITAB projects are required. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.
Prerequisites: Math placement test score or MATH 112 (with a grade of "C" or better) or division approval; completion of the geometry requirement; and reading placement above ENG 92 or concurrent enrollment in ENG 92.
Type: T, IAI - M1 902
(Geometry requirement-completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

BUS 209 Business Computer Systems 3-0-3
This course is designed primarily for students planning to pursue a baccalaureate degree with a major in a field of business. It covers the basics of management information systems from a business perspective. Hardware, operating systems, and applications software used in business enterprises are described. The course also discusses the role of the Internet, World Wide Web and e-commerce in modern business enterprised. It introduces application software offered in popular business computer packages, including word processing, database management, spreadsheets, and presentation software, and provides students with a limited amount of hands-on experience with this software.
Prerequisite: None.
Type: T, IAI Bus 902

BUS 215 Business Law I 3-0-3
An introduction to the history and philosophy of law and the American legal system. Discussed are fundamentals of contracts, agency and employment, commercial paper, and personal property and bailment. A lecture case approach is used.
Prerequisite: None.
Type: T, IAI Bus 912

Course Description Guide (continued)

BUS 216 Business Law II 3-0-3
A continuation of BUS 215. Discussed are fundamentals of sales, partnerships, corporations, real property and leases, insurance, and suretyship.
Prerequisite: BUS 215.
Type: T

BUS 280 Intellectual Property Law 3-0-3
This course will provide students with an overview and understanding of the various intellectual property disciplines, including copyright, trade secret, trademark, and patent law. This course will emphasize both the theoretical and practical application of these areas of law. Students will be required to complete writing projects. Students may receive credit for only one of the following: BUS 280 or PARL 280.
Prerequisite: None.
Type: C

BUS 299 Problems in Business (.5-4)-0-(.5-4)
Presents projects and topics in business by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite: None.
Type: C

Chemistry

CHEM 100 Chemistry in Everyday Life 3-2-4
A survey of chemistry in the context of the things that can or do affect us in our everyday lives. Topics include air and water quality, global warming, fossil, solar and nuclear fuels, acid rain, plastics and nutrition. This course is designed for transfer students in liberal arts, and elementary education majors.
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T IAI-P1 903L

CHEM 101 Introductory Chemistry 3-4-5
Fundamental concepts in chemistry through discussion of the structure of matter, atomic theory, simple chemical calculations, the nature of chemical reactions, and introduction to organic chemistry. For students who have had no previous chemistry.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P1 902L

CHEM 103 Intro Organic & Biological Chemistry 3-4-5
An overview course designed to give students a basic understanding of organic nomenclature, functional groups, basic organic reactions, and biological molecules such as enzymes, proteins, lipids, carbohydrates and nucleic acids.
Prerequisite: CHEM 101 (with a grade of "C" or better) or CHEM 105 (with a grade of "C" or better).
Type: T

CHEM 105 General Chemistry I 3-4-5
Basic principles of inorganic chemistry with emphasis on atomic structure, bonding, stoichiometry, chemical reactions, thermodynamics, gas laws, periodicity, states of matter, and solutions. For the chemistry major, other science major, engineering, pre-med, pharmacy and other pre-professional fields.
Prerequisites: CHEM 101 (with a grade of "C" or better) and concurrent enrollment in MATH 112, or one year of high school chemistry and MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P1 902L

CHEM 106 General Chemistry II 3-4-5
Continuation of Chemistry 105 with special emphasis on kinetics, thermodynamics, solution chemistry, control of equilibrium, acid-base theory, solubility, electrochemistry, complex ions, and some nuclear chemistry.
Prerequisite: CHEM 105 (with a grade of "C" or better) and MATH 112 (with a grade of "C" or better).
Type: T

CHEM 201 Organic Chemistry I 3-4-5
An introduction to organic chemistry dealing principally with structure, reaction mechanisms and properties of organic compounds; with special emphasis on alkanes, alkenes, alkyl halides, alcohols, and ethers.
Prerequisite: CHEM 106 (with a grade of "C" or better).
Type: T

CHEM 202 Organic Chemistry II 3-4-5
A continuation of Chemistry 201 with special emphasis on spectra, aldehydes, ketones, carboxylic acids, derivatives of carboxylic acids, amines, and phenols.
Prerequisite: CHEM 201 (with a grade of "C" or better).
Type: T

CHEM 253 Quantitative Analysis 3-4-5
Theory and practice of gravimetric and volumetric analysis. Some experience is gained in simple instrumental analysis.
Prerequisite: CHEM 106 (with a grade of "C" or better).
TYPE: T

CHEM 270 Instrumental Analysis 2-4-4
Theory and practice of detection and estimation of chemicals based upon physical measurements. Infrared, ultraviolet and visible spectrophotometry; gas, thin layer and paper chromatography; potentiometry; and polarography.
Prerequisite: CHEM 201 (with a grade of "C" or better).
Type: T

Child Care Services - See Early Childhood Education

Chinese

CHIN 101 Elementary Chinese I 4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading writing, listening comprehension and speaking in Mandarin Chinese. Students are also introduced to the history and cultures of the Chinese-speaking world.
Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.
Type: T

Course Description Guide (continued)

CHIN 102 Elementary Chinese II 4-0-4
This introductory language course is a continuation of CHIN 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Mandarin Chinese. Students are also introduced to the history and cultures of the Chinese-speaking world.
Prerequisite: Successful completion of CHIN 101 or equivalent.
Type: T

Cisco Networking

CISC 131 Cisco Network Fundamentals 3-2-4
Cisco Network Fundamentals is the first of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers, The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic proinciples of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.
Semester offered: Fall.
Prerequisite: Concurrent enrollment in CISC 132.
Type: C

CISC 132 Cisco Routing Protocols & Concepts 3-2-4
Cisco Routing Protocols and Concepts is the second of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Each chapter walks the student through a basic procedural lab, and then presents basic configuration, implementation, and troubleshooting labs. Packet Tracer activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand.
Semester offered: Fall.
Prerequisite: CISC 131 with a grade of "C" or better.
Type: C

CISC 133 Cisco LAN Switching & Wireless 3-2-4
Cisco LAN Switching & Wireless is the third of four courses leading to the Cisco Certified Networking Associate (CCNA) certification. This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a wireless LAN in a small to medium network.
Semester offered: Spring.
Prerequisites: CISC 132 with a grade of "C" or better.
Type: C

CISC 134 Cisco Accessing the WAN 3-2-4
Cisco Accessing the WAN is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course discusses the WAN technologies and network services required by converged applications in Enterprise Networks. The courses uses the Cisco Enterprise Composite model (ECM) to introduce integrated network services and explains how to select the appropriate devices and technologies to meet ECM requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Students will prepare to take the CCNA certification exam.
Semester offered: Spring.
Prerequisites: CISC 133 with a grade of "C" or better.
Type: C

CISC 187 Cisco CCNA Exam Preparation 3-0-3
The Cisco CCNA Exam Preparation course emphasizes the important concepts of the Cisco CCNA certification exam. In addition to reinforcing and reviewing topics learned in previous CCNA courses, this course helps students with organizing and preparing for the exam. The course focuses on installing, configuring and troubleshooting networks. Specific topics include IP addressing, router configuration and routing protocols, LAN and WAN connectivity, network security and wireless technologies.
Prerequisite: CISC 134 with a grade of "C" or better.
Type: C

CISC 201 Cisco CCNA Security 3-2-4
The Cisco CCNA Security course prepares students for the Cisco CCNA Security exam. Students will develop skills necessary to secure Cisco routers and switches and their associated networks. This course teaches students the configuration, troubleshooting and monitoring of network devices to maintain confidentiality, integrity and availability of data and devices. The course also includes technologies that networks use in their security infrastructure. The course includes an introduction to core security technologies as well as how to develop security policies and mitigate risks. Topics include developing a security infrastructure, recognizing threats and vulnerabilities to networks, and mitigating security threats. Students will have an opportunity to apply their knowledge through hands-on activities and case studies.
Prerequisite: CISC 134 with a grade of "C" or better. Students who meet the prerequisite through professional certification should contact the Program Coordinator.
Type: C

CISC 221 Cisco Advanced Routing 3-2-4
Cisco Advanced Routing Configuration is one of four courses leading to the Cisco Certified Network Professional (CCNP) certification. This course teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIPv2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the more important techniques used for route filtering and route redistribution.
Prerequisite: CISC 134 with a grade of "C" or better. Students who meet the prerequisite through professional certification should contact the Program Coordinator.
Type: C

Course Description Guide (continued)

CISC 223 Cisco Multilayer Switching 3-2-4
Cisco Multilayer Switching is one of four courses leading to the Cisco Certified Network Professional (CCNP) certification. This course introduces students about the deployment of the state-of-the-art campus LANS. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANS, VTP, STP, inter-VLAN routing, redundancy, Cisco AVVID, QoS issues, campus LAN security, and transparent LAN services.
Prerequisite: CISC 134 with a grade of "C" or better. Students who meet the prerequisite through professional certification should contact the Program Coordinator.
Type: C

CISC 241 Cisco Voice over IP 2-2-3
This course provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco solutions and implementation considerations to address those challenges. In this course, students will learn about the architecture, components, functionality and features of Cisco CallManager Express (CME). Students will also learn Voice over IP (VoIP) and Quality of Service (QoS) technologies and apply them to the Cisco CME environment.
Prerequisite: CISC 134 with a grade of "C" or better. Students who meet the prerequisite through professional certification should contact the Program Coordinator.
Type: C

CISC 299 Special Topics in Cisco Networking (.5-4)-0-(.5-4)
This course presents projects and topics in Cisco Networking by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite: Varies by topic.
Type: C

Computer-Aided Drafting

CAD 101 Basic Drafting 2-4-4
This course is an introduction to sketching and Computer-Aided Drafting. Topics such as orthographic, multiview, oblique, axonometric projection, lettering, sections, geometric construction, auxiliary views, and dimensioning provide the necessary foundation for pictorial communication.
Prerequisite: CAD 120 or concurrent enrollment in CAD 120, or articulation for CAD 120.
Type: C

CAD 102 Intermediate Drafting 2-4-4
This course is a continuation of CAD 101, including descriptive geometry, intersections and developments, welding symbols and welding nomenclature, threads and thread nomenclature, working drawings, and introduction to sheet metal bends allowances. Students work in groups to solve problems and create complete sets of drawings simulating the workforce environment.
Prerequisites: CAD 120 and CAD 101 or articulation for CAD 120 and CAD 101.
Type: C

CAD 120 Introductory CAD 2-2-3
This course is an introduction to Computer-Aided Drafting (CAD). It will prepare students to operate the system and understand the applications of CAD to industry standards. Students will create, store, retrieve,edit, and print/plot commercial quality drawings. This course is offered as a dual credit course for area high schools. Credit does go towards the certificate and the associate's degree in Computer-Aided Drafting.
Prerequisite: Keyboarding and Windows XP knowledge.
Type: C

CAD 200 Assembly Drawings 1-2-2
This course will introduce the student to reverse engineering. Assembled mechanical components will be unassembled, measurements with use of micrometers, calipers, height gauge, thread gauges, and hole gauges will be taken to create sketches that will be used to create CAD drawings. Students will also be introduced to tolerancing symbols and feature control information.
Prerequisite: CAD 102 and CAD 220
Type: C

CAD 201 Introduction to Architectural Drafting 1-2-2
This course will introduce the student to plot plans, floor plans, elevation views, and foundation drawings. Students will create the necessary plans to create a scaled model of an architectural structure.
Prerequisite: CAD 102 and CAD 220
Type: C

CAD 202 Structures Drafting 2-2-3
This course is a continuation of CAD 210. Drawings created in CAD 201 and CAD 210 will be used to create window and door schedules, trusses, and other necessary structural features.
Prerequisites: CAD 102 and CAD 210; and completion of CAD 220 or concurrent enrollment in CAD 220.
Type: C

CAD 203 Civ Eng Drafting 2-2-3
This course covers all aspects of Highway design drafting. Including: typical sections, details, plan and profile drawing, cross sections, drainage basics, and subdivision drawing. Basic survey and roadway calculations are also included
Prerequisites: CAD 102 and CAD 225.
Type: C

CAD 204 Manufacturing Drafting 2-2-3
This course will focus on the development of production quality drawings for the manufacturing industry. Topics include tolerancing components to achieve designed fit, Geometric Dimensioning and Tolerance dimensioning techniques, advanced sheet metal bend allowances, and development of assembly level drawings. This course will utilize Autodesk Inventor software.
Prerequisites: CAD 102, CAD 220, and CAD 221.
Type: C

CAD 206 E & I Draft 2-2-3
This course includes the drafting and design of electrical distribution and instrumentation for the chemical, petroleum, utility and other related industries.
Prerequisites: CAD 102 and CAD 220.
Type: C

CAD 208 Pipe Drafting 2-2-3
This course reviews aspects of pipe drafting including symbols, piping accessories, equipment, plot plans, piping plans, elevations, sections, isometrics, working drawings and field data.
Prerequisites: CAD 102 and CAD 220.
Type: C

Course Description Guide (continued)

CAD 210 HVAC/EL/Plumb Drafting 2-2-3
This course is a continuation of CAD 201. Drawings created in CAD 201 will be used to create plans and details of the HVAC, power, lighting and plumbing systems for residential/commercial buildings.
Prerequisite: CAD 201
Type: C

CAD 220 Advanced CAD I 2-2-3
An advanced course in Computer-Aided Drafting (CAD) using AutoCAD where the latest industrial standards and procedures will be implemented. Topics include: advance drawing and modification commands, blocks, attributes, layouts and external references.
Prerequisite: CAD 120 and CAD 101 or articulation for CAD 120 and CAD 101.
Type: C

CAD 221 Advanced CAD II 2-2-3
This course begins the semester using AutoCAD to generate 3D models and moves into Autodesk Inventor to generate solid model objects. The output of drawings will include detail, assembly, and other presentation drawings.
Prerequisite: CAD 102; and completion of CAD 220 or concurrent enrollment in CAD 220.
Type: C

CAD 225 MicroStation CAD 2-2-3
The purpose of the course is to provide the student with an entry level understanding of the features, limitations, and considerations associated with the operation of MicroStation CAD software.
Prerequisite: CAD 101 or one year using AutoCAD in industry.
Type: C

CAD 230 3D Architectural CAD 1-2-2
This course focuses on 3D modeling as it relates to architectural drafting utilizing Revit and 3dMax Autodesk software. Students will create 3D models from floor plans and elevation views created in CAD 201.
Prerequisite: CAD 102 and CAD 220
Type: C
(Pending ICCB Approval)

CAD 290 Supervised Internship I 0-(5-30)-(1-6)
This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship credit hours permitted in the program is six.
Prerequisite: Current computer-aided drafting related employment.
Type: C

CAD 291 Supervised Internship II 0-(5-30)-(1-6)
This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship credit hours permitted in the program is six.
Prerequisite: Current computer-aided drafting related employment.
Type: C

CAD 292 Supervised Internship III 0-(5-30)-(1-6)
This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship credit hours permitted in the program is six.
Prerequisite: Current Computer-Aided Drafting related employment.
Type: C

CAD 299 Special Topics in CAD (0-6)-(5-30)-(1-6)
The application of drafting principles to specific problems. Case studies, simulations, special problems or problem-solving techniques will be used.
Prerequisite: None.
Type: C

Computer Information Systems

CIS 108 Computer Mathematics 3-0-3
Topics include solution of quadratic and higher order equations and systems of linear equations. Emphasis is on having the student solve practical problems using analytical reasoning and decision making skills. Additional topics may include binary, octal and hexadecimal number systems; introduction to basic statistics, numerical integration and differentiation; computer computation; and error analysis.
Prerequisite: Math assessment score at the MATH 97 level or successful completion of MATH 94 with a grade of "C" or better.
Type: C

CIS 120 Introduction to the PC 1-0-1
This course introduces Windows-based microcomputers to those with little or no prior computer experience. Topics include terminology, keyboard usage, basic components of a computer system, beginning DOS commands, and an overview of possible computer applications.
Prerequisite: None. Keyboarding skill preferred.
Type: C

CIS 121 DOS 1-0-1
DOS is an introductory course designed to teach the disk operating system to students with little prior computer experience. All basic and intermediate DOS commands will be learned. Additionally, the DOS editing keys, wildcards, fixed disk commands, pipes, filters, and redirection will be covered.
Prerequisite: CIS 120 or basic computer skills.
Type: C

CIS 125 Operating System Basics 1-0-1
This course will provide students with the information and skills they will need to master the basic components of the Windows operating system.
Prerequisites: CIS 120 or basic computer skills.
Type: C

CIS 147 Fonts & Type 1-0-1
This course will teach students the basic concepts and techniques necessary to use type as an element of design and more than just words on a page. The course is designed to look at font faces as well as families, and explores the use of not only the type face but how through the effective use of type tools and color it can interact with other graphics on the page to become a true element of design.
Prerequisite: CIS 120 or basic computer skills
Recommendation: Experience with Abobe CS4
Type: C

CIS 148 Document Management 2-0-2
This course will teach students the basic concepts and techniques necessary to create, review, edit, and modify Portable Document Format files. In addition, students will create documents for review which are both secure and available for comment by the reviewer who can then approve those documents by digitally signing off on them and then filling out and filing a form online created specifically for that prpose.
Prerequisite: CIS 120 or basic computer skills
Type: C

Course Description Guide (continued)

CIS 155 Basic Web Page Design 1-0-1
This course is designed to teach students to apply the essential design skills required in developing successful Web pages.
Prerequisite: CIS 120 or basic computer skills
Type: C

CIS 160 Internet Basics 1-0-1
This course is designed to teach students the concepts and skills necessary to productively use the Internet and its applications.
Prerequisite: CIS 125 or file management skills.
Type: C

CIS 161 HTML Basics 1-0-1
This course is designed to teach students to use the HyperText Markup Language (HTML) to create Web pages. Students will become acquainted with the hardware, software, and programming techniques required in creating and maintaining Web documents and sites.
Prerequisite: CIS 125, CIS 160 or file management and Internet browser skills.
Type: C

CIS 162 Advanced HTML 2-0-2
Students will create multimedia web pages using hypertext markup language. Cascading style sheets will be emphasized. Other topics covered include tables, forms, validation and JavaScript.
Prerequisite: CIS 161 or coordinator approval.
Type: C

CIS 163 HTML Editor 1-0-1
This course is designed to teach students to use a popular HTML editor to create, manage, automate and publish Web pages. The course may be taken for repeat credit when software used for the course changes.
Prerequisites: CIS 161 or CIS 174 or HTML coding proficiency.
Type: C

CIS 164 Internet Essentials 3-0-3
Students will learn the most important Internet topics, including the history of the Internet, connecting to the Internet, basic e-mail, integrated browser e-mail software, and advanced Internet topics.
Prerequisites: CIS 125 or CIS 181 or file management skills.
Type: C

CIS 165 Game Programming I 3-0-3
This course is an introduction to game programming and game development. Students will use an object oriented programming language to learn fundamental programming concepts. Various predefined object types will be introduced and student will learn how to control object attributes and behaviors as they write event procedures containing variables, conditions, and loops. Topics will also include sound, animation, and graphics.
Prerequisite: CIS 125 or file management skills
Type: C

CIS 170 Multimedia Essentials 3-0-3
This course will introduce students to the world of multimedia computing. Topics include: selection of multimedia hardware (development and playback), multimedia applications, components of multimedia software such as video and sound, software tools used in multimedia development and issues in multimedia design, and demonstrations of the tools and techniques of digital video, sound graphics, and animation.
Prerequisite: CIS 125 or equivalent skill.
Type: C

CIS 171 Computer Graphics 3-0-3
This course will teach students advanced design skills in creating vector graphics using Adobe Illustrator. Students will prepare original publications including logos and advertisements.
Prerequisites: CIS 125 or CIS 181 or file management skills.
Type: C

CIS 172 Photoshop 3-0-3
This course will teach students how to scan, create, modify and reproduce photographs, artwork, and printed advertising pieces. Students will learn how to deal with all types of graphics and prepare them for print or web applications. Students will be exposed to techniques and skills to prepare them for employment as a photo retouch artist, or graphic designer. Students will also be exposed to vector graphic elements and how they interrelate to Adobe Photoshop.
Prerequisite: CIS 125 or CIS 181 or file management skills.
Type: C

CIS 173 Graphics and Animation 3-0-3
This class will focus on using Flash to create graphic animations, developing buttons and menus, designing Flash web pages, sustaining a viable web site and providing user interactive web pages. Course curriculum will cover Flash User Interface (UI), using layers and timeline, Flash Objects, sound/video, ActionScript Environment, debugging and using HTML. After taking this class, students will have a good understanding of Flash design, development, interactivity, usability and how to create a user-friendly web experience.
Prerequisite: CIS 174 or HTML coding proficiency.
Type: C

CIS 174 XHTML 3-0-3
This course will teach students to create web pages using HTML and DHTML. They will create multimedia web pages with hypertext links, tables, frames, and forms. They will also be exposed to cascading style sheets, JavaScript programming, and dynamic content and layout.
Prerequisites: (CIS 125 or CIS 181) and (CIS 160 or CIS 164) or (file management and Internet browser skills).
Type: C

CIS 176 Web Development I 3-0-3
This course allows students to develop a large graphic multimedia web site with Dreamweaver. Web authoring, image editing, and Web site management tools give students a real world prospective.
Prerequisite: CIS 174 or HTML coding proficiency.
Type: C

CIS 177 JavaScript Programming I 3-0-3
This course will help students develop basic and advanced JavaScript programs. The techniques include frames, documents, and windows. Students will also work with cookies, string and math objects, and other advanced functions. Netscape Navigator, Internet Explorer, and Notepad will be used for demonstration and for class exercises and homework.
Prerequisites: CIS 174 and one of the following: CIS 180 or CIS 183 or CIS 184
Type: C

CIS 178 Operating System Fundamentals 3-0-3
This course introduces students to the command line interface. It uses the Microsoft Windows Command Prompt window, referred to as the MS-DOS prompt window in earlier versions. Practical hands-on applications are presented for the study of batch files and other non GUI (graphical user interface) functions.
Prerequisite: CIS 120 or basic computer skills.
Type: C

Course Description Guide (continued)

CIS 179 Computer User Support 3-0-3
This course will enable students pursuing a help desk career to provide high-quality technical customer support in any situation. They will develop the skills they need to interact effectively and appropriately with customers, whether face-to-face, on the telephone, or in written documents.
Prerequisite: None
Type: C

CIS 180 Introduction to Programming 3-0-3
This course is an introduction to computer programming and software development. Students will use a visual development environment and an object oriented programming language to learn fundamental programming concepts. Various predefined object types will be introduced and students will learn how to control object attributes and behaviors as they write event procedures containing variables, conditions, and loops.
Prerequisite: CIS 125 or file management skills
Type: C

CIS 181 Operating System/Windows 3-0-3
This course will teach students important topics of Microsoft Windows. Instruction will include the organization of files with Windows Explorer, personalizing the Windows environment, bringing the World Wide Web to the desktop, searching for information, working with graphics, and managing Windows. The version of Windows will vary depending on the location of the course.
Prerequisite: CIS 120 or basic computer skills.
Type: C

CIS 184 Visual Basic Programming I 3-0-3
This course introduces the fundamentals of the Visual Basic programming language. Students develop Console and Windows Forms applications written in Visual Basic using the Visual Studio development environment. Procedural programming topics include variables, control structures, built-in functions and data types, arrays, self-defined subroutines and functions written in Visual Basic. Object oriented programming topics include instantiation, encapsulation, class, property, method, and constructor declarations. The course ends with an introduction to collections, and language integrated queries.
Prerequisite: CIS 180 or one of the following: CIS 187 or CIS 250 or CIS 252.
Type: C

CIS 185 Intro to Information Technology 3-0-3
This course provides an overview to the field of computer information systems. The history of computers, computer hardware and software, programming concepts, processing techniques, application software, file structures, data storage concepts, and data communications are included.
Prerequisite: None.
Type: T

CIS 187 Java Programming I 3-0-3
This course is designed to teach students the basic concepts and skills necessary to create programs using the Java Programming language. Programs will include various control structures and techniques used in creating interactive programs for the Web. Object oriented programming techniques will be used.
Prerequisite: One of the following: CIS 180 or CIS 183 or CIS 184 or CIS 194 or CIS 250 or CIS 252.
Type: C

CIS 190 Computer Logic 3-0-3
This course familiarizes the student with those techniques and problem-solving aids necessary for the efficient solution of computer programming logic problems. Typical logic examples and exercises with a suitable programming language are used to develop the student's confidence and ability to solve programming problems. Program flowcharts, pseudocode, and decision tables are used to represent the logic of computer programs.
Prerequisite: None
Type: C

CIS 194 Visual Basic.NET Programming I 3-0-3
The course is designed for students who know the QuickBasic programming language and want to learn how to use an advanced programming language. Students will program using the Visual Basic. NET providing solutions in the client/server and Web environments. The major emphasis of this course will focus on the design and creation of Windows programs using event-driven, objected oriented procedures.
Prerequisite: CIS 190 and CIS 183 or one of the following: CIS 184 or CIS 187 or CIS 250 or CIS 252
Note: Students completing CIS 184 prior to Fall 07 should contact program coordinator.
Type: C

CIS 195 Database Management I 3-0-3
This course is designed to provide a complete understanding of database concepts. Students will learn to build databases using practical case studies. Topics include QBE, SQL, normalization, design methodology, and database administration.
Prerequisite: CIS 125 or file management skills
Type: C

CIS 210 Web Usability & Design 3-0-3
This course familiarizes the student with those techniques necessary to develop web sites that meet the organization's objectives and usability goals. The major emphasis of this course will focus on making web sites more usable for all users, including those with disabilities.
Prerequisite: (CIS 174 or CIS 176) or (HTML or Dreamweaver Coding) Proficiency
Type: C

CIS 211 Intro to Web Servers 3-0-3
This course introduces the student to the basic structure of a Web server and examines topics that are important to organizations connected to the Internet, such as providing Web access, maintaining performance, ensuring security and integrating file transfer and media services.
Prerequisite: CIS 174 and CIS 177
Type: C

CIS 212 Intro to XML 3-0-3
This course introduces the student to Extensible Markup Language, a language used in creating special purpose markup languages. Students will be introduced to both the structure of XML and its applications. Topics include how to define your own tags, how XML is used in data interchange, and how XML can be used to deliver web services.
Prerequisite: CIS 174
Type: C

Course Description Guide (continued)

CIS 241 Visual Basic for Application 3-0-3
Database Applications/Programming is an extension of OAT 185, Database Applications. The course is designed for students who want to further their database skills by learning how to identify database requirements, analyze and design database applications, and develop (program) complete applications. Students will learn project planning and development, structured design and programming techniques, testing and debugging, and documentation of actual database applications using Access.
Prerequisites: CIS 180 and CIS 195 or database skills and experience with a programming language.
Type: C

CIS 246 Systems Development & Design I 3-0-3
This course introduces the student to basic approaches and methods used in the development of integrated business information systems. Topics include systems study and analysis, specification writing, data flow diagrams, systems flowcharting, data collection techniques, file design, determination of equipment requirements, and reporting methods. Typical business information problems will be analyzed using case studies.
Prerequisite: CIS 185 or CIS 180
Type: C

CIS 247 Systems Development & Design II 3-0-3
This course is a continuation of Systems Development & Design I. The additional topics of documentation and standards, time and cost estimations for both development and operation of systems, and the system proposal. Students will make written and oral systems presentations.
Prerequisite: CIS 246 or Coordinator approval.
Type: C

CIS 250 C++ Programming I 3-0-3
This course is an introduction to the rules for coding computer programs in the language C++. In addition to coding, entering, running, and verifying programs, students will use library files to complete the programming process. Students will learn about basic programming concepts and object-oriented concepts. They will develop solutions to problems using selection statements and looping structures. Programs covering a variety of simple applications emphasizing array and object-oriented concepts are written, compiled and executed by students. Programs will be run using the command line and/or using VisualStudio's Integrated Development Environment depending on the language used.
Prerequisites: CIS 180 or one of the following: CIS 184 or CIS 187 or CIS 252.
Type: C

CIS 252 Programming I 3-0-3
This course introduces the fundamentals of the Visual C# programming language. Students develop Console and Windows Forms applications written in Visual C# using the Visual Studio development environment. Procedural programming topics include variables, control structures, built-in functions and data types, arrays, self-defined subroutines and functions written in Visual C#. Object oriented programming topics include instantiation, encapsulation, class, property, method, and constructor declarations. The course ends with an introduction to collections, and language integrated queries.
Prerequisite: CIS 180 or one of the following:CIS 184 or CIS 187 or CIS 250
Type: C

CIS 256 Web Site Development 3-0-3
Students will use the skills learned in previous classes to plan, design, create, and publish dynamic, database-driven Web sites to a Web server using PHP and advanced flash action scripts. The work completed in this course should demonstrate the student's ability to design and manage a complex Web site.
Prerequisite: CIS 174, 177, 187, and 195 or coordinator approval.
Type: C

CIS 257 Electronic Publishing 3-0-3
This course will teach students to write, assemble and design publications using Adobe InDesign electronic desktop publishing software. Students will prepare publications from four broad categories: reports and proposals; directories, price lists, and catalogs; tables, and charts; and newsletters and magazines.
Prerequisite: CIS 125 or CIS 181 or file management skills
Type: C

CIS 259 Adv PublishingApplications 3-0-3
This course is designed to teach students to complete advanced applications using desktop publishing software. They will also be required to make design decisions, manipulate graphic images, import text, and work with scanners and laser printers.
Prerequisites: CIS 171, CIS 172 and CIS 257 or Coordinator approval.
Type: C

CIS 260 Advanced C++ Programming II 3-0-3
This course is a continuation of the beginning C++ programming class. The course builds upon object-oriented concepts such as inheritance, function overloading, and polymorphism. Students apply techniques of dynamic memory to build arrays and objects that can adjust memory requirement at run time. Addition topics include the exploration of Input/Output capabilities and the string processing capabilities of the language.
Prerequisite: CIS 250 or Coordinator approval.
Type: C

CIS 262 C# Programming II 3-0-3
This course is a continuation of C# language topics, including exception handling, delegates, inheritance, polymorphism, and interfaces. Students will use the Visual C# language to develop advanced software components and class libraries in Visual Studio.
Prerequisite: CIS 252 or Coordinator approval
Type: C

CIS 263 Data Access 3-0-3
This course is an introduction to data access. Students use an integrated development environment and multiple object oriented programming languages to create user interfaces that query and manipulate data from a variety of data providers. Students will create datasets that define data tables, queries, constraints and relationships. Students will also learn techniques to query in-memory data structures, handle errors in a multi-user environment, and use visual tools to create reports.
Prerequisite: CIS 184 and CIS 252 and CIS 275
Type: C

Course Description Guide (continued)

CIS 264 ASP 3-0-3
This course teaches students how to create dynamic, data driven web applications using Microsoft's Active Server Pages (ASP). Students use the Visual Studio and one or more programming languages to create web applications that execute in the context of an IIS compatible web server and are accessed through a web browser. Students will learn to manipulate data sources using command objects, and present data using various server-side data controls. Students will also design custom server-side controls that encapsulate business logic. Additional topics include state preservation, data binding, web services, and master pages.
Prerequisite: CIS 184 and CIS 252 and CIS 275
Type: C

CIS 272 Advanced Photoshop 3-0-3
This course will teach students advanced scanner and camera capture techniques, advanced image changes, advanced graphics information and skills to assist the student to be able to create, scan and reproduce photographs, artwork, and printed advertising pieces using Adobe Photoshop software. Students will learn advanced techniques, special effects and design challenges on both graphics and fonts, how to integrate them successfully and prepare them for print or web applications.
Prerequisite: CIS 172 or Coordinator approval.
Type: C

CIS 273 Advanced Graphics and Animation 3-0-3
This class will focus on using ActionScripting to create highly interactive multimedia-based Web sites. The student will be introduced to conditional logic, loops and data validation as well as event handlers and objects. Students will create custom classes, work with text fields, and sound. XML will be used to format and structure information.
Prerequisites: CIS 173 and one of the following: CIS 180 or CIS 183 or CIS 184.
Type: C

CIS 275 SQL 3-0-3
This course introduces students to Structured Query Language (SQL), the universal language used to control all relational database management systems. Students will learn to create, manipulate, and query data in a database using SQL commands
Prerequisites: CIS 195 or database skills.
Type: C

CIS 281 Database Programming 3-0-3
This course is designed to teach students procedural programming using a relational database product. Students use fundamental language elements, including variables and control structures, to create and work with procedures, functions, and packages within the context of a popular relational database management system.
Prerequisite: CIS 275 and CIS 180
Type: C

CIS 282 Database Application Development 3-0-3
This course is continuation of CIS 281. Students will learn to develop applications for entering and displaying database data and will create an integrated database project. They will also learn to develop user database interfaces using dynamic Web pages.
Prerequisite: CIS 281 or Coordinator approval.
Type: C

CIS 283 Database Administration 3-0-3
This course is an introduction to database administration. Students will install and configure a relational database management system, create and remove database instances, monitor and optimize performance, import and export data, configure logical and physical storage, manage users and roles, grant and revoke user and object privileges, and backup and restore databases.
Prerequisite: CIS 275 or Coordinator approval.
Type: C

CIS 284 VisualBasic Programming II 3-0-3
The course is a continuation of Visual Basic language topics, including exception handling, delegates, inheritance, polymorphism, and interfaces. Students will use the Visual Basic language to develop advanced software components and class libraries in Visual Studio.
Prerequisite: CIS 184 or Coordinator approval.
Type: C

CIS 287 Java Programming II 3-0-3
This course is designed to expand the subject material covered in the Java Programming class. Topics include the continuation of Java programming techniques and use of the common Java API. Subjects may include IO, JDBC, threads, Swing, and other packages found in the Java SDK. Students will continue their study of the Apache Tomcat web server and will be introduced to the Eclipse IDE.
Prerequisite: CIS 187 or coordinator approval.
Type: C

CIS 288 JSP 3-0-3
This course will teach the basics of dynamic Web page development using Java Servlets and JavaServer pages (JSP). Course curriculum will cover the role of dynamic site generation, how Servlets and JavaServer Pages (JSP) are used to generate dynamic content, and how to set up a development environment for creating Servlets/JSP. After taking this class, students will have a good understanding of the uses of Servlets/JSP, the Servlet/JSP life cycle, and a basic understanding of the best practices involved in their development.
Prerequisite: CIS 174 and CIS 187

CIS 296 Web and Desktop Internship 1-10-3
The student will complete a special assignment with an approved employer for 160 hours of related work experience. Evaluation of the student's performance will be a cooperative effort between the employer and the instructional staff. The primary purpose of the field project is to give the student an opportunity to gain meaningful work experience.
Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester or summer of study prior to graduation. Coordinator approval.
Type: C

CIS 297 Information Technology Internship 1-10-3
The student will complete a special assignment with an approved employer for 160 hours of related work experience. Evaluation of the student's performance will be a cooperative effort between the employer and the instructional staff. The primary purpose of the field project is to give the student an opportunity to gain meaningful work experience.
Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester or summer of study prior to graduation. Coordinator approval.
Type: C

Course Description Guide (continued)

CIS 299 Topics in CIS (.5-4)-0-(.5-4)
CIS 299 is designed to enhance the student's understanding of a particular information processing technology or application. Current technologies, software, and cases relating to the information processing environment will be presented and discussed.
Prerequisite: Divisional approval.
Type: C

Construction Bricklayer

BLA 118 Construction Bricklayer Apprentice I 3-2-4
This course will acquaint the student with some of the basic knowledge of the bricklaying trade. Material covered in the first year will include history, manufacturing processes and structural properties of masonry materials. Types of mortar and sand will also be covered.
Prerequisite: None.
Type: C

BLA 128 Construction Bricklayer Apprentice II 3-2-4
Materials covered in this course will include manufacturing processes and structural properties of masonry materials. This course is a continuation of BLA 118.
Prerequisite: BLA 118 or coordinator approval.
Type: C

BLA 138 Construction Bricklayer Apprentice III 3-2-4
This course of study will introduce the student to the tools, math and blueprints used in the bricklaying trade. Material will include the trowel, brick hammer, blacking chisel, story pole, and spacing ruler. Trade arithmetic, blueprints, and sketching will also be covered.
Prerequisite: BLA 128 or coordinator approval.
Type: C

BLA 148 Construction Bricklayer Apprentice IV 3-2-4
Materials covered in this course will include the trowel, brick hammer, blacking chisel, story pole, and spacing ruler. Trade arithmetic, blueprints and sketching will also be covered. This course is a continuation of BLA 138.
Prerequisite: BLA 138 or coordinator approval.
Type: C

BLA 258 Construction Bricklayer Apprentice V 3-2-4
This course is designed to give the three-year apprentice some practical shop work along with his on-the-job training. Material covered will include motion study, structural patterns, and laying of units.
Prerequisite: BLA 148 or coordinator approval.
Type: C

BLA 268 Construction Bricklayer Apprentice VI 3-2-4
Materials covered will include motion study, structural patterns and laying of units. This course is a continuation of BLA 258.
Prerequisite: BLA 258 or coordinator approval.
Type: C

BLA 299 Special Topics in Construction Bricklaying 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction Bricklayers' field, to provide them with knowledge and ability to deal effectiviely with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

Construction Carpentry

CCA 115 Construction Carpentry Apprentice I 3-2-4
This course is designed to let the modern apprentice, in the first phase of training, learn the how skills of the trade on the job. The theoretical and technical aspects of the trade are studied, along with tools, equipment, materials, processes, mathematics, interpretation of drawings, and layout.
Prerequisite: Coordinator approval.
Type: C

CCA 125 Construction Carpentry Apprentice II 3-2-4
This course will include the theoretical and technical aspects of the carpentry trade. Topics covered will include equipment, materials, processes, mathematics, and interpretation of drawings. This course is an extension of CCA 115.
Prerequisite: Coordinator approval.
Type: C

CCA 135 Construc Carpentry Apprentice III 3-2-4
Carpentry Apprenticeship III places emphasis on rough framing, roof framing, exterior and interior finish work, and building for the modern home or light commercial building. This course supplements the students on-the-job training and provides a good background for field work.
Prerequisite: Coordinator approval.
Type: C

CCA 145 Construc Carpentry Apprentice IV 3-2-4
Carpentry Apprenticeship IV includes material on rough framing, roof framing, exterior and interior finish work for the modern home or light commercial building. This course is an extension of CCA 135.
Prerequisite: Coordinator approval.
Type: C

CCA 165 Construction Carpentry Internship I 0-20-4
The Construction Carpentry Internship I course has been developed and established as the on-the-job component of the Construction Carpentry Apprenticeship program. This course will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the interpretation of drawings and layout, rough framing, roof framing, eterior and interior finish work for the modern home or light commercial building, heavy timber construction and reinforced concrete structures. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman carpenter.
Prerequisite: CCA 145 and consent of coordinator.
Type: C

CCA 255 Construc Carpentry Apprentice V 3-2-4
Carpentry Apprenticeship V is the beginning of the three years of instruction in carpentry. This unit constitutes related instruction for the third section apprentice that will be coordinated with his third year experience. It is designed to give the student an opportunity to study the nature of concrete and its mixtures in the pouring of concrete and building forms.
Prerequisite: Coordinator approval.
Type: C

CCA 265 Construc Carpentry Apprentice VI 3-2-4
This course will include heavy timber construction and the use of the level and level transit. This is an extension of CCA 255.
Prerequisite: Coordinator approval.
Type: C

Course Description Guide (continued)

CCA 270 Construction Carpentry Internship II 0-20-4
The Construction Carpentry Internship II course has been developed and established as the on-the-job intermediate component of the Construction Carpentry Apprenticeship program. This course will reinforce both knowledge and skills of the apprentice at an intermediate level by hands-on experience relating to topics such as the interpretation of drawings and layout, rough framing, roof framing, eterior and interior finish work for the modern home or light commercial building, heavy timber construction and reinforced concrete structures. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman carpenter.
Prerequisite: CCA 165 and consent of coordinator.
Type: C

CCA 275 Construc Carpentry Apprentice VII 3-2-4
This course will place emphasis on design and control of concrete, reinforced concrete structures, post-formed concrete systems, heavy timber construction.
Prerequisite: Coordinator approval.
Type: C

CCA 285 Construc Carpentry Apprentice VIII 3-2-4
This course will introduce the carpenter to the fundamentals of AC and DC welding and the acetylene cutting that will be used in the carpentry trade. Types of equipment, materials, and their uses will be emphasized.
Prerequisite: Coordinator approval.
Type: C

CCA 290 Construction Carpentry Internship III 0-20-4
The Construction Carpentry Internship III course has been developed and established as the on-the-job advanced component of the Construction Carpentry Apprenticeship program. This course will reinforce both knowledge and skills of the apprentice at an advanced level by hands-on experience relating to topics such as the interpretation of drawings and layout, rough framing, roof framing, eterior and interior finish work for the modern home or light commercial building, heavy timber construction and reinforced concrete structures. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman carpenter.
Prerequisite: CCA 270 and consent of coordinator.
Type: C

Construction Cement Mason

CMA 113 Construction Cement Mason Apprentice I 3-2-4
This course will acquaint the student with some of the practical knowledge of the cement masons trade. Material covered in this first course will include information about job opportunities, concrete materials and quality mix concrete.
Prerequisite: None.
Type: C

CMA 114 Intro To Construction Plastering 3-2-4
This course will explore exterior and interior plastering systems common to the industry. Instruction and demonstration will introduce the student to the applied math, tools, and safety regulations of all new employees.
Prerequisite: None.
Type: C

CMA 123 Construc Cement Mason Apprentice II 3-2-4
This course will introduce the student to information concerning tools, placing and finishing concrete slabs, how to estimate during hot weather, and concreting in cold weather.
Prerequisite: CMA 113 or coordinator approval.
Type: C

CMA 124 Construction Plastering Matls & Sys 3-2-4
This course is an extension of CMA 114. Materials will include working conditions E.I.F.S. (Exterior Insulation and Finishing Systems), backing materials and an overview of scaffolding systems.
Prerequisite: CMA 114 or coordinator approval.
Type: C

CMA 133 Construc Cement Mason Apprentice III 3-2-4
This course is designed to give the second year apprentice practical experience in handling transit level and laying out buildings. The care and use of the hand tools will also be covered.
Prerequisite: CMA 123 or coordinator approval.
Type: C

CMA 134 Construction Plastering Principles 3-2-4
This course is an extension of CMA 124. Materials will include working conditions E.I.F.S. (Exterior Insulation and Finishing Systems), backing materials and an overview of scaffolding systems.
Prerequisite: CMA 124 or coordinator approval.
Type: C

CMA 144 Construction Plastering Applications 3-2-4
This course will introduce materials used in construction plastering. Materials will include veneer plaster, grouting, and fireproofing.
Prerequisite: CMA 134 or coordinator approval.
Type: C

CMA 245 Construc Cement Mason Apprentice IV 3-2-4
This course is designed to give the second year apprentice practical knowledge in math, concrete figuring and blueprint reading. Also included will be job site safety and safe work practice.
Prerequisite: CMA 133 or coordinator approval.
Type: C

CMA 254 Plaster Substrates and Finishes 3-2-4
This course will introduce the student to substrates and various plastering materials, application and mixing procedures.
Prerequisite: CMA 144 or coordinator approval.
Type: C

CMA 255 Construc Cement Mason Apprentice V 3-2-4
This course will include information concerning drafting, types of form layouts and the setting of forms. The course will also include new materials and methods developed for the industry.
Prerequisite: CMA 245 or coordinator approval.
Type: C

CMA 264 Advanced Plastering Techniques 3-2-4
This course is a continuation of CMA 254. It will cover plastering finishes, applying plaster and the finishing techniques for each type of application. An Introduction to Blueprint Reading will also be included.
Prerequisite: CMA 254 or coordinator approval.
Type: C

CMA 265 Construc Cement Mason Apprentice VI 3-2-4
This course will acquaint the student with practical knowledge of cement trowelling machines, CMT paving and blueprint reading. A short course in first aid will also be included.
Prerequisite: CMA 255 or coordinator approval.
Type: C

Course Description Guide (continued)

CMA 274 Principles of Plaster Material 3-2-4
This course will include cement plaster on metal lath cement block and bricks, below grade foundations. It will include an introduction to molding and ornamentation using plaster.
Prerequisite: CMA 264 or coordinator approval.
Type: C

CMA 284 Plaster Molds and Ornamentation 3-2-4
This course will include an introduction to plaster ornamentation using various techniques. It will also include Blueprint Reading and Estimating for plasterers.
Prerequisite: CMA 274 or coordinator approval.
Type: C

CCA 299 Special Topics for Cement Masons 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction Cement Masons' field, to provide them with knowledge and ability to deal effectiviely with those topics or problems in relation to their specific requirements.
Prerequisite: Coordinator approval.
Type: C

Construction Electrical Program

IEW 110 Intro to Math Apps for the IBEW 2-0-2
This course is part of the IBEW Apprenticeship Program. The topics to be covered include basic math concepts, units and conversion, metric system, square roots, solving algebraic equations, scientific notation, and basic principles of geometry, vector, ratios and proportions.
Prerequisite: Acceptance in one of the Southwestern Illinois J.A.T.C. Apprenticeship Programs
Type: C

IEW 111 IBEW Electrician Inside Wireman I 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include job site safety, electrician's tools, material rigging, basic conduit bending, electrical calculations and basic blueprint reading.
Prerequisite: Acceptance in the Southwestern Illinois J.A.T.C. Inside Wireman Apprenticeship Program and IEW 110.
Type: C

IEW 112 IBEW Electrician Inside Wireman II 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include direct current theory, series and parallel circuits, circuit calculations and national electrical code.
Prerequisite: IEW 111
Type: C

IEW 113 IBEW Electrician Inside Wireman III 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include codeology as it relates to the National Electrical Code (NEC), measuring processes used in the electrical industry, intermediate conduit bending, and hydraulic, mechanical and hand benders.
Prerequisite: IEW 112
Type: C

IEW 114 IBEW Electrician Inside Wireman IV 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include inductance and capacitance in AC circuits, National Electrical Code (NEC) standards relating to transformers, transformer theory, transformer design and calculations, wiring methods and devices.
Prerequisite: IEW 113
Type: C

IEW 118 IBEW Elec Wireman Internship I 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. This on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 113 and coordinator permission.
Type: C

IEW 131 IBEW Electrician Residential I 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include job site safety, introduction to the National Electrical Code, basic algebra, basic trigonometric functions, DC Theory, electrician's tools, material rigging, basic electrical calculations.
Prerequisite: Acceptance in the Southwestern Illinois J.A.T.C. Residential Wireman Apprenticeship Program and IEW 110
Type: C

IEW 132 IBEW Electrician Residential II 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include Direct Current Theory, Series and parallel circuits, circuit calculations, basic blueprint reading and the National Electrical Code
Prerequisite: IEW 131
Type: C

IEW 138 IBEW Elec Residential Internship I 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will consist of work relating to the wiring of residential installations and specialized electrical systems for residential applications. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 233 and coordinator permission.
Type: C

IEW 141 IBEW Electrician Lineman I 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include job site safety, electrician's tools, material & equipment rigging and handling. OSHA standards, electrical hazard awareness, flagging, specific climbing and digging equipment, protective line devices, personal protective equipment, and the introduction to electron and electrical theory.
Prerequisite: Acceptance in the Southwestern Illinois A.L.B.A.T. Lineman Apprenticeship Program and IEW 110.
Type: C

IEW 142 IBEW Electrician Lineman II 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, Lock-out/Tag-out OSHA standards, electrical hazard awareness, Ohm's Law, electrical theory and calculations, guy installations, line conductions, insulators, excavating and shoring, planning and designing for underground systems.
Prerequisite: IEW 141
Type: C

Course Description Guide (continued)

IEW 145 IBEW Elec Lineman Intership I 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of electrical service to residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 142 and coordinator permission.
Type: C

IEW 151 IBEW Electrician Installer/Tech I 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include safety, tools and fastening devices, rigging, cable installation, bonding and grounding according to the National Electrical Code, fiber-optics, and blueprint reading,
Prerequisite: Acceptance in the Southwestern Illinois J.A.T.C. Installer/ Technician Apprenticeship Program and IEW 110.
Type: C

IEW 152 IBEW Electrician Installer/Tech II 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include history of labor and the apprenticeship program, the National Electrical Code, metric conversions, basic algebra, DC Theory, series and parallel circuits.
Prerequisite: IEW 151
Type: C

IEW 153 IBEW Electrician Installer/Tech III 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include Direct Current (DC) combination circuits, Alternating Current (AC) circuits, telephone systems, security and alarm systems and the National Electrical Code.
Prerequisite: IEW 152
Type: C

IEW 154 IBEW Electrician Installer/Tech IV 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include the use of TIA/EIA Standards, Life Safety Systems, Network cabling, LAN Systems, interface of telephone and sound systems, and the National Electrical Code.
Prerequisite: IEW 153
Type: C

IEW 157 IBEW Elec Installer/Tech Internship I 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will consist of work relating to telecommunications installation; which includes telephone, fire alarm, security, fiber-optics, CCTV home automation, nurses call systems, the National Electrical Code and testing of various systems. All of the on-the-job work-related activities will be performed under the direct supervision of a qualified Telecommunications Installer/Technician.
Prerequisite: IEW 153 and coordinator permission.
Type: C

IEW 211 IBEW Electrician Inside Wireman V 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include AC/DC review, semiconductors, transistors, SCR's, amplifiers, and electronic applications.
Prerequisite: 114
Type: C

IEW 212 IBEW Electrician Inside Wireman VI 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include the National Electrical Code Article 250, electrical theory to grounding, grounded conductor, service grounding, earth testing, WYE and DELTA three-phase transformers, and load calculations.
Prerequisite: IEW 211
Type: C

IEW 213 IBEW Electrician Inside Wireman VII 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include lightning protection, fiber optics, motor constructions, motor installations, motor protection, motor controls, and schematic diagrams.
Prerequisite: IEW 212
Type: C

IEW 214 IBEW Electrician Inside Wireman VIII 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include digital logic, ladder logic, logic circuits and controls, AC motor speed controls, programmable logic controllers (PLC)-basics, operation, and installation; designing and programming PLC; air conditioning and refrigeration systems, cable tray, motor control circuits and protection, and hazardous locations.
Prerequisite: IEW 213
Type: C

IEW 215 IBEW Electrician Inside Wireman IX 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include fire alarm systems-operation, installation, maintenance, troubleshooting; fundamentals of instrumentation and equipment used for calibration; telephone wiring and introduction to TIA/EIA standards and codes; air conditioning systems and basic security systems.
Prerequisite: IEW 214
Type: C

IEW 216 IBEW Electrician Inside Wireman X 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include solar power systems, high voltage maintenance and testing, power problems, power quality, power harmonics, automation networks, National Electrical Codes for special conditions, and NEC calculations.
Prerequisite: IEW 215
Type: C

IEW 218 IBEW Elec Wireman Intership II 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 118 and IEW 215 and coordinator permission.
Type: C

IEW 233 IBEW Electrician Residential III 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include blueprint reading, codeology as it relates to the National Electrical Code, Single and Three-phase transformers, and comparison of Alternating Current (AC) & Direct Current (DC) Theory along with emphasizing the importance of job site safety.
Prerequisite: IEW 132
Type: C

Course Description Guide (continued)

IEW 234 IBEW Electrician Residential IV 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include the National Electrical Code for proper sizing and installation of services, feeders, branch circuits, specialty equipment, conduit bending, signaling circuits, fire alarm and security circuits, along with emphasizing the importance of job site safety.
Prerequisite: IEW 233
Type: C

IEW 235 IBEW Electrician Residential V 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include RL, RC, and RLC circuits, National Electrical Code calculations, motor control, telephone and sound systems.
Prerequisite: IEW 234
Type: C

IEW 236 IBEW Electrician Residential VI 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include National Electrical Code calculations for pool and fountains, home automation structured for the future, Fire & Security systems, UPS systems, Solar Power & Generation, Fiber Optics and Local Area Networks.
Prerequisite: IEW 235
Type: C

IEW 238 IBEW Elec Residential Internship II 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will consist of work relating to the wiring of residential installations and specialized electrical systems for residential applications. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 138 and IEW 235 and coordinator permission.
Type: C

IEW 241 IBEW Electrician Lineman III 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, hazardous communication, metering devices, distribution circuits, the principles of three phase alternating current, transformers, blueprint fundamentals, symbols, specifications, electrical drawings and diagrams, introduction to using a transit, reading maps, plans and profiles, and construction standards/NESC.
Prerequisite: IEW 142
Type: C

IEW 242 IBEW Electrician Lineman IV 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, cable types, sizes, splicing and terminations, facult indicators, explosives, mobile cranes, lifting and digging operations, hot line tools, tower footings and erections, joining high-line conductors, street lighting and traffic signals, over voltage protection, phasing and typing-in circuits and overload capabilities of electrical equipment.
Prerequisite: IEW 241
Type: C

IEW 243 IBEW Electrician Lineman V 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, testing ground resistance, maximeters, a review of alternating current, inductance, capacitors, fiber optics and codes and standards, rubber protective devices, live line maintenance, extra high voltage (EHV) primary metering and fusing, fuse principles, substation equipment, construction and safety procedures, oil circuit breakers, air break switches, watt hours and watt-hour meters.
Prerequisite: IEW 242
Type: C

IEW 244 IBEW Electrician Lineman VI 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, fault currents, testing for line faults, voltage regulation, step regulators and tap changing transformers, capacitors and capacitor switching, lightning protection, wind energy, photovoltaics, labor management, foremanship and a comprehensive review on transformers, insulator testing, Live Line maintenance, substation control equipment, power factor, power harmonics, and blueprints.
Prerequisite: IEW 243
Type: C

IEW 245 IBEW Elec Lineman Internship II 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of electrical service to residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 243 and coordinator permission.
Type: C

IEW 251 IBEW Electrician Installer/Tech V 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include inductive and capacitive reactance, diodes, power supplies, transistors, amplifiers, oscillators, CCTV, and security systems.
Prerequisite: IEW 154
Type: C

IEW 252 IBEW Electrician Installer/Tech VI 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include CCTV surveillance systems, security ID systems, home automation theater, audio & video, nurse call systems, high performance testing of cabling systems, along with grounding and bonding according to the National Electrical Code.
Prerequisite: IEW 251
Type: C

IEW 257 IBEW Elec Installer/Tech Internship II 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will consist of work relating to telecommunications installation; which includes telephone, fire alarm, security, fiber-optics, CCTV home automation, nurses call systems, the National Electrical Code and testing of various systems. All of the on-the-job work-related activities will be performed under the direct supervision of a qualified Telecommunications Installer/Technician.
Prerequisite: IEW 157 and IEW 251 and coordinator permission.
Type: C

Course Description Guide (continued)

IEW 299 Special Topics in Construction Electrical Specialist 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction Electrical Specialists' field, to provide them with knowledge and abilit\y to deal effectiviely with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

Construction Ironworker

IWA 119 Construc Ironworker Apprentice I 3-2-4
The ironworker apprentice in the first course is introduced to the basic information about his trade. Materials covered will include basics in blueprint reading, welding, safety and rigging.
Prerequisite: Coordinator approval.
Type: C

IWA 129 Construc Ironworker Apprentice II 3-2-4
This course is basically an extension of the first semester course. More information is given in blueprint reading, welding, safety and rigging.
Prerequisite: IWA 119 or coordinator approval.
Type: C

IWA 139 Construc Ironworker Apprentice III 3-2-4
This is the first section course of an apprentice's second year training. Instruction will be in trade math, blueprints, structural, safety, welding and rigging.
Prerequisite: IWA 129 or coordinator approval.
Type: C

IWA 249 Construc Ironworker Apprentice IV 3-2-4
This is the second semester of the apprentice's second year training. This instruction will include information in trade math, blueprints, structural, safety, welding and rigging. Although the units of study are the same, the material is more detailed and technical each semester.
Prerequisite: IWA 139 or coordinator approval.
Type: C

IWA 259 Construc Ironworker Apprentice V 3-2-4
This course is the first semester of the ironworker's third year. The material covered will be included in three basic units of instruction. These units of instruction are blueprints and drawings, welding, structural, reinforcing, safety and ornamental ironwork.
Prerequisite: IWA 249 or coordinator approval.
Type: C

IWA 269 Construc Ironworker Apprentice VI 3-2-4
This course is the second semester of the ironworker's third year. This course completes the apprentices formal classroom related training. The units of instruction will be the same as used in IWA 259. The material offered in this course, along with new materials, will include a review of the five previous courses of study.
Prerequisite: IWA 259 or coordinator approval.
Type: C

IWA 279 Construction Ironworker Apprentice VII 3-2-4
This course will supplement the fourth year appentices on site work experience with classroom instruction. The course will include reading blueprints for metal buildings; advanced rigging, welding and safety as they relate to metal buildings will also be addressed.
Prerequisite: IWA 269 or coordinator approval.
Type: C

IWA 289 Construction Ironworker Apprentice VIII 3-2-4
This course will supplement the fourth year apprentices on site work experience with classroom instruction. The course will include advanced blueprint reading, commercial glass installation, commercial fencing, welding and safety training.
Prerequisite: IWA 279
Type: C

IWA 299 Special Topics in Ironworking 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction Ironworkers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

Construction Management Technology

CMT 150 Construction MGT Internship I 0-20-3
CMT 151 Construction MGT Internship II 0-20-4
CMT 201 Construction MGT Internship III 0-20-4
CMT 251 Construction MGT Internship IV 0-20-4
Provides experience in construction management. Each student will be required to be employed in a construction related field. The student will be monitored by experienced supervisory personnel. The student will be required to document and work a minimum of 240 to 320 clock hours per semester.
Prerequisite: Coordinator's approval-requires 12 credit hours of college work with 6 credit hours in CMT.
Type: C

CMT 100 Introduction to Construction 3-0-3
Introduces the student to the basic fundamentals of the construction industry. Includes construction terminology, processes and procedures.
Prerequisite: None.
Type: C

CMT 102 Construction Blueprints & Specifica 3-0-3
Orients the student to construction blueprints and specifications. Emphasis on how to read and interpret all types of working drawings used in the construction industry.
Prerequisite: None.
Type: C

CMT 103 Construction Materials & Methods I 3-0-3
A comprehensive study of the materials and methods used in building construction. Emphasis on structural materials.
Prerequisite: None.
Type: C

CMT 105 Computer Applications for Const 1-.5-1
This course is the study of the many computer based software programs that are used in the construction industry. It will provide the student with the necessary knowledge to select the appropriate software and hardware to fit their particular needs.
Prerequisite: None.
Type: C

Course Description Guide (continued)

CMT 145 Building Trades Craft Survey I 3-2-4
The construction students will explore the basic trades' skills required to complete a modern building project. The course will survey carpentry, ironwork, laborer's work, sheetmetal and concrete finishing.
Prerequisite: Coordinator's approval
Type: C

CMT 146 Building Trades Craft Survey II 3-2-4
The construction students will explore the basic trades' skills required to complete a modern building project. The course will survey painting, bricklaying, electrical and plumbing/pipefitting.
Prerequisite: Coordinator's approval
Type: C

CMT 152 Construction Materials & Methods II 3-0-3
A comprehensive study of the materials and methods used in building construction. Emphasis on closure and finishes.
Prerequisite: None.
Type: C

CMT 153 Construction Estimating- Cost Accounting 3-0-3
The methods and procedures used in estimating construction costs.
Prerequisite: CMT 102 or coordinator's approval
Type: C

CMT 200 Adv Blueprint Read For Bldg Trades I 3-0-3
The class emphasizes an understanding of the skills, the application and coordination of the contract documents that are used for large building and civil construction projects. Architectural documents of current building projects, as well as engineering drawings and specs will be reviewed and studied in detail.
Prerequisite: CMT 102 or coordinator's approval.
Type: C

CMT 204 Basic Engineering for Builders 3-0-3
The course will provide the student with a basic understanding of engineering principles that are used to build a building.
Prerequisite: CMT 102, CMT 103, GT 105
Type: C

CMT 244 Occupational Safety & Health I 3-0-3
Familiarizes students with a total accident prevention program and safety movement. Concepts of safety education with special emphasis placed on obligations, responsibilities, principles and practices necessary in understanding accident prevention. For those individuals interested in or having direct responsibilities for the implementation and/or operation of an accident-prevention program.
Prerequisite: None
Type: C

CMT 253 Construction Est Cost Accounting II 3-0-3
The methods and procedures used by the construction industry in estimating construction costs. Computer estimating using Paces and Means software will be covered extensively. A continuation of CMT 153.
Prerequisite: CMT 153 or coordinator's approval.
Type: C

CMT 257 Construction Planning & Scheduling 3-0-3
The student will get an understanding of principles and details of critical path and precedence planning methods and bar charts used in project planning. The course will utilize SURETRAK 2.0 software by PRIMAVERA to allow hands-on preparation of schedules of actual projects.
Prerequisite: None.
Type: C

CMT 258 Contracts & Claims 3-0-3
This course will offer material that will make the job site foreman and project manager aware of the factors that cause legal problems that result in litigation. How to read a contract and when not to sign also will be covered. Topics will include contract language, liability, tort liability, contract documents and breach of contract.
Prerequisite: None.
Type: C

CMT 270 Green Building Methods 3-0-3
This course is designed to address the environmental issues related to building practices and material choices, in addition to sustainable design strategies. Topics in the course will include the history of the green building movement, LEED certification, new building and renovation methods, land use planning and site considerations, effective energy and water usage, use and disposal of materials, indoor air quality, and economic issues. The student will explore the movement of the U.S. Green Building Council and other environmentally conscious agencies; as well as research of successful case studies.
Prerequisite: CMT 102, CMT 103, or coordinator's approval.
Type: C

CMT 271 Alternative Energy Sources 3-0-3
The world is approaching an energy crisis as oil production reaches its peak and other fossil-based fuels are being used to depletion. The United States is heavily dependent on foreign oil and continues to be a major polluting nation through its use of petroleum for transportation and coal for producing electricity. It is estimated that U.S. demands for electricity will double by 2030 while almost all American families will continue to own two or more vehicles. If we are to reduce our dependency on foreign oil and eliminate our nation's contributions to global warming and harmful gases, how will we satisfy our future energy needs to safeguard our economy, security and standards of living? This course exams why we need energy and how we use it. Students will study the types of fossil fuels we currently use to meet our energy needs and why we must find alternatives to these fuels. The course provides an overview of the major alternative energy sources that can replace fossil fuels and the advantages and disadvantages of each. The special cases of electricity, the electrical grid and transportation are covered in some detail Through individual research, students will study how electricity is produced, transported, distributed and used. Students will also study how alternative energy sources will change American life and commerce, and the many career opportunities that will result from alternative energy. Additional research opportunities will be afforded students to study specific topics in more depth. These topics include the technical aspects of how dams, nuclear plants, wind turbines, solar panels, and the electric grid work.
Prerequisties: CMT 270 or permission of the coordinator.
Type: C

Course Description Guide (continued)

CMT 272 LEED Certification Preparation 3-0-3
The Leadership in Energy and Environmental Design (LEED) is a nationally accepted rating system for the design, construction and operation of high performance green buildings. This course is designed to prepare students to take and pass the Tier I LEED Green Associate certification exam which covers general green building and LEED knowledge. Tier I Green Associate is the first step in the LEED professional's career pathway. The Green Associate credential attests to demonstrated knowledge and skill in understanding and supporting green design, construction, and operations of high performance buildings. The exam for the LEED Green Associate will cover basic green building knowledge. The types of people who are fitted for this exam are the product manufacturers, the marketers, the finance people, customer service, students and carpenters who desire a basic knowledge about LEED buildings.
Prerequisites: CMT 270 and CMT 271 or permission of the coordinator.
Type: C

CMT 299 Problems in Construction (1-4)-(1-8)-(1-4)
Application of construction principles to specific problems through case tudies, special projects or problem-solving procedures.
Prerequisite: None.
Type: C

Construction Painting & Decorating

PDA 117 Painting & Decorating Apprentice I 3-2-4
This course is designed to introduce the first year apprentice to painting and decorating. He will be given information and instruction in the fundamentals of the trade to supplement his on-the-job training.
Prerequisite: None.
Type: C

PDA 127 Painting & Decorating Apprentice II 3-2-4
This course is designed to introduce the first year apprentice to the painting and decorating trade. He will be given information and nstruction in the fundamentals of the trade to supplement his on-the-job training. This course is an extension of PDA 117.
Prerequisite: None.
Type: C

PDA 137 Painting & Decorating Apprentice III 3-2-4
This course is designed to provide the more experienced apprentice instruction in the phase of the trade that requires detailed information about materials and their uses. The second year course is divided into two parts. Material covered will include color, tinting, graining, dyes and sealers.
Prerequisite: None.
Type: C

PDA 147 Painting & Decorating Apprentice IV 3-2-4
This course is designed to give the more experienced apprentice instruction in the phases of trade that require detailed information about materials and their uses. Material to be covered will include wall preparation, scaffolding and safety.
Prerequisite: None.
Type: C

PDA 257 Painting & Decorating Apprentice V 3-2-4
This third year course is designed for the more experienced apprentice. Information covered in this course will include procedures seldom used in the trade. Blueprint reading and estimating will also be covered. This will be a two-semester course.
Prerequisite: None.
Type: C

PDA 267 Painting & Decorating Apprentice VI 3-2-4
Information covered in this course will include procedures seldom used in the trade. Blueprint reading and estimating will also be covered. This course is an extension of PDA 257.
Prerequisite: None.
Type: C

PDA 278 Painting & Decorating Apprentice VII 3-2-4
This course will supplement the fourth year apprentices on site work experience with classroom instruction. The course will include blueprint reading, types of wall paper and their application, power equipment used for painting, specialized painting techniques and safety training.
Prerequisite: PDA 267.
Type: C

PDA 288 Painting & Decorating Apprentice VII 3-2-4
This course will supplement the fourth year apprentices on site work experience with classroom instruction. The course will include power cleaning, hazardous waste collections/disposal, dry wall taping and finishing, sign painting, estimation, and safety.
Prerequisite: PDA 278.
Type: C

PDA 299 Special Topics in Construction Painting 4-8-4
This course is designed to familiarize students with special topics or problems in the Pipefitting/Plumbers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their special requirements.
Prerequisite: None
Type: C

Construction Sheetmetal

SMA 114 Construc Sheetmetal Apprenticeship I 3-2-4
This course will acquaint the student with some of the basic knowledge of the sheetmetal trade. Materials covered in the first course will include information about tools, equipment and pattern development.
Prerequisite: None.
Type: C

SMA 124 Construc Sheetmetal Apprenticeship II 3-2-4
This course will introduce the student to more related information about tools, equipment, sheetmetal fittings and their fabrication.
Prerequisite: SMA 114.
Type: C

SMA 134 Construc Sheetmetal Apprenticeship III 3-2-4
This course is designed to give the second year apprentice practical experience working with shop work problems. Items covered will include layout and welding of sheetmetal fittings.
Prerequisite: SMA 124.
Type: C

SMA 144 Construc Sheetmetal Apprship IV 3-2-4
This course is designed to give the second year apprentice practical experience working with shop work problems. Items covered will include round layouts, 45 and 90-degree tees, tools, and equipment.
Prerequisite: SMA 134.
Type: C

SMA 154 Sheet Metal Applications 0-2-1
This course is an extension of SMA 114 and will include the use of basic hand tools common to the trade, and the construction and fabrication of sheet metal objects with the use of simple pattern development templates. This course requires you to currently be enrolled in SMA 114.
Prerequisite: Concurrent enrollment in SMA 114.
Type: C

Course Description Guide (continued)

SMA 164 Sheet Metal Duct Design 0-2-1
This course is an extension of SMA 124 and will include the use of hand tools common to the trade and the construction of fittings and duct work corrections common to the sheet metal trade. This course requires you to currently be enrolled in SMA 124.
Prerequisite: Concurrent enrollment in SMA 124.
Type: C

SMA 174 Sheet Metal Fastening Systems 0-2-1
This course is an extension of SMA 134 and will include the use of welding and soldering to fabricate sheet metal fittings. This course requires you to currently be enrolled in SMA 134.
Prerequisite: Concurrent enrollment in SMA 134.
Type: C

SMA 184 Sheet Metal Construction 0-2-1
This course is an extension of SMA 144 and will include pattern development for 45 degree and 90 degree elbows and fittings. This course requires you to currently be enrolled in SMA 144.
Prerequisite: Concurrent enrollment in SMA 144.
Type: C

SMA 214 Sheet Metal Caulks and Sealant 0-2-1
This course is an extension of SMA 264 and will include the application of brazing as a water seal along with the type of sealing materials. This course requires you to currently be enrolled in SMA 264.
Prerequisite: Concurrent enrollment in SMA 264.
Type: C

SMA 234 Sheet Metal Installation 0-2-1
This course is an overview of previous work and a review of previous experience. Activities will include pattern development, welding, brazing and fabrication. This course requires you to currently be enrolled in SMA 284.
Prerequisite: Concurrent enrollment in SMA 284.
Type: C

SMA 224 Sheet Metal Layout 0-2-1
This course is an extension of SMA 274 and will include triangulation pattern, development problems, and fabrication using MIG welding. This course requires you to currently be enrolled in SMA 274.
Prerequisite: Concurrent enrollment in SMA 274.
Type: C

SMA 244 Sheet Metal Pattern Development 0-2-1
This course is an extension of SMA 254 and will include problems in radial line development of cones and intersectoins. Gas tungsten arc welding will be used for fasting. This course requires you to currently be enrolled in SMA 254.
Prerequisite: Concurrent enrollment in SMA 254.
Type: C

SMA 254 Construc Sheetmetal Apprship V 3-2-4
This course is designed to give the third year apprentice practical shop work problems concerning radial line development and heli-arc welding.
Prerequisite: SMA 114.
Type: C

SMA 264 Construc Sheetmetal Apprship VI 3-2-4
This course is designed to give the third year apprentice practical shop work problems concerning welding, brazing and radial line pattern development.
Prerequisite: SMA 254.
Type: C

SMA 274 Construc Sheetmetal Apprship VII 3-2-4
This course is designed to give the apprentice experience and knowledge in new materials and methods used in the sheetmetal trade. Layout problems involving triangulation will be given. MIG welding, cutting and brazing will also be covered.
Prerequisite: SMA 264 and coordinator permission.
Type: C

SMA 284 Construc Sheetmetal Apprship VIII 3-2-4
This course will include a review of all work covered in the previous seven semesters of apprenticeship. It will also include shortcut methods of triangulation layout. A welding test will also be given.
Prerequisite: SMA 274 and coordinator permission.
Type: C

SMA 299 Special Topics in Construction Sheetmetal 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction Sheetmetal Workers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequiste: None
Type: C

Culinary Arts and Food Management

CUL 105 Food, Beverage, Labor Cost Control 3-0-3
The course will examine cost control techniques of successful and effectively operated hospitality businesses. The primary focus will be on food, beverage, labor and supply controls. Topics include numerous operational formulas designed to enable effective control over food, beverage, and supply inventories, effective and profitable pricing controls, sales controls, and labor controls. The course will detail various aspects of auditing an establishment based on standard operational practices and costing methods.
Prerequisite: MGMT 102.
Type: C

CUL 110 Professional Food Preparation I 3-4-5
Introduction to the kitchen and cooking. Lectures focus on safety, sanitation, kitchen equipment operations, basic cooking, and basic food science. Lab work includes knife skills, lunch and dinner preparation, stocks and sauces, and teamwork in a kitchen environment. Uniform with chef's toque, knife(s), and thermometer are requirements for this course.
Prerequisite: CUL 116
Type: C

CUL 111 Professional Food Preparation II 3-4-5
This course is a continuation of Professional Food Preparation I, HFM 110. Through the use of lab and lecture, students will move to more complex menus, including meats, poultry and seafood. They will study the proper storage and preparation of these items. A group, class project will expose the student to menu planning, preparation and presentation of a multi -course meal.
Prerequisites: CUL 110 and CUL 116.
Type: C

CUL 112 Advanced Professional Cooking 1-4-3
Advanced Professional Cooking is an advanced food preparation course designed to help prepare students for careers and to help professional cooks advance their careers in the culinary arts as practiced today in top quality American food service operations.
Prerequisites: CUL 110, CUL 111 and CUL 116 or consent of coordinator.
Type: C

Course Description Guide (continued)

CUL 113 Soups, Stocks, and Sauces 1-4-3
This course is designed for students who are seeking to expand their knowledge and practical skill in soup, stock, and sauce preparation. Students will learn a variety of preparation methods and how each particular soup, stock, and/or sauce relates to different dining scenarios. Students will receive detailed instruction in understanding complex soup, stock, and sauce recipes and the food science underlying each item's creation.
Prerequiste: CUL 116
Type: C

CUL 114 Garde Manger 1-4-3
This course is designed for those students who are seeking to expand their knowledge of the art and craft of the cold kitchen. Students will learn preparation methods for cold sauces, soups, salads, forcemeats, sausages, pates, terrines, cured and smoked foods. Cheeses, hors d'oevres, appetizers, relishes, compotes, and condiments will be prepared, presented, and tested for taste. Various presentations will be covered.
Prerequisites: CUL 116 or state of Illinois sanitation certificate, CUL 110, and CUL 111
Type: C

CUL 115 Table Service 2-0-2
This course is dedicated to various forms of table service. Everything from general job descriptions to the specific placement of silver and glassware. Learn how the French and Russians dine. Experience the art of napkin folding and other final touches that give tables that special flair. Coursework includes importance and development of job descriptions, hand-on training and developing training workshops aimed at production of service.
Prerequisite: None.
Type: C

CUL 116 Food Service Sanitation l-0-1
This course is designed to educate students in the importance of sanitation in food preparation. Topics emphasized are safe food environments, pest control and local, state, and federal codes. This course will prepare you for the Illinois Department of Public Health exam. An additional fee of $35.00 must be paid to the State of Illinois upon satisfactory completion of the course.
Prerequisite: None.
Type: C

CUL 118 Fundamentals of Meat Processing 1-4-3
This course is designed for students who are seeking to expand their knowledge and practical skill in meats identification, analysis, and cutting. Students will learn a variety of preparation methods for beef, lamb, poultry, pork, and fish. Detailed instruction in understanding desired characteristics of particular products, proper form, grading, and to particular meats will be discussed in detail.
Prerequisite: CUL 116
Type: C

CUL 123 Legal Aspects of Food Service Management 3-0-3
This course is designed for those students who are seeking a down-to-earth explanation of legal subjects relevant to food service. The course will focus on employee relations, food liability, liquor liability, patron civil rights and federal regulations that are of concern to food service managers.
Prerequisite: None.
Type: C

CUL 126 Food Service Sanitation Refresher .5-0.5
This course enables students to meet the Illinois Department of Public Health requirement to complete re-certification. Lectures focus on all the aspects of food service sanitation required for re-certification including sources of food contamination, creating and maintaining the safe food environment, and state and local public health codes.
Prerequisite: CUL 116 or a valid state of Illinois certificate.
Type: C

CUL 127 Baking & Pastry 1-2-2
A general introduction to the baking of breads, cookies, cakes, pastry dough, puff pastry, danish and eclairs. Learn how to prepare beautiful and tempting baked goods.
Prerequisite: CUL 116
Type: C

CUL 128 Advanced Professional Baking 1-2-2
This course provides students with challenging baking and pastry concepts and emphasis on complex recipes. The course focuses on the study and preparation of breads, tortes, cake decorating, cheesecakes, custards, puddings, Bavarian creams, mousses and other baked goods. Through lecture and hands-on application, students will prepare recipes from scratch. They will study proper preparation, scaling, measuring and mixing techniques. An understanding of numerous types of flours, yeasts and the ability to troubleshoot problems will be developed through demonstration and laboratory exercises.
Prerequisite: CUL 116 or state of Illinois sanitation certificate and CUL 127
Type: C

CUL 206 Menu Development & Pricing 3-0-3
This course will teach you how to create effective menus utilizing various formats, colors, sizes and menu items. This course will cover development and pricing for salad bars, buffets, and general catering events. By understanding menu pricing, find out how profitability can be increased.
Prerequisite: None.
Type: C

CUL 209 Hospitality Management 3-0-3
This course is designed to assist students in becoming better managers and to put them at the leading edge of the hospitality industry. Students will study such topics as supervision, communication, training, motivation, decision making and a variety of other leadership qualities that are related to the hospitality industry.
Prerequisite: None.
Type: C

CUL 212 Food Service Purchasing 3-0-3
This course is designed to give the student fundamental answers to the problems encountered in food service purchasing. The course will address development of purchasing specifications, vendor sourcing, sourcing quality, quality control, pricing, inventory control, receiving and storage and other aspects involved with food service purchasing.
Prerequisite: MGMT 102
Type: C

CUL 228 Culinary Nutrition for Food Service 3-0-3
This course is designed to help individuals develop a better understanding of the importance of nutrition. Communicating with nutritional specialists is also an important part of food preparation. Items to be covered will include nutrition in industry, eating habits, recipe development and trends in nutrition.
Prerequisite: None.
Type: C

Course Description Guide (continued)

CUL 230 Internship I 0-15-3
The student will be assisted in finding a position in a hands-on field experience of 240 hours. This will enable the student to apply classroom theories to actual situations. Students will be graded on participation and on written reports which describe their experience.
Prerequisite: Consent of coordinator.
Type: C

CUL 231 Internship II 0-15-3
The student will be assisted in finding a position in a hands on field experience of 240 hours. This will enable the student to apply classroom theories to actual situations. Students will be graded on participation and on written reports which describe their experience.
Prerequisite: CUL 230 and consent of coordinator.
Type: C

CUL 299 Special Topics in Food Service (.5-4)-0-(.5-4)
This course will focus on the study of specific topics in the food service industry. The student will be given case studies, simulation, special projects in cooking or problem solving procedures.
Prerequisite: None.
Type: C

Early Childhood Education

ECE 110 Intro to Early Childhood Education 3-0-3
Designed to familiarize students with the current philosophy of early childhood education, guidance techniques, classroom design, early childhood education teacher responsibilities, strategies for home-center collaboration, and the curriculum in early childhood education settings. Students will review the different types of early childhood education arrangements in the United States, including infant/toddler and school age programs. Federal laws, licensing and regulatory requirements for programs serving children birth to 12 years are covered. The history of educating children birth to 12 years will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in Early Childhood Education.
Prerequisite: Reading assessment score at the ENG 92 level and writing score at the ENG 101 level or completion of ENG 91 and ENG 95.
Type: T, IAI - ECE 911

ECE 112 Growth and Development of Children 3-0-3
Designed to cover the theories of Erikson, Piaget, Vygotsky and others as a foundation to understanding the physical, social, cognitive and emotional developmental milestones in children prenatally to 12 years. The influence of family and community relations on development will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in Early Childhood Education.
Prerequisite: Reading assessment score at the ENG 92 level and writing score at the ENG 101 level or completion of ENG 91 and ENG 95.
Type: T, IAI - ECE 912, EED 902

ECE 114 Child Health Maintenance 3-0-3
Designed to address the health, safety and nutritional issues related to children in early childhood settings. Communicable illnesses, prevention methods, child care regulations, treatments for common injuries, legal mandates for reporting abuse and neglect, effects of violence on children, nutritional needs and menu planning will all be covered.
Prerequisite: Reading assessment score at the ENG 92 level and writing score at the ENG 101 level or completion of ENG 91 and ENG 95.
Type: C

ECE 116 Children with Special Needs 3-0-3
Designed to provide the student with knowledge and skill related to caring for children with special needs due to deviations in growth and developmental patterns. Methods of assessing needs and helping the child to meet these needs will be stressed. Observations at select agencies will be required.
Prerequisites: ECE 110 and ECE 112; reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: C

ECE 118 Early Childhood Practicum I 1-10-3
Designed to apply theory to practice while caring for small groups of children in cooperating early childhood settings. Students will have 10 hours of supervised experience per week that may include caring for children with disabilities. Students must be able to perform with reasonable accommodation the essential functions as specified on the practicum application.
Prerequisites: ECE 110, ECE 112, ECE 114, and eighteen (18) ECE program credits. Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Concurrent with ECE 121. Overall GPA of 2.0 and GPA of 2.5 in Early Childhood Education courses. Students are required to complete an application and have an interview with the Program Coordinator prior to enrolling.
Type: C

ECE 121 Early Childhood Curriculum 3-0-3
Surveys the theory and methods related to planning and maintaining a early childhood curriculum for preschool children. Students devise educational plans for children in individual, small group, and in large group learning situations. The importance of play as an avenue for learning is addressed in the following curricular areas: language, science, art, math, music, dramatic play, blocks, and sensory play.
Prerequisites: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements, ECE 110 and ECE 112.
Type: C

ECE 122 Infant and Toddler Care 3-0-3
Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care settings. Emphasizes meeting physical, social, emotional, and cognitive needs of children from birth to three years. Specific infant and toddler child care issues to be addressed are scheduling, preparing age appropriate activities, health and safety policies and procedures, record keeping, designing effective learning environments, and reporting to parents.
Prerequisites: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements, ECE 110 and ECE 112.
Type: C

ECE 125 Early Childhood Administration 3-0-3
Examines the skills needed for establishing and managing early childhood programs. Emphasizes such topics as developing effective interpersonal communication techniques, staff selection and development, establishing programming and management philosophies and relevant policies, budgeting, record keeping, and overview of state licensing standards.
Prerequisites: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements, ECE 110 and ECE 112.
Type: C

Course Description Guide (continued)

ECE 200 ECE Leadership & Supervision 3-0-3
This course will provide the student with knowledge of the leadership role in early childhood education. Effective supervision strategies will be examined. Additional topics include professionalism, ethical behavior, and advocacy.
Prerequisite: Successful completion of ECE 110 and ECE 112 or permission from the Program Coordinator.
Type: C

ECE 210 Understanding & Guiding Behavior of Young Children 3-0-3
This course is designed to address the guidance and teaching techniques that will promote positive behavior in young children. The course will review developmental theories and practical strategies for working with young children and their families. The effects of the environment and adult/child interactions will be explored.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements; successful completion of ECE 110 and ECE 112 or permission from the program coordinator.
Type: T

ECE 250 Child, Family and Community 3-0-3
This course focuses on the child in the context of family, school and community. Specific issues such as diversity, professionalism, and social policies will be discussed. The course will also promote awareness and effective use of community resources and partnership building. Parent education, changing families, and legal responsibilities of those involved in the care of children will be addressed.
Prerequisite: Successful completion of ECE 110 and ECE 112 or permission from the program coordinator.
Type: T

ECE 299 Special Topics/ Early Childhood (1-4)-0-(1-4)
An in-depth study of various areas in Early Childhood Education presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary.
Prerequisite: None.
Type: C

Earth Science

ES 101 Earth Science 3-2-4
An introductory course to provide a survey of astronomy, meteorology and climatology, geology and oceanography. Topics include the characteristics of the solar system, history of astronomy, the universe and space exploration; the atmosphere and major elements and controls of weather in their relationship to climatic characteristics and distributions; an examination of the earth's composition, structure and landforms; and the physical characteristics of ocean water, ocean water movements, the ocean floor and oceanographic research.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P1 905L

ES 102 Physical Geology 3-2-4
Examine what materials comprise the earth, what processes shape the earth and will understand how geologists study the earth. Specific topics include earth's interior, plate tectonics, earthquakes, details of the rock cycle and geologic time. Lab activities stress but aren't limited to rock and mineral identification as well as topographic map use. Students will also use scientific methods to study the earth. ES 101 is not a prerequisite for this course.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P1 907L

ES 150 Rocks & Minerals 2-2-3
An in-depth study of the genesis, description, classification and identification of common rocks and minerals with emphasis on their economic aspects and the geology of Illinois. The course will be directed toward the physical and chemical properties of minerals and rocks, and the use of these properties in identification. In addition, the genesis, location, method of mining and economic use will be presented.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T

ES 180 Historical Geology 3-2-4
An introduction to the geologic evolution of the earth with emphasis on North America. Investigated will be the principles, methods, procedures and problems of interpreting earth history from rock sequences, fossils and geologic maps.
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P1 907L

ES 250 Introduction to Meteorology 3-2-4
This course provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as solar and terrestrial radiation, pressure and atmospheric circulation, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Laboratory sessions emphasize modern weather instruments and the synthesis/interpretation of weather data.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level. ES 101 is recommended.
Type: T

ES 299 Special Topics in Earth Science (1-3)-(0-6)-(1-4)
A seminar for in-depth study of current topics in the earth sciences. Readings, literature reviews, discussion and individual research emphasized. Topics vary according to student and instructor interest.
Prerequisite: Varies depending on topic.
Type: T

Economics

ECON 115 Introduction to Economics 3-0-3
ECON 115 is a survey of macro- and microeconomic principles to acquaint the student with economic concepts, institutions, and policies. Credit will not be given if this course is taken after ECON 201 or ECON 202; students needing more than one course in economics should take ECON 201 and ECON 202.
Prerequisite: None.
Type: T, IAI - S3 900

Course Description Guide (continued)

ECON 201 Principles of Economics I (Macro) 3-0-3
ECON 201 is a one-semester introduction to macroeconomics. Major topics include the production possibilities model, basic supply and demand analysis, measurement and interpretation of gross domestic product, inflation, and unemployment, classical and Keynesian theories, aggregate supply and aggregate demand, money and banking, the Federal Reserve System, fiscal and monetary policies, and the determinants of long-run economic growth.
Prerequisite: None.
Type: T, IAI - S3 901

ECON 202 Principles of Economics II (Micro) 3-0-3
ECON 202 is a one-semester introduction to microeconomics. Major topics include the theory of consumer choice, the price elasticity of demand, costs of production, price and output determination in different product market structures, wage and employment determination in labor markets, government policies to deal with market failures such as monopoly, public goods and externalities, the gains from trade based on comparative advantage, and an overview of current economic problems and issues facing the United States.
Prerequisite: ECON 201.
Type: T, IAI - S3 902

Education

ED 101 College Success Strategies (1-3)-0-(1-3)
College Success Strategies is designed to introduce the student to the college experience and help develop the needed attitudes, strategies, habits, relationships, and knowledge necessary for success. Emphasis will be placed on understanding rights and responsibilities, developing study and note-taking strategies, time management skills, learning/teaching styles and strategies, and memory skills. Other topics include self-discovery, interpersonal skills, college survival techniques, transition to college, and transferring to other collegiate institutions. For 3-hour class only: Additional exploration of personal interests and skills, clarifying personal values and beliefs, and making effective career choices are interrelated skills that will be developed. Time will also be spent exploring personal pathways to career choices and successful skills for preparing to enter the work force.
Prerequisite: None.
Type: T

ED 110 Personal/Career Development (1-4)-0-(1-4)
This course helps students to explore their personal pathways to career choices. Coordinating personal interests and skills, clarifying personal values and beliefs, and making effective career choices are interrelated skills to be developed in this class. Explorations will include values, decision making, career search, and the use of modern career assessment tools.
Prerequisite: None.
Type: T

ED 120 Paraprofessional Test Prep (1-2)-0-(1-2)
This pass/fail course for paraprofessional educators is intended to prepare candidates for the WorkKeys and ParaPro tests that are used by the State of Illinois to certify paraprofessionals. The certification standards addressed in the course are required for compliance with the federal government's No Child Left Behind Act. Five learning modules will be covered, including an introduction to assessments, reading, writing, mathematics and test taking strategies. The course will include practical application examples and situations similar to those found on the WorkKeys and ParaPro tests. Students will gain a better understanding of how they learn as adults and effective strategies for test preparation.
Prerequisite: None.
Type: C

ED 252 Educational Psychology 3-0-3
Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both ED 252 and PSYC 252.
Prerequisite: PSYC 151 or permission of the instructor.
Type: T

ED 255 Introduction to Education 3-0-3
This course is an introduction to the field of education, reviewing the different levels of education. Education will be examined as both a public and professional enterprise. The responsibilities of the federal, state and local governments in regards to education will be presented. The organization, structure, finance, and curriculum of schools will be discussed. An overview of the social, historical, and philosophical foundations of American education will be investigated. Current issues and cultural diversity will also be addressed. **(20 hours of field experience at an assigned school site is a required component of this course.)**
Prerequisite: Reading and writing assessment scores at ENG 101 level, or completion of all reading and writing developmental requirements.
Type: T

ED 256 Field Experience in Education 1-(2-6)-(1-3)
This course is intended for education majors who are in their final semester at Southwestern Illinois College. It may be taken for a maximum of 3 credit hours in conjunction with the Capstone Seminar for Education Majors in the final semester before transfer to a four year institution or entry into the workforce. One credit hour is equivalent to 30 hours experience in partner school classrooms. The course is designed to provide students with the opportunity to gain additional experience in the classroom prior to transfer to four year institutions. Students will be able to focus on classroom work in their specific areas of interest (Special education, elementary education, early childhood education, etc.) and will work in age and developmentally appropriate situations.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Successful completion of all professional education requirements or written approval of the Education Coordinator.
Type: T

ED 260 Introduction to Educational Technology 3-0-3
This course is designed to provide pre-service and in-service educators with an introduction to the field of educational technology. The theory and practice of educational technology will be discussed and applied. This hands-on, project-based course will also present a systematic framework for integrating various technologies (such as software applications, multimedia, and the Internet) into the curriculum. In addition, students will be introduced to the concept of the education portfolio.
Prerequisite: Reading and writing assessment scores at ENG 101 level, or completion of all reading and writing developmental requirements.
Type: T

Course Description Guide (continued)

ED 265 Introduction to Special Education 3-0-3
This is a survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities. The diversity of the populations of individuals with disabilities will be studied. The Individuals with Disabilities Act (IDEA) will be examined as well as the programs that serve special education populations as a result of this act. **(30 hours of field experience at an assigned site is a required component of this course.)**
Prerequisite: Reading and writing assessment scores at ENG 101 level, or completion of all reading and writing developmental requirements.
Type: T

ED 267 Diversity in 21st Century Schools 3-0-3
This course is designed to examine the concept of diversity in 21st century American public schools. We will examine the impact that immigration has on public schools including the growth of ESL, the impact of standardized testing on non-English speaking populations, special education services, graduation requirements, and religious accommodations for non-Judeo Christian populations. We will assess the impacts of the Civil Rights Act, ESEA and Title IX legislation on opportunities for women and minorities. We will investigate emerging issues including gay, lesbian and transgendered youth, homeless teenagers, gender segregated classrooms, and the inclusion of children with disabilities into regular traditional classes.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

ED 270 Classroom Management 3-0-3
This course is designed to examine the many facets of effectively managing a classroom. The course will examine the characteristics of effective educators including interpersonal skills, conflict resolution, classroom organizational techniques, instructional design, effective discipline plans, and effective communication (with parents, administrators, and the public at large.) Assessment types and strategies will be a component of the course.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Successful completion of ED 255-Introduction to Education or written permission of the Education Coordinator.
Type: T

ED 280 Introduction to Teaching Reading 3-0-3
This is an introductory course in the field of reading, designed for elementary (K-9) and early childhood (preK-3) education majors. Students will gain an overview of the field by examining such topics as reading definitions, theories of the reading process, the role of affect, emergent literacy, word recognition and vocabulary development, comprehension, instructional methodologies, and reading assessment. *Students cannot receive credit for both ED 280 and ENG 280.*
Prerequisite: Completion of ENG 101 at he "C" level or better. Successful completion of ED 255-Introduction to Education or written permission of the Education Coordinator.
Type: T

ED 299 Special Topics in Education (1-4)-0-(1-4)
An in-depth study of various areas in education presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary.
Prerequisite: None.
Type: T

Electrical/Electronic Technology

EET 101 Intro to Electricity and Electronics 3.5-1-4
This course is designed as the beginning course for those entering the electrical and/or electronics career field. The course's primary focuses are to (1) inform students about the variety of specialty areas, categories of work relevant to the field, and educational requirements and opportunities that can lead to successful employment; (2) introduce students to the fundamental principles of electricity, basic electrical circuits, electrical/electronic components, and electrical/electronics diagrams; and (3) provide the opportunity for students to become skilled in using common test equipment and tools used to construct, install, measure, and repair electrical wiring and cabling, and electrical/electronic systems and equipment.
Prerequisite: None
Type: C

EET 102 Electrical/Electronics Computer Applications 1.5-1-2
This course is designed to familiarize students with computer applications and software routinely used in the electrical and electronics career field. Course covers basic principles of computer operation, use of productivity software common to the workplace, and technical applications frequently used by electrical or electronic technicians to design, draw, construct, and simulate/test electrical circuits and systems.
Prerequisite: None
Type: C

EET 111 Electrical Circuits 3.5-1-4
This course continues the study of electrical and electronic circuits by going more in-depth in electrical circuit analysis. Students will learn to perform complete electrical analysis of complex DC and AC circuits consisting of resistors, capacitors, and inductors connected in various series, parallel, and series-parallel configurations. Course will cover applications of these components in common electrical circuits and will begin teaching students basic circuit troubleshooting skills.
Prerequisite: EET 101, GT 104
Type: C

EET 121 Electronic Devices and Circuits 3.5-1-4
This third course in electrical and electronic fundamentals introduces the student to theory, design, and application of a wide variety of semiconductor devices and circuits. Lab experiments continue to build the students' competence in the use of test equipment and tools in constructing and analyzing the performance of electronic circuits and devices. Computer simulation will also begin to be used to test more complex circuits.
Prerequisite: EET 111
Type: C

EET 200 Digital Electronic Circuits 3.5-1-4
Knowledge of electronics will be expanded in this course to include the principles and operation of digital devices and circuits used in computers and automated industrial/commercial equipment. Breadboarding of logic elements into functional circuits in laboratory projects/computer simulation will validate and reinforce classroom learning.
Prerequisite: EET 101.
Type: C

EET 205 Digital Electronic Circuits II 3.5-1-4
This course continues the study of digital concepts. Introduces digital arithmetic and associated circuits, expands knowledge of counters and shift registers, explores integrated circuits families, decoders, multiplexers, interfacing, and memory devices. Laboratory exercises and computer simulation emphasis concepts learned in the classroom.
Prerequisite: EET 200.
Type: C

Course Description Guide (continued)

EET 210 Introduction to Microprocessors 3.5-1-4
This course is designed as an introduction to microprocessor hardware and software fundamentals. It will emphasize the use of the microprocessor in industrial/commercial control. Laboratory work will include assemble language programming of a microprocessor trainer.
Prerequisite: EET 200.
Type: C

EET 225 Microprocessor Interfacing 3.5-1-4
The principles of interfacing the microprocessor to analog and digital circuitry will be covered in this course. Input/output, serial/parallel data transfer and circuit isolation and loading principles are included. Laboratory exercises will require construction of external circuits to be interfaced with an operating microprocessor.
Prerequisite: EET 210.
Type: C

EET 231 Introduction to Robotics 3.5-1-4
This course provides a comprehensive approach to learning the technical aspects of robotics. The course covers robotic principles, power supplies and movement systems, sensing and end-of-arm tooling, and control systems. The course also covers typical programming techniques for basic robots as well as larger industrial robots.
Prerequisite: EET 101 or consent of coordinator
Type: C

EET 232 Instrumentation Fundamentals 3.5-1-4
This course will provide the fundamental principles of automatic process control. It will include primary measurement, transmission, and control. Laboratory work will consist of demonstrations, the use of test equipment for calibration and hands-on exercises. This course will assist the student in becoming familiar with primary elements, transducers, recorders, indicators and controllers.
Prerequisite: EET 111 or consent of coordinator.
Type: C

EET 234 Instrumentation Systems 3.5-1-4
This course is designed to reinforce and build on topics learned in Instrumentation Fundamentals. The student will gain comprehensive knowledge of measurement, transmission, control and documentation. This course will have special emphasis on hardware, calibration, and troubleshooting.
Prerequisite: EET 232.
Type: C

EET 235 Programmable Logic Controllers 3.5-1-4
This course offers electricians or electronic technicians a first course in programmable logic controllers (PLCs). It focuses on the underlying principles of how PLCs work and provides practical information about installing, programming, and maintaining a PLC system. No previous knowledge of PLC systems or programming is necessary. This course presents PLCs in a generic sense, and the content is broad enough to allow the information to be applied to a wide range of PLC models. All topics are covered in small segments, developing a firm foundation for each concept and operation before advancing to the next. Each topic covered contains a variety of generic programming assignments that are compatible with most types of PLCs.
Prerequisite: EET 200 or consent of coordinator.
Type: C

EET 238 Special Purpose Electrical Devices and Wiring 2.5-1-3
This course is designed for students desiring to enter the residential or commercial electrician field. It provides the student with an overview of knowledge and skills regarding special purpose electrical devices and circuits that electricians may encounter on the job. Covers basic instrumentation concepts suchs as flow, pressure, temperature sensors and controls; basic principles and electrical aspects of heating, ventilation, and air conditioning; and principles of other wiring and cabling commonly encountered such as computer network cabling, coaxial cable systems, audio/video, telephone, fiber optics, alarm system and lighting systems; and an introduction to programmable logic controllers
Prerequisite: EET 111
Type: C

EET 240 AC/DC Motors & Generators 3.5-1-4
Presented in this course will be construction features, principles of operations and characteristics of DC and AC motors and generators. The testing and troubleshooting of motors and generators will also be covered. Lab work will include demonstrations and hands-on work with various motors and generators including use of basic test equipment.
Prerequisite: EET 111.
Type: C

EET 241 Electrical Power, Motors, & Controls 2.5-1-3
An additional course for students desiring to enter the residential or commercial electrician field. This course provides an overview of the concepts, operation and application of a variety of components, control devices and electrical systems frequently encountered by electricians. Course includes theoretical and practical application of electrical power systems, single/three phase power circuits, transformers, motors and generators, and motor controls.
Prerequisite: EET 111
Type: C

EET 242 Electrical Control Systems I 3.5-1-4
The intent of this course is to introduce the student to electrical drawings, which are the electrician's primary means of communication. The rules for working with line diagrams will be covered as well as the principles of operation and application of the components used to make up electrical control circuits. The classroom study of the text and workbook will be supplemented by lab projects whenever practical.
Prerequisite: EET 111.
Type: C

EET 244 Electrical Control Systems II 3.5-1-4
This course is intended to supplement and expand the knowledge required in control systems. More complex circuitry will be presented along with applications to specific equipment requirements. Concepts of power distribution, principles of operation and application of more control devices and troubleshooting concepts will be covered.
Prerequisites: EET 242, EET 240 or concurrent enrollment in both.
Type: C

EET 246 Electrical Power Distribution (Ind.) 3.5-1-4
This course will cover the generation, transmission and distribution of electric power. The components and methods used to accomplish this will be included along with the safety procedures that are necessary in handling high voltage electricity.
Prerequisite: EET 242.
Type: C

Course Description Guide (continued)

EET 247 DC Crane Controls 3.5-1-4
This course is designed for persons to become knowledgeable in the principles of electrical overhead traveling cranes. Students will learn to read and understand various electrical diagrams and be able to apply safe working procedures related to the maintenance of several of the major types of EOTC equipment. Troubleshooting and corrections of most electrical problems found in D.C. Crane controls and periodic preventive maintenance inspections will be covered.
Prerequisite: EET 240.
Type: C

EET 250 Microcomputer Maintenance-Beginning 2-2-3
This is the first of a three-course sequence for the Microcomputer Technology Degree. This course is for people who want to learn how to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and accessories. Coverage includes: hardware operation, hardware/software interaction, motherboards and their components, memory, installing, configuring and troubleshooting Integrated Drive Electronics (IDE) hard drives, introduction to personal computer (PC) networking, and the role of the PC technician in logical troubleshooting. This course helps to prepare the student for a successful result on the Computer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam
Prerequisites: Basic computer skills or consent of coordinator.
Type: C

EET 252 Microcomputer Maintenance-Intermediate 2-2-3
This is the second of a three-course sequence for the Microcomputer Technology Degree. This course is for people who want to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and accessories. Coverage includes: Learning the personal computer boot process and use of command line programming, introduction into electricity and power supplies, floppy drives and other removable media, installing and troubleshooting peripheral input/output devices, video cards, monitors, and modems, the use of personal computers (PCs) on the Internet, understanding the basics of the Small Computer Systems Interface (SCSI) and installing and configuring SCSI hard drives and devices. This course helps to prepare the student for a successful result on the Computer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam.
Prerequisite: EET 250 or consent of coordinator.
Type: C

EET 255 Microcomputer Maintenance-Advanced 2-2-3
This is the third of a three-course sequence for the Microcomputer Technology Degree. This course is for people who want to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and software. Coverage includes: Understanding, installing, managing, and troubleshooting the Windows 9x, Windows NT Workstation, Windows 2000 Professional, and Windows XP Professional architectures, supporting notebook computers and personal digital assistants (PDAs), installing, troubleshooting and sharing printers, and guidelines for assembling a personal computer (PC) from separately purchased parts. This course helps to prepare the student for a succesful result on the Comptuer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam and the CompTIA A+ PC Operating System (OS) exam.
Prerequisite: EET 252 or consent of coordinator.
Type: C

EET 256 Preparation for A+ Certification 2-2-3
Throughout this course you will learn all of the technical skills necessary to become an A+ certified technician. These skills will be learned through a series of hands-on lab exercises and review questions designed to teach and improve your PC configuration and troubleshooting skills which are necessary to function as a PC support or helpdesk technician. Students may receive credit for only one of the following: EET 256 or NETW 130.
Prerequisite: Completion of or concurrent enrollment in EET 255, CISC 131, NETW 101, or consent of coordinator.
Type: C

EET 260 Communication Electronics I 2-2-3
First in a three-course sequence for communication electronics degree. An introduction to digital and data transmission techniques. Terminal and network protocols and limitations are explored.
Prerequisite: EET 111 or consent of coordinator.
Type: C

EET 264 FCC General License Preparation 2-2-3
A course designed to prepare students to take the FCC license examination for General Radiotelephone. The goal is to cover the operation, installation and maintenance of commercial and amateur radio transmitting and receiving equipment.
Prerequisite: EET 121 or consent of coordinator.
Type: C

EET 265 Communication Electronics II 2-2-3
Second in a three-course sequence. A continuation of EET 260 with specialization in circuits, systems, and transmission.
Prerequisite: EET 260 or consent of coordinator.
Type: C

EET 267 Communication Electronics III 2-2-3
Third in a three-course sequence. This course outlines processes, procedures and practical applications of digital and test equipment. Establishes the system and component standards required during operation and to facilitate trouble analysis of digital and analog communication systems.
Prerequisite: EET 265 or consent of coordinator.
Type: C

EET 269 Electrical/Electronics Tech Capstone 1.5-1-2
This course is designed as a capstone class for electrical and electronics technology associate of applied science students who are preparing to graduate and enter the workforce. Course will summarize all electrical and electronics courses students took to fulfill their degree requirements. Additionally course will cover information students need to prepare for their job search such as resume writing, interviewing skills, preparation for employment testing, customer service skills, and other information students need for a successful career in the electrical and electronics field.
Prerequisites: Must have applied for graduation
Type: C

EET 290 Supervised Internship I 0-(10-20)-(2-4)
EET 291 Supervised Internship II 0-(10-20)-(2-4)
EET 292 Supervised Internship III 0-(10-20)-(2-4)
EET 293 Supervised Internship IV 0-(10-20)-(2-4)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester hour of credit.
Prerequisite: Coordinator approval.
Type: C

Course Description Guide (continued)

EET 299 Spec Topics-Electricity/ Electronics (0-4)-(0-8)-(0.5-4)
This course will cover topics or problems in the electrical and electronics field and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Prerequisite: None.
Type: C

Electronic Publishing Specialist - See Computer Information Systems

Engineering

ENGR 103 Engineering Graphics 2-4-4
This course in engineering graphics is for all students in the engineering transfer program. Both traditional and microcomputer based Computer Aided Drafting (CAD) will be used to produce technical drawings. Topics covered include: lettering, technical sketching, orthographic views, sections, isometrics, obliques, dimensioning, and Descriptive Geometry.
Prerequisite: Keyboarding and Windows XP knowledge.
Type: T

ENGR 251 Surveying 2-2-3
Provides the participant with an understanding of the use of the transit, level, tape, fundamental surveying procedures, and land surveying. It is recommended that students have completed algebra, geometry and trigonometry courses before enrolling.
Prerequisite: None.
Type: C

ENGR 271 Electrical Circuits 3-0-3
An introduction to d.c. and a.c. circuit analysis. Topics include network analysis of resistive and transient circuits.
Prerequisites: MATH 204 (with a grade of "C" or better) and PHYS 205 (with a grade of "C" or better).
Type: T

ENGR 275 Mechanics of Solids 3-0-3
A prerequisite course for many upper division engineering courses. Topics include elastic deformations and stresses in two-dimensional structural elements caused by axial, bending, shear, and torsion loads; stress-strain relationships; Mohr's Circle; elementary design concepts.
Prerequisite: PHYS 263 (with a grade of "C" or better) or divisional approval.
Type: T

English

ENG 91 Basic Reading (3-4)-0-(3-4)
ENG 91 is the first course in a two-course series that comprises the Developmental Reading program, the ultimate goal of which is to aid students' development into lifelong critical readers and learners. The objective of ENG 91 is to promote students' mastery of literal and inferential reading. Students use both textbooks and novels and may have other outside readings. Students whose scores on the reading placement test indicate that they are reading below high school level are required to take and pass this course, which offers three hours of non-transferable credit.
NOTE: Some sections of ENG 91 may be designated as Structured Learning Assistance (SLA) courses in the Semester Schedule of Classes. SLA sections will meet four hours per week instead of three.
Prerequisite: Assessment.
Type: P

ENG 92 Intermediate Reading 3-0-3
ENG 92 is the second course in a two-course series that comprises the Developmental Reading program, the ultimate goal of which is to aid students' development into lifelong critical readers and learners. The objective of ENG 92 is to promote students' mastery of analytical and critical reading across the curriculum. Students use both textbooks and novels that are more challenging than those in ENG 91. Students can place into ENG 92 either directly by their scores on the reading placement test (reading at the high school level but below the college level) or through successful completion of ENG 91. Students registering for ENG 92 must have already mastered literal and inferential reading. This course leads to ENG 101 and offers three hours of non-transferable credit.
Prerequisite: Appropriate score on the assessment test, or successful completion of ENG 91 and ENG 95, or successful completion of ENG 91 and concurrent enrollment in ENG 95.
Type: P

ENG 95 Basic Writing I 3-0-3
ENG 95 is designed to help students to see themselves as writers, to be aware of their own writing processes, and to honestly self-evaluate their own writing. This class focuses on fluency: the use of pre-writing and drafting techniques that enable students to overcome writer's block and create large amounts of non-redundant text, full of meaningful examples, reasons, details, descriptions, anecdotes, and evidence. This class also covers revising, editing, the recursive nature of the writing process, and the value of collaboration. Students write multiple essays, culminating in a portfolio crafted for an audience consisting of writing faculty. The course offers three hours of non-transferable credit.
Prerequisite: Assessment
Type: P

ENG 96 Basic Writing II 3-0-3
English 96 is designed to help students to see themselves as writers, to be aware of their own writing processes, and to honestly self-evaluate their own writing. This course covers the entire recursive writing process, from pre-writing and drafting to revising and editing. The same emphasis on fluency started in ENG 95 is maintained. In addition, the course requires students to demonstrate improved critical thinking in the writing of clear, well-focused essays that anticipate and address potential concerns of the audience, and connect to that audience through a mature, logical, and persuasive voice. Students do multiple revisions, culminating in a portfolio crafted for an audience consisting of writing faculty. The course offers three hours of non-trasferable credit.
Prerequisite: Assessment or successful completion of ENG 95.
Type: P

ENG 101 Rhetoric & Composition I 3-0-3
ENG 101 is designed to help students write papers for a variety of general and specific audiences. Students will learn to recognize features that make writing effective, and learn different strategies writers use while pre-writing, drafting, revising, and editing. Students will learn to read their own work more critically and to constructively criticize the work of others. The course also provides a brief introduction to the writing of source-supported papers and methods of documenting sources.
Prerequisite: English placement test score or completion of all reading and writing developmental courses.
Type: T, IAI - C1 900

Course Description Guide (continued)

ENG 102 Rhetoric & Composition II 3-0-3
English 102 focuses on the processes of academic inquiry and source-supported writing, while continuing to practice prewriting, drafting, revising, and editing strategies. Students will gain experience using a variety of research methods including interview, observation, survey, peer-reviewed journals, electronic databases, and other written/visual/aural texts or artifacts. Students will use reflection to critically analyze and evaluate information and ideas from a variety of sources, and use such sources effectiviely in their own writing.
Prerequisite: "C" or better in ENG 101
Type: T, IAI - C1 901R

ENG 103 Technical Communication 3-0-3
This course focuses on effective technical and professional communication. Students will learn to read professional situations rhetorically, considering the needs, attitudes, and assumptions of their audiences, as well as the demands and limitations imposed by different contexts. The course stresses collaboration, critical thinking and reading, and effective uses of technology in communication.
Prerequisite: ENG 101.
Type: C

ENG 107 Creative Writing 3-0-3
A workshop course to give direction and criticism to students who want to write fiction, non-fiction or poetry. Students are part of a critical circle. They submit material to the group and critique work of others. After practicing the craft of writing, students are encouraged to submit manuscripts to an off-campus publisher.
Prerequisite: Reading and Writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

ENG 108 Modern Grammars 3-0-3
This course is designed to improve and apply theoretical knowledge of the workings of language in general and English in particular. It will focus on stylistics: sentence elements, grammar, and punctuation, and how these are used to convey meaning effectively. The course will also provide a brief sampling of various topics in linguistics, including the development of the English language.
Prerequisite: None.
Type: T

ENG 200 Service Learning 2-2-3
This course gives students the opportunity to provide service to their communities through volunteer work. The course combines community service and classroom instruction with a focus on critical reflective thinking, civic responsibility, and social awareness. Students will be assigned to or choose an agency, community action group, or educational facility for service based upon their skills, knowledge, and general interests. Main topics of the course will include: volunteerism, civic/social responsibility, civic engagement, social issues, empowerment, professionalism, and other social issues topics. Students cannot receive credit for both ENG 200 and SRV 200.
Prerequisite: ENG 101 with a grade of "C" or better.
Type: T

ENG 207 Advanced Creative Writing 3-0-3
English 207 is designed as a sequel to English 107 so as to provide students with advanced instruction in fiction, poetry and dramatic writing, and to offer further advanced critical evaluation of student work and the work of professional writers in a workshop environment.
Prerequisite: English 107 or instructor approval.
Type: T

ENG 280 Introduction to Teaching Reading 3-0-3
This is an introductory course in the field of reading, designed for elementary (K-9) and early childhood (preK-3) education majors. Students will gain an overview of the field by examining such topics as reading definitions, theories of the reading process, the role of affect, emergent literacy, word recognition and vocabulary development, comprehension, instructional methodologies, and reading assessment. *Students cannot receive credit for both ED 280 and ENG 280.*
Prerequisite: Completion of ENG 101 at he "C" level or better. Successful completion of ED 255-Introduction to Education or written permission of the Education Coordinator.
Type: T

ENG 299 Special Topics in English (1-4)-0-(1-4)
Special topics and issues in English presented through lectures, discussions, readings, and/or individual assignments and research projects. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisites: ENG 101 and permission of instructor.
Type: T

Film

FILM 105 Screenwriting I 3-0-3
An introduction to movie writing, with an emphasis on the short narrative script. Students will learn the conventions of screenplay format, gain experience using screenwriting software, and practice techniques for crafting believable characters, effective dialog, and suspense.
Prerequisite: ENG 101 with a grade of "C" or better.
Type: T

FILM 115 Film Appreciation 3-0-3
An introduction to film study, with an emphasis on how moviemaking techniques like cinematography, editing, set design, and sound are used for artistic and dramatic effect. In addition to watching films of different periods and genres, students will read about film theory and criticism, and write papers which analyze films critically.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - F2 908

FILM 140 Video Editing I 1-5-3
An introduction to the principles and aesthetics of motion picture editing, along with hands-on instruction and practice in non-linear digital video editing software. Other topics will include capturing video from tape, basic sound editing, creating graphics such as titles and credits, and exporting finished projects.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

FILM 150 Moviemaking I 1-5-3
Provides an introduction to motion picture production using digital video. Students will gain experience in the three stages of the production process: Preproduction (casting, location scouting, scheduling, and preparing shot lists); Production (staging and blocking actors, camera placement, principles of shooting-to-edit, location sound, and the basics of digital cinematography); and Postproduction (editing and sound design using digital non-linear editing software). Working in groups, all students will complete a short non-fiction project (instructional video or documentary) and a short fictional narrative.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

Course Description Guide (continued)

FILM 205 Screenwriting II 3-0-3
A continuation of FILM 105 in which students will write a feature-length screenplay. Students will gain further practice creating effective dialog, suspense, plausible characters and situations, while adhering to proper screenplay format. In addition, students will focus on the conventions of narrative feature scripts such as three-act structure, character arcs, plot points and reversals, etc. Students will also work on marketing their script by creating a logline and treatment, and pitching their idea orally.
Prerequisite: FILM 105 with a grade of "C" or better.
Type: T

FILM 215 Film History 3-0-3
A survey of the history of motion pictures, with an emphasis on important cinematic movements, directors, and technological innovations which have impacted the direction of the art form.
Prerequisite: ENG 101 with a gradae of "C" or better.
Type: T, IAI - F2 909

FILM 230 Sound Design 3-0-3
This is a hands-on course in sound design, sound editing, and sound mixing for motion pictures. Using Apple Final Cut Pro and Soundtrack, students will learn how to clean up location audio, edit dialog, smooth out ambient sounds, import songs, create music from Garageband and Soundtrack, and perform a final mix of audio levels. The course will also provide an introduction to setting up and recording ADR (automated dialog replacement) and foley sound effects.
Prerequisite: FILM 140 with a grade of "C" or better.
Type: T

FILM 240 Video Editing II 1-5-3
A continued hands-on workshop in digital video editing. Students will edit a variety of dramatic, informative, and experimental projects. There will be an increased focus on more complex editing techniques such as chroma keying, compositing, color correction, and advanced sound editing. Students will also gain more experience with creating chapters markers and authoring DVDs.
Prerequisite: FILM 140 with a grade of "C" or better.
Type: T

FILM 241 Video Editing III 1-5-3
A continued hands-on workshop in digital video editing. Students work on more complex projects of their own design. Examples could include music videos, short dramatic films, instructional videos, experimental videos, and trailers. There will be an increased focus on developing a more distinctive individual editing style, as well as continued practice with more advanced editing techniques like motion effects and compositing.
Prerequisite: FILM 240 with a grade of "C" or better.
Type: T

FILM 250 Moviemaking II 1-5-3
Continued hands-on experience with motion picture production, with an increased emphasis on working with actors through the stages of auditions, rehearsals, and principal photography. Students will also gain more in-depth experience with lighting, camera movement, and other aspects of digital cinematography. Working collaboratively, students will be expected to plan, shoot, edit, and screen a short narrative project of high quality.
Prerequisite: FILM 140 and FILM 150 with a grade of "C" or better.
Type: T

FILM 251 Moviemaking III 3-0-3
Continued hands-on experience with motion picture production with more emphasis on developing a unique creative vision as well as providing organized, professional leadership throughout all stages of the production process. All students will be expected to produce and direct their own short narrative project.
Prerequisite: FILM 250 with a grade of "C" or better.
Type: T

FILM 260 Documentary Moviemaking I 3-0-3
Provides an introduction to documentary movie production. Working individually or in pairs, students will research, plan, shoot, and edit an original short documentary movie. Students will also study some of the major types of documentaries (biographical, historial, ethnographic, experimental, issue-based, and others) and important documentary directors. The main focus of the course, however, will be production: identifying a good documentary subject, conducting interviews, shooting visually interesting footage, getting good location sound, and finding a story or pattern that can serve as an organizing principle while editing.
Prerequisite: FILM 140 and FILM 150 with a grade of "C" or better.
Type: T

FILM 261 Documentary Moviemaking II 3-0-3
Provides continued hands-on experience with documentary movie production. Each student will be expected to produce and direct a longer, more in-depth documentary which involves more research and higher production quality. Students will also be expected to conduct independent research into the work of a documentary filmmaker of their choosing.
Prerequisite: FILM 260 with a grade of "C" or better.
Type: T

FILM 262 Documentary Moviemaking III 3-0-3
Provides continued hands-on experience with documentary movie production. Students will begin work on a feature-length documentary. Emphasis will be placed upon pursuing funding and finding qualified crew people, interesting subjects, and locations. In addition, students will research options for marketing their finished documentary.
Prerequisite: FILM 261 with a grade of "C" or better.
Type: T

FILM 280 Digital Cinematography 3-0-3
This course provides hands-on instruction in cinematography skills useable in all modern motion-picture digital productions including narrative and documentary forms. Emphasis will be placed on the principles and application of motion-picture lighting, framing, composition, exposure, lenses, focusing, color balance and depth of field. Other topics include current broadcast standards, acquisition formats, codecs, and post-production procedures.
Prerequisite: FILM 150 with a grade of "C" or better.
Type: T

FILM 298 Special Topics in Film Production (1-3)-(0-5)-3
A hands on exploration of some aspect of film production. Topics will vary and may include (but are not limited to) the following: Specific aspects of the production process such as cinematography, lighting, production design, and acting for the camera; topics in postproduction such as sound design and visual effects; making motion pictures in specific genres such as experimental films, music videos, animation, etc.
Prerequisite: FILM 140 or FILM 150 with a grade of "C" or better, depending on the topic. Certain topics may include other prerequisites.
Type: T

Course Description Guide (continued)

FILM 299 Special Topics in Film Study 3-0-3
An in-depth study of some aspect of film. Topics will vary and may include (but are not limited to) the following: A specific period in film history; a particular cinematic movement or genre; significant film directors; exploration of a particular theme (e.g. love, death, war, family) in films from across different cultures and time periods.
Prerequisite: ENG 101 with a grade of "C" or better.
Type: T

Fire Science

FS 100 Fire Fighter A 3-2-4
This is the first of three courses designed to prepare a fire fighter trainee to become a Certified Fire Fighter according to standards set by the National Fire Protection Association. It includes instruction in fire service history and organization, fire fighter safey, fire behavior, personal protective equipment, portable fire extinguishers, water supply, fire hose, fire streams, and ladders.
Prerequisite: Coordinator permission and Active Member of a Fire Department
Type: C

FS 101 Principles of Emergency Services 3-0-3
This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.
Prerequisite: None
Type: C

FS 102 Fire Behavior & Combustion 3-0-3
This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.
Prerequisite: None
Type: C

FS 110 Fire Prevention 3-0-3
This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, indentification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.
Prerequisite: None
Type: C

FS 115 Fire Fighter B 2-2-3
This is the second of three courses designed to prepare a fire fighter trainee to become a Certified Fire Fighter according to standards set by the National Fire Protection Association. It includes instruction in rescue, building construction, forcible entry, ventilation, and fire control.
Prerequisite: FS 100
Type: C

FS 116 Building Construction for Fire Protection 3-0-3
This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.
Prerequisite: FS 100 or FS 101
Type: C

FS 120 Fire Service Vehicle Operator 1-0-1
This course is designed to give fire science personnel the basic knowledge and skills to safely perform fire servie vehicle operations according to state and national standards.
Prerequisitie: Coordinator Permission
Type: C

FS 130 Fire Fighter C 1-2-2
This is the third of three courses designed to prepare a fire fighter trainee to become a Certified Fire Fighter according to standards set by the National Fire Protection Association. It includes instruction in ropes and knots, fire protection systems, salvage, overhaul, protection of fire scene evidence, fire department communications, fire prevention, and public education.
Prerequisite: FS 115
Type: C

FS 131 Fire Protection Systems 3-0-3
This course provides information relating to the features of design and operation of fire alarm systems, water based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.
Prerequisite: FS 110 or FS 130
Type: C

FS 159 Fire Suppression & Rescue .5-.0-.5
This is a refresher course for active fire department personnel. The successful student shall possess the skills necessary to properly function as a member of a fire suppression and rescue company.
Prerequisite: Coordinator permission
Type: C

FS 160 Technical Rescue Awareness .5-0-.5
This course is designed to introduce the student to the risk of structural collapse, rope, confined space, vehicle and machinery, water, wilderness, and trench rescues.
Prerequisite: Coordinator Permission
Type: C

FS 170 Strategy & Tactics 3-0-3
This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equiment, and extinguishing agents on the fire grounds.
Prerequisite: FS 101 or FS 130
Type: C

FS 181 Haz Mat First Responder (1.5-3)-0-(1.5-3)
The successful student shall possess the skills necessary to operate as a Hazardous Materials First Responder at the Operations level according to national regulations and standards.
Prerequisite: Coordinator Permission
Type: C

FS 200 Fire Service Instructor I 3-0-3
The successful student shall possess the skills necessary to operate as a Fire Service Instructor I according to standards set by the National Fire Protection Association.
Prerequisite: FS 130
Type: C

FS 201 Fire Officer I 3-4-5
The successful student shall possess the skills necessary to operate as a Company Fire Officer according to standards set by the National Fire Protection Association.
Prerequisite: FS 130
Type: C

Course Description Guide (continued)

FS 205 Fire Apparatus Engineer 3-0-3
A study of the operation of fire apparatus and the theory of hydraulics as used in fire protection. Emphasis is placed on the safe and proper use of fire apparatus and the application of hydraulic principles in fire protection problems.
Prerequisite: FS 130.
Type: C

FS 206 Fire Protection Hydraulics 3-0-3
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.
Prerequisite: FS 110 or FS 130
Type: C

FS 210 Fire Service Instructor II 3-0-3
The successful student shall possess the skills necessary to operate as a Fire Service Instructor II according to standards set by the National Fire Protection Association.
Prerequisite: FS 200.
Type: C

FS 211 Fire Officer II 2-2-3
The successful student shall possess the skills necessary to operate as a Multi-Company Fire Officer according to standards set by the National Fire Protection Association.
Prerequisite: FS 201
Type: C

FS 231 Fire Service Administration 3-0-3
This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the perspective of the company officer.
Prerequisite: FS 101
Type: C

FS 233 Occup Safety & Health in EMS 3-0-3
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.
Pre-requisite: FS 101 or FS 130
Type: C

FS 237 Legal Aspects of FS 3-0-3
This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.
Prerequisite: FS 101 or FS 130
Type: C

FS 260 Vehicle Rescue Operations 3-0-3
The successful student shall possess the skills necessary to operate as a Rescue Technician at the Vehicle and Machinery Operations level according to standards set by the National Fire Protection Association.
Prerequisite: FS 160 or EMTP 105 or EMTP 110
Type: C

FS 262 Vertical Rescue Operations 3-0-3
The successful student in this course shall possess the rope rescue skills necessary to perform low angle rescue.
Prerequisite: FS 160
Type: C

FS 263 Vertical Rescue Technician 3-0-3
The successful student in this course shall possess the rope rescue skills necessary to perform high angle rescue.
Prerequisite: FS 262
Type: C

FS 264 Confined Space Rescue Operations 3-0-3
The successful student shall possess the skills necessary to perform a safe and effective confined space rescue at the operations level.
Prerequisite: FS 262
Type: C

FS 266 Trench Rescue Operations 2-0-2
The successful student shall possess the skills necessary to perform safe and effective trench rescue techniques at the operations level.
Prerequisite: FS 160
Type: C

FS 280 Hazardous Materials-Awareness (.5-1.5)-0-(.5-1.5)
This course is designed to provide the educational components required for individuals who may come in contact with a hazardous materials incident.
Prerequisite: None
Type: C

FS 282 Hazardous Materials Technician A 3-0-3
The successful student shall possess the skills necessary to operate at a hazardous materials incident as a First Responder at the Operations level and Hazardous Materials Incident Commander.
Prerequisite: FS 181
Type: C

FS 285 Hazardous Materials Chemistry 3-0-3
This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.
Prerequisite: FS 101 or FS 130
Type: C

FS 299 Special Topics in Fire Science (.5-4)-0-(.5-4)
Application of fire science principles to specific problems through case studies, simulation, special projects, or problem-solving procedures.
Prerequisite: Coordinator permission - Employed by a fire department or fire brigade.
Type: C

French

FREN 101 Elementary French I 4-0-4
This introductory language course foucuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in French. Students are also introduced to the history and cultures of the French-speaking world.
Prerequisites: Reading assessment score at ENG 92 level or completion of ENG 91.
Type: T

Course Description Guide (continued)

FREN 102 Elementary French II 4-0-4
This introductory language course is a continuation of FREN 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in French. Students are also introduced to the history and cultures of the French-speaking world.
Prerequisite: FREN 101 or consent of the instructor.
Type: T

FREN 201 Intermediate French I 4-0-4
Continued development of listening, speaking, reading and writing skills in French. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in French.
Prerequisite: FREN 102 or departmental approval.
Type: T

FREN 202 Intermediate French II 4-0-4
Continued development of listening, speaking, reading and writing skills in French. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in French.
Prerequisite: FREN 201 or departmental approval.
Type: T, IAI - H1 900

FREN 299 Special Topics in French (1-4)-0-(1-4)
An in-depth study of various areas in French language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.
Prerequisite: Sophomore standing and one year of French, or permission of instructor.
Type: T

GE - See Engineering

Geography

GEOG 143 Travel/Study Tour 3-0-3
An in-depth study of various world regions via travel. The regions emphasized vary each semester the course is offered. The course may be taken more than once for credit under different itineraries.
Prerequisite: None.
Type: T

GEOG 151 Geography of the United States and Canada 3-0-3
A systematic investigation of environmental conditions and geographic patterns of human activities in the United States and Canada. Attention is given to physiography, climate, human occupance patterns, economic activities, and human-environment relations.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

GEOG 152 World Regional Geography 3-0-3
The geographic study of the regions of the world. The interrelationships between the natural and cultural features are stressed. Attention is also given to the contemporary political status of the countries of the world and the new emerging states. Completion of this course fulfills the Third World culture requirement for graduation from Southwestern.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S4 900N

GEOG 202 Economic Geography 3-0-3
This course investigates the changing geography of the global economy. Topics covered include economic globalization, trade and investment, production, and regional development. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S4 903N

GEOG 240 GIS I 3-0-3
This course is a hands-on introduction to the Geographic Information Science (GIS) applications that are used to map and analyze geographic data in many industries. Students will learn fundamental concepts in cartography and geodetic science and learn to use GIS software to produce professional-quality maps and perform geographic data analysis.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

GEOG 241 GIS II 3-0-3
In this course, students will both expand their conceptual understanding of Geographic Information Science and learn additional practical GIS software skills. The course focuses on remote sensing and raster GIS, with additional attention given to preparing data for GIS analysis and cartographic visualization
Prerequisite: Completion of GEOG 240 with a grade of "C" or better.
Type: T

GEOG 299 Special Topics in Geography (1-3)-0-(1-3)
An in-depth study of selected areas of geography. Individual research is emphasized. Topics vary each semester. This course may be taken more than once for credit under different topics.
Prerequisites: Sophomore standing, one course in geography and/or instructors written approval.
Type: T

German

GERM 101 Elementary German I 4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in German. Students are also introduced to the history and cultures of the German-speaking world.
Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.
Type: T

GERM 102 Elementary German II 4-0-4
This introductory language course is a continuation of GERM 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in German. Students are also introduced to the history and cultures of the German-speaking world.
Prerequisite: GERM 101 or consent of instructor.
Type: T

GERM 201 Intermediate German I 4-0-4
Continued development of listening, speaking, reading and writing skills in German. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in German.
Prerequisite: GERM 102 or departmental approval.
Type: T

Course Description Guide (continued)

GERM 202 Intermediate German II 4-0-4
Continued development of listening, speaking, reading and writing skills in German. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in German.
Prerequisite: GERM 201 or departmental approval.
Type: T, IAI - H1 900

GERM 299 Special Topics in German (1-4)-0-(1-4)
An in-depth study of various areas in German language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.
Prerequisite: Sophomore standing and one year of German, or permission of instructor.
Type: T

GT - See Technical Math

Health

HLTH 151 Personal Health and Wellness 2-0-2
A study of vital health principles and problems using a wellness approach. Emphasis will be on the importance of making healthy lifestyle choices that affect individuals, families, and communities.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

HLTH 152 First Aid-Medical Self Help 2-0-2
Designed to teach the student emergency care to be given to a victim in cases of accidental and sudden illness in the school, home and community until the services of emergency personnel can be obtained. Successful completion of the course will lead to a certification from the American Red Cross in Adult, Child, and Infant CPR and Standard First Aid.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

HLTH 154 Nutrition, Exercise, & Weight Mgmt 2-0-2
Designed to help the student better understand the relationship of dieting and exercise to obesity. Emphasis will be on the practical application of effective methods of weight management, including physical and behavior approaches. Fad diets, eating disorders, common problems of dieting, and proper eating habits will be studied.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

HLTH 164 Consumer Health 3-0-3
This course is designed to help the student develop the skills and strategies necessary to make intelligent decisions regarding the purchase and the use of health products and services.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

Health Information Technology

HIT 101 Health Information Intro 1-2-2
Introduction to the medical record field, including orientation to the hospital and ambulatory care settings, the medical record department, the medical record, the medical staff, the medical record technician, the medical record administrator, the American Health Information Management Association, ethics, JCAHO, and forms design. The student practices basic medical record techniques in the college laboratory and observes medical record department functions through field trips to area health care facilities.
Prerequisite: Program admission.
Type: C

HIT 110 Health Information Nomenclature I 2-0-2
This course is designed to introduce the student to the nomenclature used in the health information fields so that he/she may function professionally as he/she engages in oral and written communication, record analysis, coding, quality assurance studies, abstracting medical data, research, teaching and training employees, and preparing reports using medical language.
Prerequisite: Program admission.
Type: C

HIT 151 Introduction to Pathology 3-0-3
This course is designed to introduce the student to the study of diseases and medical conditions. Through this class the student will acquire knowledge about surgical procedures used to treat these diseases. In addition, the student will learn about medications, laboratory tests and diagnostic resources used to detect and inhibit these conditions.
Prerequisites: HIT 101 and HIT 110 all with a grade of "C" or better.
Type: C

HIT 160 Health Data Management 1-2-2
Continued study of medical record practices including: computer applications and medical record functions, filing systems, assembly, quantitative and qualitative analysis, correspondence procedures, and resume writing. The student practices basic medical record techniques in the college laboratory, and observes overall medical record department functions through field trips to area health care facilities.
Prerequisite: HIT 101 with a grade of "C" or better.
Type: C

HIT 161 Microcomputer Applications in HIT 1-4-3
This course will provide an overview of basic computing concepts with emphasis on healthcare applications, the computerized medical record, and the health information management department. The software laboratory assignments will focus on computer techniques in spreadsheet design, database management, word processing, and other healthcare application software.
Prerequisites: HIT 110 and HIT 101 all with a grade of "C" or better, OAT 146 or OAT 130, OAT 131 & OAT 132
Type: C

HIT 170 Health Information Nomenclature II 2-0-2
This course is a continuation of Health Information Nomenclature I. It is designed to teach the student proper spelling, pronunciation and meanings of medical terms. It is vitally important for the student to be able to converse with other health care providers in a professional manner. Understanding medical nomenclature is one of the basics needed to accomplish this. This course will also assist medical records students to sufficiently analyze and evaluate medical records.
Prerequisite: HIT 110 with a grade of "C" or better.
Type: C

Course Description Guide (continued)

HIT 200 Health Care Delivery 3-2-4
The continued study of nomenclature and classification systems; indexes and statistical reports of medical information; information handling and computer technology; Federal structure as it relates to the medical field; Problem Oriented Medical Record: Quality Assurance; Utilization Review; Registries, Hospice and Diagnosis Related Groups.
Prerequisite: HIT 160 with a grade of "C" or better.
Type: C

HIT 210 Health Statistics 2-2-3
The study of vital and public health statistics; in-depth study of hospital statistics; sources, definitions, collection, reporting; presentation of data. Two lecture hours per week; two laboratory hours per week.
Prerequisites: HIT 151, HIT 160, HIT 161, and HIT 170 all with a grade of "C" or better.
Type: C

HIT 220 Coding 2-4-4
Introduction of the International Classification of Diseases 9th Revision-Clinically Modified coding system with emphasis on diseases, injury, and operation codes. Application of ICD-9-CM coding practices to diagnostic related grouping.
Prerequisites: HIT 151, HIT 160, HIT 161, and HIT 170 all with a grade of "C" or better.
Type: C

HIT 230 Practicum I 0-10-2
The student is assigned to a local hospital's medical record department to practice the theory and techniques of the classroom.
Prerequisites: HIT 151, HIT 160, HIT 161, and HIT 170 all with a grade of "C" or better.
Type: C

HIT 240 CPT Coding 1-2-2
Instruction to cover basic principles of CPT/HCPS Coding System; sequencing of codes and impact on reimbursement. Students will gain information about APC grouping, chargemaster, and medical necessity.
Prerequisite: HIT 220 with a grade of "C" or better.
Type: C
(Pending ICCB Approval)

HIT 250 Medicolegal Aspects 2-0-2
Study of the medical record as a legal document; confidential communications, release of information, the medical record in court, consents, authorizations and releases.
Prerequisites: HIT 210, HIT 220, and HIT 200 all with a grade of "C" or better.
Type: C

HIT 260 Practicum II 0-15-3
Continuation of Health Information Practicum I.
Prerequisites: HIT 230 with a grade of "C" or better.
Type: C

HIT 270 Health Information Management 2-2-3
Covers the basic principles of management, supervision and budgeting as it applies to the health information profession. Expanded study into more advanced coding application. Includes also a basic overview of quality improvement processes and investigates health care delivery in the long term care settting.
Prerequisites: HIT 200 with a grade of "C" or better.
Type: C

Health Related Occupations

HRO 100 Medical Terminology 1-0-1
A course designed to provide an introduction to medical terminology through the study of word roots, prefixes and suffixes.
Prerequisite: None.
Type: C

HRO 105 Nurse Assistant 4.5-3-6
An introduction to health care, this course is approved by the Illinois Department of Public Health to certify nurse assistants to perform simple and basic nursing functions under the supervision of a nurse. Graduates may be employed by hospitals, long-term care institutions and home-health agencies. Applicants must be 16 years of age, in good physical and emotional health, and have good interpersonal communication skills. The course includes anatomy and physiology, medical terminology, personal care of patients, body mechanics, vital signs and special treatments. Clinical experience will be provided in area nursing homes and hospitals. The program is offered in either accelerated (6 weeks) or extended (16 weeks) time frame. Students may be dropped from a program if they fail to pass the criminal background check as required by IDPH, meet IDPH attendance policies, or fail to pass other clinical agency requirements.
Prerequisite: None.
Type: C

HRO 115 Ward Clerk 4.5-3-6
In one semester, this course will prepare you for employment in a hospital or nursing home as a ward clerk. The course includes medical terminology, communication skills, charting responsibilities and transcription of doctors orders. Applicants must be high school graduates or have a GED, be in good physical and emotional health, have some typing ability, and have good interpersonal communication skills. Enrollment is limited by clinical facilities.
Prerequisite: None.
Type: C

HRO 120 Pharmacology 3-0-3
This course is designed to study the classification of drugs, their actions and effects within the human body. Study will include indications, side effects, adverse reactions, dosages and administration. Legal aspects will also be included in course content.
Prerequisite: None.
Type: C

HRO 150 Fundamentals of Nutrition 2-0-2
A presentation of normal nutrition emphasizing the purpose of nutrition, the food nutrients and sources, dietary application of nutrition to meet the needs of the normal, altering dietary needs to comply with age, cultural and regional differences, and some modifications for illness and disease.
Prerequisite: None.
Type: T

HRO 160 Medical Terminology 3-0-3
A course designed to provide an in-depth study of medical terminology as it relates to the structure and function of the human body in health and disease.
Prerequisite: None.
Type: C

Course Description Guide (continued)

HRO 299 Probs in Health Related Occupations (.5-4)-(1-2)-(.5-4)
The study of problems facing workers in the health care delivery system. Application of allied health occupation principles to specific problems through case studies, simulation, special class projects or problem-solving procedures.
Prerequisite: None.
Type: C

Heating, Ventilation, Air Conditioning, and Refrigeration

HVAR 100 Fitting, Fusion and Fabrication 2-4-4
Practical welding, soldering and brazing of copper, aluminum and steel tubing will be covered. Several joining processes will be used to fabricate and repair the various connections and fittings used in air conditioning systems. Black iron and galvanized pipe, pipefittings, and hand valves for water and gas will be discussed, as well as PVC pipe and connections.
Prerequisite: None.
Type: C

HVAR 101 Refrig. & A.C. Principles I 2-4-4
Maintenance and repair of single unit portable air conditioners. Emphasizes checking compressor and air circulator. Basic refrigeration theory and component application. Refrigerant recovery and recycling processes will be demonstrated.
Prerequisite: HVAR 103 or concurrent enrollment, or approval of coordinator.
Type: C

HVAR 103 Basic Electrical Controls & Systems 2-4-4
Introduction to basic electricity, electrical test equipment, wiring diagrams, electrical symbols and electrical motors. The course also includes an introduction to residential air conditioning and heating controls.
Prerequisite: None.
Type: C

HVAR 152 Advanced Refrig. & A.C. Principles 2-4-4
An advanced course in air conditioning and refrigeration. Different types of units will be discussed with emphasis on split system air conditioners. Refrigerant recovery and recycling processes will be demonstrated.
Prerequisite: HVAR 101 or approval of coordinator.
Type: C

HVAR 153 Heating Fundamentals 2-4-4
Introduces the student to four major categories of heating systems, gas-fired forced-air, oil heating, hydronics, and electric furnaces. The basic configurations, components, and controlling systems for each category will be covered and compared to the others. Troubleshooting for each type of heating system will also be discussed.
Prerequisite: HVAR 103 or approval of coordinator.
Type: C

HVAR 201 Psychrometrics & Load Calculations 3-2-4
Contains ventilation and air conditioning basics with emphasis placed on psychrometrics and heat load calculations in order to determine equipment size needed for specific applications of both winter and summer air conditioning.
Prerequisite: HVAR 152 or concurrent enrollment in HVAR 152.
Type: C

HVAR 202 Commercial Refrigeration I 2-4-4
Introduces the components that make up commercial refrigeration systems as well as their application within the systems. Troubleshooting and repair of commercial refrigeration systems are introduced. Testing of compressors, metering devices, evaporators, condensers and specialty controls are emphasized.
Prerequisite: HVAR 101 or concurrent enrollment in HVAR 101.
Type: C

HVAR 203 High Efficiency Heating Systems 1-2-2
Emphasizes changes that have occurred in recent years in the field of heating technology. Includes the introduction of pulse furnaces, condensing furnaces, sealed combustion systems, and advanced electronic ignition systems. Solid state control modules will also be introduced.
Prerequisites: HVAR 103 and HVAR 153 or approval of coordinator.
Type: C

HVAR 205 Commercial Icemakers & Watertreatment 2-2-3
Covers the treatment of the water used in commercial ice machine applications as well as the treatment needed to insure proper machine function. Public health considerations will be covered as will calcium build-up and proper cleaning procedures. Several types of commercial icemakers will be discussed from the standpoint of how they function, how they are controlled, and troubleshooting procedures.
Prerequisites: HVAR 101, HVAR 103, HVAR 152 or approval of coordinator.
Type: C

HVAR 206 Commercial Refrig Load Calculations 1-0-1
Heat load calculations for walk-in coolers and freezers based on the product load. The sizing of the refrigeration equipment required for the walk-in cooler or freezer will also be covered.
Prerequisites: HVAR 101, HVAR 152, HVAR 202 or approval of coordinator.
Type: C

HVAR 207 Commercial Refrig. Transition 1-2-2
The procedures that must be followed to successfully change out the CFC refrigerants currently in use in commercial refrigeration are covered in this course. Step by step cleanup procedures, refrigerant oils and the characteristics are emphasized in this course.
Prerequisites: HVAR 101, HVAR 152, HVAR 202 or the approval of the coordinator.
Type: C

HVAR 208 Intro to HVAR Computer Applications 1-1-1.5
This course is designed to introduce the student to the use of computer related HVAR aids such as computerized load calculations, online job searches and HVAR training aids.
Prerequisite: Approval of the coordinator
Type: C

HVAR 210 Mech Codes & Installation Practices 2-4-4
Students will learn how to install various major appliances. Plumbing and venting codes as set forth in the local codes will be discussed.
Prerequisites: None.
Type: C

HVAR 211 Distribution Panels & Elect Building Wiring 2-4-4
Students will learn how to install, repair, and estimate costs for wiring in residences and commercial establishments for appliances.
Prerequisites: None.
Type: C

Course Description Guide (continued)

HVAR 212 Princ. Of Domestic Refrig & Freezers 2-4-4
Fundamentals of capillary systems, defrost timers, repair and replacement of refrigerator components with practical application of temperature and heat pressure under normal household conditions for refrigerators. Refrigerant recovery and recycling processes will be demonstrated.
Prerequisite: HVAR 101
Type: C

HVAR 251 Commercial Refrigeration II 2-4-4
Commercial refrigeration systems designs identified and component efficiency studies are made to help explain the overall make-up of commercial refrigeration systems. Troubleshooting of these systems is emphasized.
Prerequisite: HVAR 202 or approval of coordinator.
Type: C

HVAR 252 Air Conditioning & Htg Sys. Design 2-4-4
Using blueprints and heat load information, the student designs air conditioning and heating distribution systems. The student is introduced to commercial roof top air conditioning units in this course.
Prerequisite: HVAR 152 or concurrent enrollment in HVAR 152.
Type: C

HVAR 253 Licensing & Certification Prep 3-0-3
The course consists of a series of practice tests over a wide variety of subjects. These subjects include: residential heating, residential cooling, heat pumps, light commercial equipment, commercial equipment, mechanical installation practices, as well as some major appliance topics. The tests are designed to help the student prepare for any type of certification test that he/she may be required to take.
Prerequisite: 12 Hours of HVAR courses completed or approval of coordinator.
Type: C

HVAR 256 Advanced Elect. Controls & Systems 2-4-4
A review of basic controls and circuitry leading to advanced air conditioning, heating and refrigeration controls and circuitry as well as solid state electronics controls.
Prerequisite: HVAR 103 or approval of coordinator.
Type: C

HVAR 257 Internship 0-(2.5-20)-(.5-4)
Gives the students occupational experience while completing the prescribed course of study in HVAR. This is an elective to provide on-the-job experience for the student entering the Air Conditioning, Heating and Refrigeration field. The student must complete 320 hours of work experience for four semester hours of credit.
Prerequisites: 12 hours of HVAR courses completed and approval of the coordinator
Type: C

HVAR 258 Natl Electrical Code Interpretation 3-0-3
Advanced studies of the terms and concepts that are required for proficiency in interpretation of electrical codes and regulations. Based on the National Electrical Code and a review of practical electrical field knowledge and industrial/residential qualifying exams. This course prepares the student for future career advancements that involve testing by various regulatory agencies. Of particular interest to electricians, contractors, inspectors, and pre-architecture/ engineering students.
Prerequisite: None
Type: C

HVAR 260 Refrigerant Transition/Recovery Cert .5-0-.5
Prepares individuals with a basic knowledge of air conditioning and refrigeration to successfully pass an environmental protection agency approved certification exam. This exam will allow the individual to work in the refrigeration and air conditioning industry.
Prerequisite: None.
Type: C

HVAR 262 Air Delivery Systems Mtls. & Mthds. 0-2-1
Introduces sheet metal components necessary to physically install a heating and air conditioning system. Tools and assembly will also be covered.
Prerequisite: None.
Type: C

HVAR 263 Heat Pumps 2-2-3
Introduces air-to-air and ground source heat pump systems. Components unique to heat pumps will be discussed, along with their function in the system. Control systems and troubleshooting will be covered. Emphasis will be placed on the selection of components and the installation of heat systems.
Prerequisite: HVAR 152 or approval of coordinator.
Type: C

HVAR 299 Special Problems in HVAR 4-0-4
This course is designed to meet the needs of students requiring instruction on special topics or problems in the heating, ventilation, air conditioning and refrigeration field. This course provides the student with the knowledge and/or skills necessary to address the particular topics or problems outlined in the course syllabus.
Prerequisite: Approval of the coordinator.
Type: C

History

HIST 101 World Civilization I 3-0-3
A survey of world history from the birth of civilization to the end of the religious wars in the seventeenth century. Subjects discussed will include the evolution of Greek, Roman, Chinese, Japanese, Islamic, and native American civilizations; the development of the great world religions; and the birth and growth of Europe. The course will conclude with a discussion and a review of the European wars of religion.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 912N

HIST 102 World Civilization II 3-0-3
This course is a survey of world history from the mid-seventeenth century to modern times. Subjects discussed include the stabilization and growth of Europe, Europe's impact on the Americas, the development of non-Western civilizations, the age of Enlightenment and revolution in Europe, the development of industrialization, nationalism, imperialism, and the major events of the twentieth century.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 913N

Course Description Guide (continued)

HIST 114 Latin American History 3-0-3
This course is a review of the history and development of Latin America, beginning with the peopling of the Western hemisphere and the evolution of the native states of Central and South America. Specific subjects covered include the Spanish conquest and its effects on the Americas, the Latin American revolutions and the post-revolutionary period, and the rise and development of the modern Latin American states. The course concludes with a review of modern development and current events in Latin America. Completion of this course fulfills the non-western culture requirement for graduation from Southwestern Illinois College.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.Type: T, IAI - S2 910N

HIST 115 Mid-East History 3-0-3
An introduction to the area and nations which comprise the Middle East. The historical, political, and religious evolution of the Middle East will be reviewed, along with the development and current status of regional and national problems which confront the area. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 918N

HIST 117 African History 3-0-3
A broad overview of the historic, economic, political and social development of the African Continent. Particular emphasis will be upon the background of this area and how this impacted its development and importance to the industrialized world as we approach the 21st century. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 906N

HIST 118 Asian History 3-0-3
The course is an introduction to the area and nations which comprise Asia. The historical, political, and religious evolution of Asia will be reviewed, along with the development and current status of regional and national problems which confront the area. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern Illinois College.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 908N

HIST 151 European Civilization I 3-0-3
A survey of European history from 1300 to the Napoleonic era. The course includes a review of the political, social, economic, religious, and cultural accomplishments of the European people as they developed new social orders and national states, new commercial and industrial organizations, and international alliances and rivalries.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 152 European Civilization II 3-0-3
This course begins with a review of the French Revolution and the Napoleonic era. Course topics also include the Industrial Revolution, nineteenth century political revolutions, and the growth of nationalism and imperialism. World War I, the inter-war years, and World War II will be reviewed, as well as the Cold War, the demise of the Soviet Union, and contemporary European developments.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 903

HIST 154 History Travel/Study Tour 3-0-3
An in-depth historical study of various regions via travel. The regions emphasized vary each semester the course is offered. The course may be taken more than once for credit with different itineraries.
Prerequisite: None
Type: T

HIST 160 Survey of British History I 3-0-3
Survey of British History from early Britons to 1714. Topics covered include early Britons and Roman invasions, emergence of England, Norman Conquest and relations with Europe, conquest of Wales, wars between England and Scotland, Henry VIII and English Reformation, 1688 Revolution, Parliament, House of Windsor.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 161 Survey of British History II 3-0-3
Survey of British History from 1714 to present. Topics covered include Whigs, Tories, and Walpole as "first Prime Minister," Scotland, Wales and "Celtic Nationalism," Irish question, growth of British Empire in India and North America, American Revolution, Industrial Revolution, Gladstone Disraeli and Victorian Britain socialism, Common Market, Britain today.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 180 U.S. History to 1865 3-0-3
The development of the American civilization starting with the European background and ending with the Civil War. Includes the Age of Discovery; the period of colonization of the Spanish, French, Dutch and English; the American Revolution; the early years of the Republic; the development of the Constitution; the War of 1812; the growth of nationalism and manifest destiny; and the Civil War.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 900

HIST 181 U.S. History, 1865 to the Present 3-0-3
The course begins with the Reconstruction period, and includes the transformation of America from an agrarian to urban civilization with emphasis on politics, business, finance, labor and society. Among the topics covered are the end of Isolation, the Populist and Progressive movements, World War I, the Roaring Twenties, the Great Depression, World War II, the Cold War, the emergence of the Civil Rights Movement, the Sixties, and National Politics: 1968-1998.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 901

Course Description Guide (continued)

HIST 230 African-American History 3-0-3
A course designed to study the African-American impact on the economic, political and cultural institutions of the United States. The range includes the topics of slavery prior to the Civil War, the war itself, reconstruction and establishment of the Jim Crow system. Included in this course is an examination of the role of the African-American in the 20th century and the Civil Rights movement.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 232 United States at War 3-0-3
This course attempts to identify the social, cultural, economic, diplomatic and political influences of war on life in the United States. It also examines the causes, diplomacy, battles, leaders, and results of the different wars. The course covers the Revolutionary War to the conflict in the Persian Gulf.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 234 American Civil War 3-0-3
A survey of United States history from the early 1800s to the end of Reconstruction. The primary focus will be on the American Civil War, with emphasis on grand strategies, campaigns, and major military and political leaders. Changes and developments in society, economics, and politics that resulted from turbulent period will also be examined.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 250 20th Century Western Civilization 3-0-3
A survey of 20th century Western civilization that includes a review of the definitions, causes, and effects of the major forces that have influenced the development of modern Western societies.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 282 Russian History 3-0-3
Aimed at acquainting the student with Russia and its past, the course is divided into four broad periods, including ancient Russia to the rise of the Kievan state, Kievan domination to the birth of modern Russia under Ivan III, Russia under the Tsars to the Revolution in 1917, and the Revolution to Khrushchev, the Cold War, and the end of the Soviet Union. Each period will be studied as a separate unit contributing to the overall history of Russia.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 286 History of Religion 3-0-3
A survey of the history of the world's religions with an emphasis upon each faith's origins, important leaders, mythology and doctrine, organizational development, and influence upon society. Primal religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shinto, Judaism, Christianity, and Islam are among the religions examined. The approach of the course is open and unbiased, promoting the intellectual study of religion. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Recommended Prerequisite: HIST 101 or HIST 151.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H5 904N

HIST 288 History of Illinois 3-0-3
A survey of Illinois culture and history beginning with native American population through the appearance of the Europeans to the present day. Changes and developments in Illinois society, economics, and politics will also be examined.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 292 U.S. History Since 1945 3-0-3
The course involves concentration in areas of U.S. history since 1945. Includes the roles played by women, minorities, the business labor movement, cultural patterns, the civil rights movement, presidential administrations, the cold war, and foreign policy. U.S. foreign policy will be examined from the prewar era to the present day.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 299 Special Topics in History (1-3)-0-(1-3)
An in-depth study of history presented by discussions and/or individual research and reading by the student. Topics vary each semester. This course may be taken more than once if different topics are discussed.
Prerequisites: Sophomore standing, one year of history and divisional approval.
Type: T

Horticulture

HORT 102 Intro to Horticulture 3-0-3
This course teaches the basic principles in the science and art of growing fruits, vegetables, flowers or ornamental flowers. It is required of all first-year students in the program unless requirement is waived by divisional approval.
Prerequisite: None.
Type: C

HORT 112 Media & Fertility 6-0-6
This course contrasts the nature and properties of artificial soils and their fertility with natural soils. Media and fertility requirements for hydroponics, vegetables, bedding plants, nursery stock in the greenhouse and outdoors are discussed. Special emphasis is placed on soil sterilization, preparation of media, irrigation and drainage, liquid fertilization, and time-released fertilizers. (Offered fall)
Prerequisites: HORT 102 and either BIOL 101 or BIOL 151, or approval from Program Coordinator.
Type: C

Course Description Guide (continued)

HORT 120 Container Gardening 2-0-2
This course is designed to teach students the art, skill, and technique of container gardening. Slection of appropriate containers, media, and plant materials for various types of container gardens and the maintenance of these container gardens will be the primary focus.
Type: C
(Pending ICCB Approval)

HORT 132 Garden Center & Nursery Mgmt 4-0-4
The study of cultural and production practices, such as propagation by seeding, cutting and grafting. It also teaches nursery management and layout, including purchasing, marketing, and pricing.
Prerequisite: HORT 102 or approval from Program Coordinator.
Type: C

HORT 135 Turf Management 4-0-4
The study of grass types, uses, land preparation, seeding, sodding, irrigation, fertilization, pests and management practices of turf. (Offered summer)
Prerequisite: HORT 102 or approval from Program Coordinator.
Type: C

HORT 136 Identification & Use of Ornamentals 3-0-3
The study of the identification, ecology and use of ornamental plants, woody and herbaceous plants, deciduous trees, shrubs, and ground covers. (Offered fall)
Prerequisite: HORT 102 or approval from Program Coordinator.
Type: C

HORT 152 Greenhouse Management 4-0-4
The study of watering, fertilization, ventilation, temperature, humidity, light and general management practices of greenhouses. (Offered spring)
Prerequisite: HORT 102 or approval from Program Coordinator..
Type: C

HORT 165 Floral Design I 2-0-2
The study of basic design principles, decorative uses and arrangements of flowers, foliages, and accessories. (Offered spring and fall)
Prerequisite: None.
Type: C

HORT 168 Floral Shop Management 3-0-3
This is a study of the retail florist industry, its problems and its rewards. Topics include procedures for setting up, financing and managing a flower shop. Basic information on practical standards and prospects, personal qualifications, and an introduction to operating problems.
Prerequisite: HORT 165 or approval from Program Coordinator. (Offered fall of even numbered years)
Type: C

HORT 175 Home Gardening 3-0-3
The study of lawn care, plantings, seedlings, flowers, fruits, vegetables, trees and shrubs with the homeowner in mind. (Every semester as a telecourse and classroom in the spring)
Prerequisite: None.
Type: C

HORT 185 Use of Horticultural Equipment 3-0-3
The emphasis of this course is the use of modern equipment and its maintenance and care. Structures and construction methods ranging from cold frames to refrigerated storage houses are also studied. (Offered fall of odd numbered years.)
Prerequisite: None.
Type: C

HORT 195 Indoor Plant Culture and Gardening 3-0-3
The student will learn identification, culture techniques and propagation of foliage and conservatory plants, with uses in accenting interior decor. (Offered fall of odd numbered years)
Prerequisite: HORT 102 or approval from Program Coordinator.
Type: C

HORT 215 Horticultural Diagnostics 2-2-3
A diagnostic approach to plant problems is given using a systematic evaluation of the site and affected plants. Diagnostic tools and sampling are discussed. Examples of noninfectious disorders, insects, infectious diseases, as well as environmental problems are presented. (Offered fall)
Prerequisite: HORT 102 or concurrent enrollment in HORT 102.
Type: C

HORT 226 Landscaping 3-0-3
This course teaches the principles of design in landscaping, site analysis, construction and costs with the aid of drawings, models and case studies.
Prerequisite: HORT 136 or concurrent enrollment in HORT 136, or approval from Program Coordinator. (Offered spring)
Type: C

HORT 227 Landscape Construction 2-2-3
This course covers the techniques and use of materials for constructing various small landscapes. It will provide the basic knowledge and skills needed for planning and constructing garden terraces, walks, fences, benches, garden pools, outdoor lighting, etc.
Prerequisite: HORT 226 or approval from Program Coordinator.
Type: C

HORT 228 Computer-Aided Landscaping 1-4-3
In this course students will use a current computer software package to create two-dimensional and perspective views, as well as three-dimensional presentations of landscape designs. They will create photorealistic color designs, generate professional drawings, and produce detailed estimates that match the landscape plans.
Prerequisite: HORT 226 or approval from Program Coordinator.
Type: C

HORT 232 Irrigation & Design 2-2-3
The study of the principles of irrigation with an emphasis on turfgrass.
Prerequisite: HORT 135 or approval from Program Coordinator.
Type: C

HORT 235 Advanced Turf Management 3-0-3
Topics covered in this course include grass types, uses, land preparation, seeding, sodding, irrigation, fertilization, pests, and management practices of turf. (Offered fall of odd-numbered years)
Prerequisite: HORT 135 or approval from Program Coordinator.
Type: C

HORT 237 Arboriculture 3-0-3
The study of production of trees, shrubs and herbaceous plants as well as their placement, cultivation, arrangement and management for ornamental use. (Offered spring of even-numbered years)
Prerequisite: HORT 132 or approval from Program Coordinator.
Type: C

HORT 242 Fruit Production 3-0-3
The study of the science and practice of growing, harvesting, handling, storing, processing, and marketing of fruits. It is designed to present students with the scope of tree fruits, brambles, and other fruits commonly grown in the area.
Prerequisite: HORT 102 or approval from Program Coordinator.
Type: C

Course Description Guide (continued)

HORT 252 Advanced Greenhouse Management 3-0-3
Commercial crop production and management practices including cultural and technical aspects, and management of personnel, records and overhead. (Offered fall of even numbered years)
Prerequisite: HORT 152 or approval from Program Coordinator.
Type: C

HORT 266 Floral Design II 2-2-3
This is an advanced floral design course with emphasis on artistic qualities and sympathy of occasional flower arrangements. (Offered fall)
Prerequisite: HORT 165 or approval from Program Coordinator.
Type: C

HORT 267 Floral Design III 2-2-3
This is an advanced floral design course stressing the preparation of bridal designs and theme development. (Offered spring)
Prerequisite: HORT 165 or approval from Program Coordinator.
Type: C

HORT 268 Floral Design IV 3-0-3
This ia an advanced floral design course stressing exploration of Ikebana and Eurostyle designs and philosophies with final development of personal and commercial expression using the total floral medium.
Prerequisites: HORT 266 or HORT 267 or approval from Program Coordinator.
Type: C

HORT 275 Grounds Maintenance 4-0-4
This course emphasizes practical applications of grounds management techniques which are approached abstractly in other horticulture classes. When possible, the school facilities will be used as examples, but area parks, cemeteries, and other real estate complexes will also be visited. (Offering spring of odd-numbered years)
Prerequisites: HORT 132 and HORT 135, or approval from Program Coordinator.
Type: C

HORT 278 Horticultural Pest Management 3-0-3
This course will cover pesticide laws and liability, safety, formulations, application equipment, equipment calibration, record keeping, integrated pest management, insects, diseases, weed, and environmental considerations. (Offered every fall)
Prerequisite: HORT 102 or approval from Program Coordinator.
Type: C

HORT 287 Supervised Intern Employment 0-10-2
This course allows students to earn academic credit for supervised on-the-job experience at local horticulture businesses. Students will apply skills learned within the horticulture curriculum.
Prerequisite: Coordinator approval.
Type: C

HORT 288 Supervised Intern Employment 0-20-4
This course allows students to earn academic credit for supervised on-the-job experience at local horticulture businesses. Students will apply skills learned within the horticulture curriculum.
Prerequisite: Coordinator approval.
Type: C

HORT 289 Supervised Intern Employment 0-(10-30)-(2-6)
This course allows students to earn academic credit for supervised on-the-job experience at local horticulture businesses. Students will apply skills learned within the horticulture curriculum.
Prerequisite: Coordinator approval.
Type: C

HORT 290 Geographical Hort 3-0-3
The study of various horticultural industries and the reasons for their locations in specific geographical regions.
Prerequisite: None.
Type: C

HORT 298 Horticultural Project 2-0-2
The student will propose, plan, budget time and labor, and complete a project within their Horticultural option. This will include a final presentation before the Horticultural Advisory Committee and other members of the Horticultural community to demonstrate a proficiency in an area of Horticulture
Prerequisite: HORT 102, 132, 135, 136, 152, 226, 287, and 288, or Coordinator approval.
Type: C

HORT 299 Special Topics in Horticulture (1-4)-(0-4)-(1-6)
Application of horticulture principles to specific problems through case studies, simulation, special projects or problem-solving procedures.
Prerequisite: Varies depending on topic.
Type: C

Human Services Technology

HMS 100 Introduction to Human Services 3-0-3
This course provides an introduction to the field of human services as preparation for advanced study or employment in the human services profession. Beginning with historical developments, the course will present issues encountered in the field and techniques and resources for intervention. An overview of human services ethics, research, model programs, and policies will be covered. In addition, various specializations including youth care, rehabilitation, criminal justice, and elder care services will be discussed.
Prerequisite: Reading assessment score above the ENG 92 level or completion of ENG 91 (if applicable) and concurrent enrollment in ENG 92.
Type: T

HMS 200 Human Services Applications 3-0-3
This course provides an overview of the skills and applications necessary to work in the field of human services. This course also serves as elective preparation for advanced study in the human services profession. Specific issues encountered in the field will be addressed in regards to current ethical and professional standards, policy, procedures, and practice. The diversity of special populations and the interdependent relationships of community organizations designed to meet their needs will be examined.
Prerequisite: Completion of HMS 100 with a grade of "C" or better.
Type: C

HMS 250 Human Services Seminar 3-0-3
This seminar provides coursework essential to preparation for the transition from the classroom to the "real world." Various issues will be covered such as the purpose and goals of supervision and encountering diverse populations. The practice of critical thinking skills and an emphasis on legal and ethical concerns will be discussed. Maintaining perspective will be addressed when dealing with common major problems such as poverty and homelessness, chemical dependency and substance abuse, sexually transmitted diseases including HIV/AIDS, and death and dying. Planning for the future including networking, interviewing strategies, professional certifications, and advanced degrees will be examined.
Prerequisite: Completion of HMS 200 with a grade of "C" or better.
Type: C

Course Description Guide (continued)

HMS 280 Human Services Practicum 0-20-4
This course provides supervised experience in various human services agencies and specializations. Clinical exposure provides students with the opportunity to practice concepts and skills learned throughout the Program. Students will be required to sign a Code of Ethics Compliance before entering fieldwork.
Prerequisite: Completion of HMS 100, HMS 200, and HMS 250 with a grade of "C" or better. Students must sign a waiver for a criminal background check.
Type: C

Independent Study

IND 296 Independent Study (1-4)-(0-6)-(1-4)
For the student with the unique capability and unusual interests. Designed cooperatively between the student and the division with a faculty adviser assigned to the student by the dean to guide the student and evaluate progress.
Prerequisite: Assignment of faculty advisor by dean.
Type: T

Industrial Mechanics

IML 101 O.S.H.A. Awareness .5-0-.5
This course familiarizes the student with the industries' regulatory agencies (EG. O.S.H.A, E.P.A., & D.O.T.)
Prerequisite: None.
Type: C

IML 102 Hazard Communication (HAZCOM) 1.5-0-1.5
This course covers the procedures Occupational Safety and Health Administration (O.S.H.A.) and Environmental Protection Agency (E.P.A.) will regulate to the industry. Students will be trained in the handling, storage, and compliance of hazardous materials.
Prerequisite: None.
Type: C

IML 103 Personal Protection Equip (P.P.E.) .5-0-.5
This course will provide training for all types of personal protection worn by the industrial worker and will provide instructional training for the industrial safety technician.
Prerequisite: None.
Type: C

IML 105 Industrial Math II 3.5-1-4
This course is divided into three parts: (1) deals with the fundamentals of applied algebra which includes sections on symbols, equations, ratios and proportion, exponents, radicals, and formulas; (2) deals with fundamentals of applied geometry, geometric lines and shapes common in geometry, geometric lines and shapes common in geometric construction; (3) deals with fundamentals of trigonometry right triangles, acute triangles, and oblique triangles, by use of specialized workbooks. Participants are exposed to craft related mathematics in their field.
Prerequisite: None.
Type: C

IML 106 Industrial Piping Fundamentals 3.5-1-4
This course is designed to introduce the non-pipefitter with an overview of the more important areas of study for industrial pipefitting. The course is designed to introduce mechanics with a practical knowledge of those skills required to function in industry as a pipefitter. (Pending ICCB Approval)
Prerequisite: None
Type: C

IML 110 First Aid/C.P.R. 1-0-1
This course provides training and certification in emergency first aid and C.P.R. procedures. The student will be issued an American Red Cross Card.
Prerequisite: None.
Type: C

IML 111 Lockout/Tagout .5-0-.5
This course covers the Occupational Safety and Health Administration (O.S.H.A.) regulations that mandates the isolation of industrial equipment from hazardous energy sources for the purpose of adjusting, operating, and/or maintaining industrial equipment.
Prerequisite: None.
Type: C

IML 112 Bloodborne Pathogens .5-0-.5
This course covers the regulations under 29 CFR 1910.1030 requiring the student to know the hazards of bloodborne diseases in the workplace and the protection required.
Prerequisite: None.
Type: C

IML 119 Mechanical Systems 3.5-1-4
Designed to help the mechanic recognize types of mechanical power transmission devices and applications, the course includes such practical aspects as troubleshooting, lubrication, parts replacement and alignment procedures. In addition, the importance and practices of precision measurement are covered.
Prerequisite: None.
Type: C

IML 120 Mechanical Blueprint Reading I 3.5-1-4
Fundamental training in blueprint interpretation with special emphasis on visualization and interpretation of material presented in this communications medium. Upon completion, the student should be able to relate dimensions to a pictorial representation correctly and accurately, and read and understand drawing convention, symbols, and notations.
Prerequisite: None.
Type: C

IML 121 Mechanical Blueprint Reading II 3.5-1-4
This course makes use of industrial blueprints obtained from area industries. Machine drawings (including assembly and detailed fabrication drawings), welding and finishing symbols, structural designs, and piping layouts are covered. This course is an extension of Blueprint Reading I for all crafts excluding pipefitting and electrically related crafts.
Prerequisite: IML 120 and IML 105 or concurrent enrollment.
Type: C

IML 133 Rigging (Industrial) 3.5-1-4
Units on lifting practices, wire and fiber rope, size and weight estimation, and material handling devices are presented to prepare the participant to meet the dangerous and demanding conditions relevant to the loading, unloading, storing and assembly or erection of equipment and structural members.
Prerequisite: None.
Type: C

IML 139 Industrial Bearings 3.5-1-4
This course is designed to introduce the many types of bearings used by modern industries. The material will include types of bearings, types of applications for each, lubrication practices, bearing codes, and maintenance practices used by modern industry.
Prerequisite: None.
Type: C

Course Description Guide (continued)

IML 149 Industrial Pumps & Compressors 3.5-1-4
This course is designed to introduce the many types of industrial pumps and compressors used by modern industries. The material will include the types of pumps and compressors, types of application, parts identification, lubrication, and safety along with related auxiliary equipment.
Prerequisite: None.
Type: C

IML 150 Stationary Engineering I 4-0-4
This course is designed to introduce students to the general concepts of low and high pressure boilers, including pressure, stress and safety factors along with explanation and purpose of all the pertinent equipment used.
Prerequisite: None
Type: C

IML 151 Stationary Engineering II 4-0-4
This course is designed to expand students' knowledge of the detailed concepts of low and high pressure boilers, including pressure, stress and safety factors along with a detailed explanation and purpose of all equipment used with emphasis on pumps.
Prerequisite: IML 150
Type: C

IML 169 Industrial Pneumatics 3.5-1-4
This course is designed to introduce the apprentice to the basic theory of pneumatics. The material covered will include functions, pumps, motion, cylinders, accumulators, types of valves and pressure control systems.
Prerequisite: None.
Type: C

IML 189 Fork Lift Truck Safety 0.5-0-0.5
This course will provide the student with safety training in the operation of a fork lift truck and also provide knowledge of the O.S.H.A. regulations as required by CFR 1910.178 and CFR 1910.179.
Prerequisite: None.
Type: C

IML 200 Confined Space Entry 1-0-1
This course covers a basic understanding of the regulations governing the entry into confined spaces under the Occupational Safety and Health Administration (O.S.H.A.). Students will be trained in entry, monitoring, and rescue of a confined space.
Prerequisite: None.
Type: C

IML 201 Hazardous Waste Operations (HAZWOPER) 2.5-0-2.5
This course provides training in the collection and disposal of hazardous wastes with the use of a Class A suit with oxygen tanks. A medical clearance is required to wear the suit on the job. An O.S.H.A. 30 hour Certification card is issued upon completion of course.
Prerequisites: None.
Type: C

IML 202 8 Hr. Haz Waste Operations Refresh 0.5-0-0.5
This course is designed as a refresher for students who have completed the 40 Hour HAZWOPER course.
Prerequisite: IML 201.
Type: C

IML 203 24 Hour HAZMAT .5-1-1
This course provides training in the clean-up resulting from a hazardous spill. The course will consist of 8 hours of lecture with a 16 hour lab simulating clean-up and disposal of a spill in Class A suites.
Prerequisite: None.
Type: C

IML 204 O.S.H.A. 10 Hour Outreach 0.5-0-0.5
This course will provide the student with an O.S.H.A. 10 hour certification card which covers basic safety requirements associated with the following: Hazard Communication, Personal Protective Equipment (P.P.E.), Fire Extinguishers, Confined Space, and working hazards.
Prerequisite: None.
Type: C

IML 205 O.S.H.A. 30 Hour Outreach 2-0-2
This course will provide the student with an O.S.H.A. 30 hour certification card which covers the entire spectrum of O.S.H.A. compliance areas such as Lockout/Tagout, O.S.H.A. awareness, Personal Protective Equipment (P.P.E.), and fit testing, medical surveillance, fire protection, HAZCOM, and working hazards.
Prerequisite: None.
Type: C

IML 210 Facility Inspection/Recordkeeping 2-0-2
This course covers the Occupational Safety and Health Administration (O.S.H.A.) and Environmental Protection Agency (E.P.A.) use in the inspection of industrial/commercial facilities. The student will be able to prepare a facility for an O.S.H.A. or E.P.A. inspection.
Prerequisites: None.
Type: C

IML 211 O.S.H.A. Awareness II 0.5-0-0.5
This course is designed to update students with any changes in any of the regulatory agencies (E.G.O.S.H.A., E.P.A., & D.O.T.).
Prerequisite: IML 101.
Type: C

IML 212 Hazard Communication II 0.5-0-0.5
This course is designed to update students on required refresher certification in Occupational Safety and Health Administration (O.S.H.A.) and Environmental Protection Agency (E.P.A.).
Prerequisite: IML 102.
Type: C

IML 213 Personal Protection Equip II 0.5-0-0.5
This course will provide the student with the latest updates and revisions on subpart I 29CFR1910.132 thru 139 for all types of personal protection equipment.
Prerequisite: IML 103.
Type: C

IML 220 First Aid II 0.5-0-0.5
This course provides refresher training and re-certification in emergency first aid procedures per the American Red Cross standards.
Prerequisite: IML 110. (Pending ICCB approval)
Type: C

IML 221 Lockout/Tagout 8 hr. II 0.5-0-0.5
This course is designed to update students with the latest revision under the Occupational Safety and Health Administration (O.S.H.A.) standard 29CFR1910.147.
Prerequisite: IML 111.
Type: C

Course Description Guide (continued)

IML 222 Bloodborne Pathogens II 0.5-0-0.5
This course gives the student the required refresher necessary to maintain compliance under 29CFR 1910.1030.
Prerequisite: IML 112.
Type: C

IML 223 C.P.R. II 0.5-0-0.5
This course provides refresher training and re-certification in C.P.R. procedures per the American Red Cross standards.
Prerequisite: IML 110. (Pending ICCB approval)
Type: C

IML 230 Confined Space Entry II 0.5-0-0.5
This course is designed as a refresher to keep students in compliance with the 29CFR1910.146 Confined Space Entry as per the Occupational Safety and Health Administration (O.S.H.A.).
Prerequisite: IML 200.
Type: C

IML 250 Stationary Engineering III 4-0-4
This course is designed to expand students' knowledge of the detailed concepts of steam engines, turbines, air-compressors, related theory and application of electricity.
Prerequisite: None
Type: C

IML 251 Stationary Engineering IV 4-0-4
This course is designed to expand students' knowledge of the detailed concepts and applications of electricity and refrigeration principles.
Prerequisite: IML 250
Type: C

IML 289 Forklift Truck Safety II 0.5-0-0.5
This will provide the student with re-certification in the operation of a forklift truck and provide knowledge of the revised Occupational Safety and Health Administration (O.S.H.A.) standard required by 29CFR1910.178.
Prerequisite: IML 189.
Type: C

IML 299 Prob in Millwright (1-4)-(1-8)-(1-4)
This course is designed to familiarize students with special topics or problems in the Industrial Millwright field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: Coordinator Permission.
Type: C
(Pending SWIC Curriculum Committee and ICCB Approvals.)

Industrial Pipefitting

IDP 116 Industrial Pipefitter A 3.5-1-4
This course is designed to give the pipefitter apprentice knowledge and skill in the use of rigging, ladders, scaffolds, safety, traps, pipe layout, alignment and template making.
Prerequisite: None.
Type: C

IDP 126 Industrial Pipefitter B 3.5-1-4
This course is designed to give the second semester apprentice knowledge and skills in the use of metrics, steam piping, heat exchangers, pipe supports, filters, pipe insulation, lubrication and pipe bending.
Prerequisite: IDP 116 and IML 105 or concurrent enrollment.
Type: C

IDP 136 Industrial Pipefitter C 3.5-1-4
This course is designed to give the second year apprentice knowledge and skills in the use of pipe supports, steam piping, theory, piping problems in relation to steam and different types of heat exchangers.
Prerequisite: IDP 126.
Type: C

IDP 146 Industrial Pipefitter D 3.5-1-4
This course is designed to give the second year apprentice knowledge and skills in the use of templates, template drawing, pipe layout and pipe alignment.
Prerequisite: IDP 126.
Type: C

IDP 256 Industrial Pipefitter E 3.5-1-4
This course is designed to give the third year apprentice knowledge and skills in the use of pipe blueprints, sketching, pipe schematics and single-line pipe drawing.
Prerequisites: IDP 136, IDP 146.
Type: C

IDP 266 Industrial Pipefitter F 3.5-1-4
This course is designed to give the third year apprentice knowledge and skill in the use of mathematics as they apply to the pipe trade, allowance for fittings, angles in plumbing, wye fittings and cast iron pipe.
Prerequisites: IDP 136, IDP 146.
Type: C

IDP 276 Industrial Hydraulics I 3.5-1-4
This course is designed to give students an understanding of the fundamental principles of hydraulic circuitry. This course will also teach students correct shop procedures and develop mechanical skills required for proper installation and maintenance of components.
Prerequisite: None.
Type: C

IDP 286 Industrial Hydraulics II 3.5-1-4
This course is designed to develop the students proficiency in analyzing and troubleshooting hydraulic circuitry. The objective shall be to maximize durability and system function while reducing component malfunction and energy consumption. This course will also contain a study of circuit control.
Prerequisite: IDP 276.
Type: C

IDP 299 Probs in Pipefitting (1-4)-(1-8)-(1-4)
This course will familiarize students with special topics or problems in the Industrial Pipefitter field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None.
Type: C

IWA - See Construction Ironworker

Course Description Guide (continued)

Journalism

JOUR 101 Introduction to Journalism 3-0-3
A study of the basic principles of news gathering, reporting, interviewing and writing. The course examines the following: the idea of news writing; types of journalistic articles; lead writing techniques; ethical issues in journalism; the application of research methods, including the use of library and online sources; and the types of publications which use journalistic writing. Students write basic stories under real time constraints.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

JOUR 110 Introduction to News Editing 3-0-3
The study of the principles and practices of editing copy, including the duties and role of copy editors, and copy flow patterns in the process of preparing local and wire service articles for publication or broadcast. The course includes an introduction to the principles and techniques of electronic editing, information management and publication design, emphasizing the editing of body copy and display type for maximum clarity and impact.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

JOUR 150 Intro to Newspaper Publication 3-0-3
Members of the class constitute the editorial staff of the college newspaper, *The Eye of the Storm*. The class is a workshop study of the basic principles of newspaper publication, including reporting and writing; type of journalistic stories; techniques of writing leads; ethical issues in journalism; the application of research methods, including developing sources and interviewing; AP style and copy editing; news judgment; ad design and ad sales; photography; and newspaper layout and design. The class may be repeated for credit up to a maximum of three times.
Prerequisite: Assessment reading and writing scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

JOUR 299 Special Topics in Journalism (1-4)-0-(1-4)
Special topics and issues in journalism presented through lectures, discussions, readings, and/or individual assignments and research projects. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisites: Sophomore standing and one course in journalism, or permission of instructor.
Type: T

Labor

LABR 120 Laborer Craft Orientation 2-1-2.5
This course will introduce the student to the Construction Industry and acquaint the student with the required personal skills necessary for entry level into the major construction industries. This course will also include 4-hour highways workzone flagger training, Illinois flagging certification, basic construction rigging and knot typing, 10-hour O.S.H.A. certification, basic math, First Aid/C.P.R. certification, back injury prevention, Hazard Communication training, Drug & Alcohol Awareness, and sun sense training.
Prerequisite: None
Type: C

LABR 121 Laborer-Mason Tending 1.5-1-2
This course will introduce the student to the practices and procedures of mason tending and the respective OSHA regulations. The course will include rough terrain forklift operation training, frame scaffolding, Morgen scaffolding, non-stop scaffolding, mason king scaffolding, and masonry saw operator training.
Prerequisite: LABR 120
Type: C

LABR 122 Concrete Practices & Procedures 1.5-1-2
This course will introduce the student to concrete practices and procedures and bobcat operator training. The course will include information on concrete components, materials; mix proportions, the hardening process, concrete finishing techniques, E-Z pavement breaker, concrete saws and vibrators.
Prerequisite: None
Type: C

LABR 123 Asphalt Technology & Construction 1.5-1-2
This course will introduce the student to asphalt technology and construction. The course will include information on the model DM-4000 Paver; Eager Beaver Paver; Manual Tape Applicator; Carbide Asphalt Grinder; the asphalt roller and paint striping process.
Prerequisite: None
Type: C

LABR 124 Lead Base Paint Abatement 1.5-1-2
This course will cover important information and aspects that the laborer must know regarding lead base paint abatement to work safety, effectively, and efficiently on the job. The course will provide information on both technical and common sense details of what may be encountered every day while working o the job site and relevant regulations and guidelines for working with lead in construction and target housing. This course will also introduce the student to Oxyacetylene equipment.
Prerequisite: None
Type: C

LABR 125 Principles of Pipe Laying 1.5-1-2
This course will introduce the student to the principles of pipe laying, gravity flow piping systems, batterboards, sewer laser and utility line and grade, and the metric uses in pipe laying. The course will also include trenching and excavation safety pertinent to pipelaying.
Prerequisite: None
Type: C

LABR 126 Construction Landscaping Maintenance 1.5-1-2
This course will introduce the student to the principles of landscaping maintenance relating to the construction trades. The course will also include information on lawn and ground covers, fertilizing, soil testing, irrigation, and the elements of pruning.
Prerequisite: None
Type: C

LABR 127 Basic Construction Surveying 1.5-1-2
This course will introduce the student to the fundamentals of construction surveying. The course will cover terms and definitions, basic construction drawings, instruments, calculations, lines, grades, and hand signals common to surveying in the construction trades.
Prerequisite: None
Type: C

Course Description Guide (continued)

LABR 128 Bridge Constr., Renov. & Demolition 1.5-1-2
This course will introduce the student to the fundamentals of bridge construction, renovation, and demolition. The course will include safety regulations, rigging, equipment and materials, and skills required for the laborer working in this setting.
Prerequisite: None
Type: C

LABR 129 Laborers-AGC 80 Hr. Hazardous Waste 4-1-4.5
This course will improve the student's ability to identify hazards in hazardous waste work, provide specific information relating to hazardous chemicals, and explain a worker's responsibility for following all safety and health rules required for the laborer working in a potentially hazardous setting.
Prerequisite: None
Type: C

LABR 130 Labr Intro to Const BP Reading 1.5-.5-2
This course will orient the student to construction blueprint reading and specifications. This course will cover various symbols and notations necessary to properly read and interpret a variety of working drawings used in the construction industry.
Prerequisite: None
Type: C

LABR 299 Special Topics in Construction Laborers 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction/Laborers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

Literature

LIT 113 Introduction to Fiction 3-0-3
A study of the short story and the novel that provides an introduction to these basic forms of literature and leads to the formulation of a critical system. Short story selections include old and new masterpieces. The novels that are studied teach the potentialities, the range and the techniques of the novel.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H3 901

LIT 117 Literature Written by Women 3-0-3
This course principally uses contemporary American literature written by women of minority cultures as well as European American women. It will be organized thematically around issues of women's discourse.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H3 911D

LIT 120 Introduction to Poetry 3-0-3
Reading and discussing a variety of poetry will help students enter into the dialogue of what constitutes a poem and how a poem/poet creates meaning. Although this is not a historical survey, some discussion of varying audience expectations will be considered in arriving at a working definition of poetry. The introduction to relevant critical terms will help students analyze and interpret individual poems with some awareness of the range of critical approaches.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 903

LIT 125 Drama as Literature 3-0-3
This course provides insight into drama through dramatic literature from different cultures and periods. Dramatic skills of a practical kind are developed within the context of the plays studied.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H3 902

LIT 201 World Literature I 3-0-3
A study of Asian, Middle Eastern, Mesoamerican, African, and European (including classical Greek and Roman) literature in translation from the Ancient through the Renaissance eras. The course places each author and work in its historical context while delineating specific developments in literature.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 202 is NOT a prerequisite for LIT 201.
Type: T, IAI - H3 906

LIT 202 World Literature II 3-0-3
A study of Asian, Middle Eastern, Latin American, and European literature in translation from the Enlightenment era to the present. The course places each author and work in its historical context while delineating specific developments in literature.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 201 is NOT a prerequisite for LIT 202.
Type: T, IAI - H3 907

LIT 203 The Bible as Literature I 3-0-3
A study of selected literature from the Old Testament including narrative, short story, poetry and the essay.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 204 is NOT a prerquisite for LIT 203.
Type: T, IAI - H5 901

LIT 204 The Bible as Literature II 3-0-3
A study of the literature of the New Testament period, which includes both canonical and non-canonical works.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 203 is NOT a prerequisite for LIT 204.
Type: T, IAI - H5 901

LIT 205 Lit of Dev/Non-Western Countries 3-0-3
Participants in this course will study the current literature of countries outside the Western intellectual tradition. An effort will be made to (1) determine the self-perception of the peoples of these countries; (2) compare and contrast these perceptions with those of the peoples from the Western tradition; (3) heighten awareness of the influences of geography, economics, politics, religion, and culture in a given society. These efforts will be accomplished through a study of short stories, novels, poems, and films written by the peoples of Africa, Asia, and Latin America. Works will be studied for their social, political, cultural, historical, and moral ideas as well as for their merit as literary compositions. Completion of this course fulfills the Third World culture requirement for graduation at Southwestern.
Prerequisite: "C" or better in ENG 101.
Type: T, IAI - H3 908N

Course Description Guide (continued)

LIT 208 Topics in Film and Literature 3-0-3
A study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examination of adaptations and influences that demonstrate the strengths of each artistic medium.
Prerequisite: "C" or better in ENG 101.
Type: T

LIT 213 American Literature I 3-0-3
This is a survey course which introduces students to a wide range of authors from 1600 to 1865, from the colonial period to the Civil War. Students will study and come to appreciate the diversity of American literary heritage. They will explore, among other topics, issues of gender, social class and ethnicity and will learn to effectively compare and/or contrast the various perspectives offered by these writers from within the dynamic pluralism that is America.
Prerequisite: "C" or better in ENG 101. LIT 214 is NOT a prerequisite for LIT 213.
Type: T, IAI - H3 914

LIT 214 American Literature II 3-0-3
This is a survey course which introduces students to major works of American writers of prose and poetry, representative of periods from 1865 to the present.
Prerequisite: "C" or better in ENG 101. LIT 213 is NOT a prerequisite for LIT 214.
Type: T, IAI - H3 915

LIT 215 Contemporary Multicultural American Literature 3-0-3
This course introduces students to a variety of minority writers in the literature of the United States, especially the work of African Americans, Asian Americans, Native Americans, and Latinos/as. Through the study of these writings, students will learn to appreciate both traditional and new forms of literature as minority voices explore the American experience. Students will begin to value the "mosaic" of a culture where each group retains its individual characteristics while adding to the richness of the whole. At the same time, students will examine how people from outside the mainstream culture encounter and struggle with that culture and with a society that all too frequently has excluded them. As a result of this multicultural experience, students will come to understand the importance of remaining open to and interested in their neighbors.
Prerequisite: "C" or better in ENG 101.
Type: T, IAI - H3 910D

LIT 219 Comics and Graphic Novels 3-0-3
A literature course designed to introduce students to important works in the medium of comics and graphic novels. The focus will be on full-length works with genuine literary and artistic merit. The course will also give students a vocabulary and methodology for critically analyzing and discussing these works.
Prerequisites: "C" or better in ENG 101.
Type: T

LIT 251 British Literature I 3-0-3
This is a survey of British literature from the Middle Ages through the eighteenth century. The disparate voices that comprise the literature of the British Isles at the time are examined.
Prerequisite: "C" or better in ENG 101. LIT 252 is NOT a prerequisite for LIT 251.
Type: T, IAI - H3 912

LIT 252 British Literature II 3-0-3
This is a survey of British literature from the nineteenth century to the present. The disparate voices, including colonial and post-colonial voices, that comprise British literature during these centuries are emphasized.
Prerequisite: "C" or better in ENG 101. LIT 251 is NOT a prerequisite for LIT 252.
Type: T, IAI - H3 913

LIT 290 Shakespeare-Comedies & Histories 3-0-3
Literature 290 is a study of Shakespeare's comedies and histories. Emphasis is on reading and understanding Shakespeare's language as well as various aspects of his dramatic art. Issues of staging and performance are explored, both for an Elizabethan-Jacobean audience and for a modern audience.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 291 is NOT a prerequisite for LIT 290.
Type: T, IAI - H3 905

LIT 291 Shakespeare - Tragedies & Romances 3-0-3
Literature 291 is a study of Shakespeare's tragedies and romances. Emphasis is on reading and understanding Shakespeare's language as well as various aspects of his dramatic art. Issues of staging and performance are explored, both for an Elizabethan-Jacobean audience and for a modern audience.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 290 is NOT a prerequisite for LIT 291.
Type: T, IAI - H3 905

LIT 293 Children's Literature 3-0-3
Primarily for the prospective preschool or elementary teacher, the course emphasizes the selection and presentation of literature for preschool and elementary-age children. Students will be acquainted with the wide variety of children's literature books available and the possibilities of children's literature in the learning process. Assignments may include the production of a portfolio of critiques of children's literature books (of up to 100), demonstration of classroom applications using children's literature at different grade levels, development of multimedia and creative instructional materials, participation in literature circles using chapter books, participation in service learing projects, demonstration of storytelling skills, and the creation of a themed text set utilizing Multiple Intelligence theory.
Prerequisite: "C" or better in ENG 101.
Type: T

LIT 299 Topics in Literature 3-0-3
Examination of a selected topic or movement through study and discussion of representative works of literature. No topic/problem can be offered more than twice in three years.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

Course Description Guide (continued)

Management

MGMT 102 Business Mathematics 3-0-3
This course covers the fundamental processes in mathematical computations used in business and consumer finance. Topics covered are percentage, interest, consumer credit, cash and trade discounts, mark up, payroll, property and income taxes, Social Security, and stocks and bonds are covered.
Prerequisite: Math assessment score at MATH 94 level or completion of MATH 93 with a grade of "C" or better.
Type: C

MGMT 117 Personal Finance 3-0-3
This course is a study of financial choices and decisions facing the individual. Topics included are budgeting, credit, real estate, insurance, investments, taxes and retirement planning.
Prerequisite: Reading assessment score at ENG 101 level or completion of ENG 95 with a grade of "C" or better.
Type: C

MGMT 201 Entrepreneur Basics 1-0-1
This course reviews a variety of topics for a potential entrepreneur to consider before starting a business. These topics include an assessment of one's suitability for the entrepreneurial life both personally and financially, evaluating the marketability of your product or service, and protecting your idea.
Prerequisite: None.
Type: C

MGMT 202 Entrepreneur: First Year 1-0-1
The course addresses the start-up business during the first year of operation beginning with the opening of the business. The key topics include: Employee-management issues, hiring and training employees, financial management, and market planning for year two and beyond.
Prerequisite: MGMT 203.
Type: C

MGMT 203 Business Plan Basics 1-0-1
This course provides an overview of the development of a basic business plan for a start-up operation. Key topics include: competitive analysis, financial projections and start-up costs. Students will develop a business plan as part of the course.
Prerequisite: MGMT 201
Type: C

MGMT 204 Entrepreneur Case Analysis 3-0-3
This course offers an intensive review of entrepreneur case studies to identify problems faced by entrepreneurs and to develop solutions. Students will conduct case analysis, develop solutions and present their findings in class.
Prerequisite: MGMT 219 or completion of the Entrepreneur Certificate and sophomore standing; SPCH 151; ENG 101.
Type: C

MGMT 206 Individual & Business Income Tax 3-0-3
This course focuses on the development of effective human relations skills to help students maximize their personal workplace effectiveness and success. The course addresses a number of topics including: human relations and their role in workplace success, understanding one's self and other, personal communications effectiveness, motivation, leadership, conflict management and general workplace habits.
Prerequisite: None
Type: C

MGMT 213 Human Relations in the Workplace 3-0-3
This course focuses on the development of effective human relations skills to help students maximize their personal workplace effectiveness and success. The course addresses a number of topics including: human relations and their role in workplace success, understanding one's self and others, personal communications effectiveness, motivation, leadership, conflict management and general workplace habits.
Prerequisite: None.
Type: C

MGMT 214 Principles of Management 3-0-3
A detailed analysis of management functions including planning, organizing, staffing, directing and controlling. The schools of management are explained. The orderly presentation of fundamental knowledge of management provides the student with the framework for further studies in management and related business fields as well as a background for practical application of management principles in business and other organizations.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: C

MGMT 217 Human Resource Management 3-0-3
This course is concerned with the human resource management functions. This course will emphasize the legal environment surrounding equal employment opportunities, job design and analysis, recruiting, orientation and training, performance appraisal, compensation systems, labor relations, collective bargaining and grievance handling, and health and safety in the workplace.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: C

MGMT 219 Small Business Management 3-0-3
This course focuses on the fundamental business management skills needed to open and operate a small business. Topics include identifying opportunities, business plans, marketing fundamentals, and managing growth. Case studies and current issues are used to illustrate text concepts.
Prerequisite: None
Type: C

MGMT 221 Fundamentals of Labor Relations 3-0-3
Current, practical problems in employee, union and government relations. Major topics are history of the labor movement, collective bargaining, grievance procedures, arbitration and mediation as well as an overview of labor law, and contract writing and interpretation. For those persons with a demonstrated interest in labor relations as well as those who are directly involved in labor relations.
Prerequisite: Reading assessment score at ENG 101 level or completion of ENG 95 with a grade of "C" or better.
Type: C

MGMT 240 Ethics in the Workplace 1-0-1
This course provides an opportunity for the student to examine personal ethics related to the workplace; determine how those ethics compare to other students' ethical standards; review common ethical issues in the workplace and discuss how to resolve them; discuss management's role in establishing an ethical atmosphere; review a variety of companies' codes of ethics; and, briefly review corporate social resonsibility.
Prerequisite: Reading assessment at ENG 101 level or completion of ENG 95 with a grade of "C" or better.
Type: C

Course Description Guide (continued)

MGMT 241 Fundamentals of Finance 3-0-3
The fundamentals of finance topics include money and banking, financing working capital and fixed capital, stocks and bonds, financial institutions, and marketing of securities.
Prerequisite: ACCT 105 or equivalent; MGMT 102.
Type: T

MGMT 269 Accounting AAS Internship (.5-3)-(10-15)-(.5-3)
This course is a supervised work-experience program requiring an average of 15 hours per week in an accounting focused position. If the student is already employed in an accounting position, the job may qualify for the internship but is subject to approval by the instructor. The instructor and the college's internship coordinator also provide assistance to students in finding an appropriate internship position.
Prerequisite: Sophomore standing; ACCT 110; ACCT 111; minimum GPA of 3.0 in ACCT coursework
Type: C

MGMT 270 Business Planning 3-0-3
This course emphasizes the integration of previous coursework to provide a student with knowledge and understanding of strategic management processes, techniques, concepts and skills. The course takes a problem-solving approach to understanding industry dynamics. It emphasizes the connection between the functional areas of the firm and the external environment to develop managerial strategies. Students will demonstrate mastery of course objectives by developing a comprehensive business plan for a small company and by working effectively in a team-oriented environment.
Prerequisite: MGMT 241 and MGMT 204
Type: C

Manufacturing Technology

MFT 101 Manufacturing Technology 3-0-3
This course is an introductory study of basic processes, equipment, and material used in manufacturing. Includes plastics, metal removal, materials joining, forming, casting, and some of the newer processes. This course also introduces the student to safety, health, and the production control process.
Prerequisite: None.
Type: C

MFT 102 Statistical Process Control 2-0-2
This course is designed to help students understand the concepts of quality and Statistical Process Control (SPC). This course covers quality techniques and concepts, variation, the normal curve, data analysis, and data collection. Also covered are bar charts, mean, range, standard deviation, X-R chart, I-R chart, p chart, interpretation of control charts, and process capability. Students will be encouraged to solve mathematical problems and construct the various types of charts.
Prerequisite: None
Type: C

MFT 103 CAD/CAM 1-2-2
This course is designed to provide advanced machining experiences in the use of CAD/CAM machining processes. The students will develop the drawing, part program, text files, and document files using AutoCAD and the latest CAM software. The students will use these programs to produce various component parts as assigned. Various applications of 2D and 3D machining techniques will be emphasized as they apply to CNC machining operations.
Prerequisite: None.
Type: C

MFT 104 Industrial Robots 2-2-3
This course introduces the student to industrial robots and Programmable Logic Controllers (PLCs). Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots.
Prerequisite: None.
Type: C

MFT 105 CAM Operations 1-2-2
A continuation of the study of CNC programming with emphasis on advanced milling and turning machine techniques, programq set-up, carbide tooling, program input, program editing, and introductory 3D machining techniques. Students will develop programs through the latest CAM software. CNC applications will be applied to the development of projects through secondary laboratory experiences.
Prerequisite: None.
Type: C

MFT 106 PLC Manufacturing System 2.5-1-3
Continues the study of Programmable Logic Controllers (PLCs). Focuses on the underlying principles of how PLCs work and provides practical information about installing, programming and maintaining a PLC system. Emphasizes the use of PLCs to control the operation of automated manufacturing systems. Course includes system theory as well as actual hands-on experience with a simple manufacturing system.
Prerequisite: MFT 104 and MFT 107.
Type: C

MFT 107 Industrial Electricity 3.5-1-4
This course is designed to provide manufacturing technology students with general knowledge of electricity and electronics to prepare them for advanced studies as well as specialization in a specific area. Students learn the theory of electricity and electrical circuits, and then focus on the installation, maintenance, and industrial application of electrical equipment and controls. Course includes theoretical and practical application of electrical power systems, wiring, single/three phase power circuits, transformers, motors and generators, and motor controls.
Prerequisite: None.
Type: C

MFT 120 Warehousing Environment 1.5-0-1.5
This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include product flow, warehousing processes, working safely in a warehousing environment, principles in running a business, workplace ethics and how employees affect the bottom line.
Prepequistie: None
Type: C

MFT 121 Warehousing Workforce Skills 1.5-0-1.5
Learners will be provided with an overview of workplace practices that contribute to the success of the job. The art of effective communication, working with others, projecting a positive image, and learning interview skills will be stressed in this course.
Prerequisite: None
Type: C

Course Description Guide (continued)

MFT 122 Warehousing & Distribution Process 2.5-0-2.5
This course provides learners with the knowledge and understanding of the core skills associated with warehousing and distribution. Learners will focus on the physical aspects of warehousing and distribution functions like material handling, staging and shipping. Other topics to be covered in this course include: warehousing productivity measures, inventory management, protecting materials and merchandise, palleting, handling systems, and processing harzardous materials.
Prerequisite: None
Type: C

MFT 123 Warehousing Technology Skills 2-0-2
Warehousing technology skills are those practices important to working in a technical environment. This course covers the use of scanners and data applications along with the understanding of industrial controls and computers and automation.
Prerequisite: None
Type: C

MFT 124 Representative Warehousing Skills 2.5-0-2.5
This course discusses and applies mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Warehousing simulations provide the opportunity to participate in problem solving of both warehousing and personal performace issues.
Prerequisite: None
Type: C

MFT 299 Special Topics in Manufacturing (0-6)-(0-12)-(1-6)
The application of manufacturing principles to specific problems. Case studies, simulations, special problems or problem-sovling techniques will be used.
Prerequisite: None.
Type: C

Marketing

MKT 126 Introduction to Marketing 3-0-3
The course introduces students to basic marketing principles with particular emphasis on environmental factors that affect a business, target market selection, and the four primary elements of the marketing mix: product, price, distribution and promotion.
Prerequisite: Reading assessment score at the ENG 101 level or completion of ENG 95 with a grade of "C" or better..
Type: T

MKT 229 Marketing Management 3-0-3
Provides a systematic approach to the application of the marketing concept. This systematic approach involves a determination of company marketing objectives, an analysis of market opportunities, the selection of target-market segments, the development of marketing strategies and plans, and the observation of target market responses. Evaluation of responses suggests adjustments that may be needed within the marketing system to better accomplish company marketing goals.
Prerequisite: MKT 126 and MKT 231 or MKT 242.
Type: C

MKT 231 Consumer & Market Behavior 3-0-3
Students will study what motivates consumers to make purchases; who and what influences consumers' buying habits; and how marketers use this knowledge to create and sell products and services.
Prerequisite: MKT 126.
Type: C

MKT 242 Principles of Advertising 3-0-3
This course focuses on the promotion element of the marketing mix. Advertising, sales promotion, public relations, social network marketing and direct mail are addressed. The course highlights the importance of an integrated approach to promotion. Small business applications are a featured part of the course.
Prerequisite: MKT 126.
Type: T

MKT 243 Basic Selling Techniques 3-0-3
This course introduces the student to fundamental sales skills. Students will examine and apply common selling concepts: prospecting, features/benefits, relationship selling, objections, closing the sale and follow up on the sale.
Prerequisite: None
Type: C

MKT 265 Marketing Internship I (.5-3)-(10-15)-(.5-3)
This course is a supervised work-experience program requiring an average of 15 hours per week in a marketing focused position. If the student is already employed in a marketing position, the job may qualify for the internship but is subject to approval by the instructor. The instructor and the college's internship coordinator also provide assistance to students in finding an appropriate internship position.
Prerequisite: Sophomore standing; MKT 126; 6 additional MKT credit hours; minimum GPA of 3.0 in MKT coursework.
Type: C

Massage Therapy

MT 101 Therapeutic Massage I 4-2-5
This course provides students with a general overview of therapeutic massage. Topics of discussion will include the history as well as current trends in massage therapy. Students will develop their palpatory skills as they learn to identify bony and muscular structures and the basics for performing a full body European/Swedish style massage. Students will also learn documentation and communication skills necessary for interaction with clients, family members and other allied health professionals.
Prerequisite: Coordinator Permission: Assessment score at ENG 101 and MATH 94 levels.
Type: C

MT 102 Body Structure And Function 4-0-4
Student will develop a basic understanding of human anatomy and physiology as it relates to mastering the theory and practice of Therapeutic Massage. The course covers basic structure and function of the integumentary, skeletal, muscular, and nervous systems, as well as common pathologies affecting these systems.
Prerequisite: Coordinator Permission: Assessment score at ENG 101 and MATH 94 levels.
Type: C

MT 160 Movement and Massage 4-2-5
This course provides massage therapy students an overview of the basics in therapeutic exercise. Types of exercise include passive, active and resistive exercise, as well as stretching techniques to improve a client's overall flexibility. Students will also learn massage techniques that are used to prepare athletes for upcoming events and to aid in recovery from competition.
Prerequisite: Coordinator Permission: Assessment score at ENG 101 and MATH 94 levels.
Type: C

Course Description Guide (continued)

MT 190 Clinical Practicum I 0-2-1
Students will be providing massage therapy services to clients in the clinical setting under close supervision of an instructor. Students will practice setting appointments, consultations and performing basic massage techniques on the client. Students will have an opportunity to enhance documentation, communication and time management skills.
Prerequisite: Coordinator Permission: Assessment score at ENG 101 and MATH 94 levels.
Type: C

MT 195 Massage Techniques for the PT/PTA 1-1-1.5
This course introduces students to the profession of massage therapy and builds upon the foundational knowledge of PT/PTAs. Students will learn to integrate their therapeutic skills to perform a full-body European/Swedish style massage with joint movements, and various ways to incorporate hydrotherapy into a massage setting. Students will also learn massage techniques that are utilized to prepare athletes for upcoming events and aid in the recovery from competition
Prerequisite: Coordinator permission - graduate of accredited Physical Therapist or Physical Therapist Assistant program or licensed PT/PTA.
Type: C

MT 200 Business Practices in MT 3-0-3
Students learn about state laws and regulations governing the practice of massage therapy. In addition, they will learn how to open, own and operate a massage therapy practice and strategies for marketing their business. Students will discuss business ethics related to massage therapy and utilize ethical guidelines when making decisions in massage therapy practice. Classroom discussions are facilitated by the instructor and include issues such as appropraite clinical behaviours, cultural difference, legal issues and the changing health care environment.
Prerequisite: Coordinator Permission.
Type: C

MT 201 Therapeutic Massage II 4-2-5
In this course, students will learn how to perform additional types of massage methods that may be done in conjunction with the Swedish massage or independently. The massage methods discussed include: Trigger Point Therapy, Neuromuscular Techniques, Pregnancy Massage, Infant Massage, Geriatric Massage, and massage for clients who have been abused.
Prerequisite: Coordinator Permission: MT 101, MT 102, MT 160, MT 190
Type: C

MT 202 Body Structure And Function II 4-0-4
This course is the second unit of study on basic human structure and function as it relates to massage therapy. Course content will include the following systems and common pathologies related to each: circulatory, endocrine, respiratory, digestive, and reproductive.
Prerequisite: Coordinator Permission: MT 102
Type: C

MT 203 Complementary Techniques 4-2-5
In this course students will further expand their repertoire of massage techniques to utilize as a massage therapist. Course content includes several complementary and alternative approaches to massage, as well as chair massage. Students will demonstrate competency in incorporating each of the following techniques into their general massage session: fascial release, lymphatic massage, deep tissue releases and soft tissue mobilization, craniosacral therapy, reflexology, acupressure and shiatsu.
Prerequisite: Coordinator Permission: MT 101, MT 102, MT 160; MT 190 or concurrent enrollment
Type: C

MT 220 Pathology for the Massage Therapist 2-0-2
This course is designed to provide the student with an overview of basic pathologic concepts and processes with a clinical emphasis. Components of each disease covered include: etiology, incidence, risk factors, manifestations, and sepcial implications for the MT. Concepts on health and aging pertaining to the various systems are included to achieve a clinical awareness of life span changes.
Prerequisite: Coordinator Permission
Type: C

MT 270 Clinical Practicum II 0-2-1
Students will continue to provide massage therapy services to clients in the clinical setting under close supervision of an instructor. Students will continue to practice setting appointments, consultations and performing basic as well as advanced/complementary massage techniques on the client. Students will continue to enhance documentation, communication and time management skills.
Prerequisite: Coordinator Permission: MT 101, MT 160, MT 190
Type: C

MT 280 Clinical Practicum III 0-2-1
This is the final clinical practicum the students conduct in order to meet the clinical hours required under Illinois licensure. Students will continue to provide massage services to clients in the clnical setting under close supervision of an instructor. Students will set appointments, begin to build client-el, perform client intakes and perform basic as well as advanced/complementary massage techniques on the client. Students will also have an opportunity to incorporate business practices in the clinical environment.
Prerequisite: Coordinator Permission: MT 201, MT 202, MT 203, MT 270
Type: C

MT 281 Orthopedic Massage Therapy 3-1-3.5
This advanced massage therapy course will expand student's knowledge of orthopedic diagnoses, assessment procedures, and massage techniques to assist with the development of an orthopedic plan of care. The students will study each joint individually discussing muscle action, palpation and common orthopedic injuries. Lecture and demonstration will occur for specific stretching, strengthening, and appropriate massage techniques for each joint/diagnoses discussed.
Prerequisite: Coordinator Permission: Certified/Licensed Massage Therapist
Type: C

MT 282 NMT for the Glenohumeral Jt 1-1-1.5
In this advanced massage therapy course students will learn the methodology for assessing, treating, and preventing soft tissue injuries and chronic pain. Students will gain precise palpation skills in the application of the glenohumeral joint utilizing the "six-factors" of NMT.
Prerequisite: Coordinator Permission: Certified/Licensed Massage Therapist
Type: C

MT 283 Professional Ethics of Touch 2-0-2
Through guided discussions and role play, students will enhance their skills in maintaining a therapeutic relationship with their clients. Topics will include boundary issues, personality conflicts, transference, counter-transference, diversity, and appropriate relationships as they relate to the massage profession.
Prerequisite: Coordinator Permission: Certified/Licensed Massage Therapist
Type: C

Course Description Guide (continued)

MT 284 MT for the Inpatient 2.5-1-3
This advanced massage therapy course will expand student's knowledge of medical diagnoses, assessment procedures, and massage techniques to assist with the implementation of a plan of care for clients admitted into the hospital. The students will study the pathology, etiology, prognosis and pharmacology of each medical diagnosis. Lecture and demonstration will occur for specific massage techniques for each of the diagnoses discussed.
Prerequisite: Coordinator Permission: Certified/Licensed Massage Therapist
Type: C

MT 285 Biodynamic Craniosacral Therapy 2-1-2.5
This advanced training experience will focus on contact with primary respiration and its healing potency. Unique because of its somatic foundation, the teaching direction of this class is grounded in developing presence, appropriate contact, and clarity of intention within the students own soma and embodied perception. Students will learn to contact the fluid biodynamic system with conscious awareness and mindfulness. These skills are necessary to facilitate the therapeutic process.
Prerequisite: Coordinator Permission: Certified/Licensed Massage Therapist
Type: C

MT 286 Self-Care for MT 1–1– 1.5
In this course students will learn self-care treatments and examine the importance of inner-balance in all aspects of ones life. Through lecture, demonstration and active participation students will gain knowledge and understand the importance and relevance of self-care and relaxation as an intervention strategy to improve ones physical and mental health. The student will learn to be an active player in their own health issues to avoid injury, stress and occupational burnout. Students will learn how to integrate self-care techniques and proper body mechanics to maintain a long and productive career.
Prerequisite: Coordinator Permission: Certified/Licensed Massage Therapist
Type: C

Mass Communication

MCOM 201 Introduction to Mass Communication 3-0-3
A survey of mass media and their effect on American society. The course will explore the major forms of the mass media, including newspapers, magazines, radio, television, film, advertising, and public relations. Emphasis will be placed on the historical development and the major functions, elements, and theories of mass communication.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

MCOM 220 Voiceover I 3-0-3
A performance and critique based course introducing the student to the art of voice acting with an emphasis on voice and articulation. The student will develop skills and techniques to evaluate voice and speech patterns, interpret commercial, industrial and narrative copy or scripts, mark copy, and effectively communicate ideas naturally while becoming familiar with the intimacy of microphone use.
Prerequisite: Reading assessment score at ENG 92 level and writing scores and ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

MCOM 221 Voiceover II 3-0-3
A performance and critique based course expanding on the student's voice acting work in Voiceover I. Course emphasis is on characterization development as a tool for improving analysis and delivery of dramatic and narrative copy. Students in broadcasting, communication and theatre will find the course beneficial in developing skills and techniques for evaluating voice and speech patterns; interpreting commercial, dramatic, industrial and narrative copy or scripts; and effectively communicating ideas naturally through the intimacy of microphone use.
Prerequisite: MCOM 220
Type: T

MCOM 299 Topics in Mass Communication (1-3)-(0-5)-3
This course features an in-depth study of some aspect of film, television, radio, or other form of mass media. Topics will vary and may include (but are not limited to) the following: aspects of the history of film or other mass media; new developments in media; particular movements in film or television; important directors or writiers, etc. Alternatively, the focus may be hands-on instruction in a specific aspect of film, radio, or television production.
Prerequisite: Successful completion of ENG 101 or equivalent; additional requirements may apply, depending upon course content.
Type: T

Mathematics

MATH 93 Review of Arithmetic 3-0-3
This course is for students who want to improve their mastery of arithmetic skills or who are not prepared for Basic Algebra. The course covers operations with whole numbers, fractions, decimals, percentages, ratio, proportion, operations with signed numbers, and beginning algebra and geometry. Students whose college math placement test scores indicate arithmetic weaknesses are required to pass this course (with a grade of "C" or better) as a prerequisite to enrolling in Basic Algebra (MATH 94).
Prerequisite: None.
Type: P

MATH 94 Basic Algebra (3-5)-0-(3-5)
This is an introductory course in algebra. It covers such topics as signed numbers, linear equations and inequalities in one variable, applied problems, exponents, polynomials, factoring, rational expressions, graphs of linear equations in two variables, and systems of two linear equations.
Prerequisite: MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level or division approval.
Type: P

MATH 96 Elementary Geometry for College Students 4-0-4
This is an elementary geometry course for students who have not successfully completed one year of high school geometry. This course covers such topics as line and angle relationships, parallel lines, similar and congruent triangles, two-column deductive proofs, indirect proofs, properties of quadrilaterals and circles, areas, and volumes.
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 or division approval. Students who have successfully completed one year of high school geometry at an NCA accredited high school should provide the Admissions & Records Office with an official copy of their high school transcript at least one month prior to the beginning of the semester. Please see the Math Department Chair for geometry placement if unique circumstances exist.
Type: P

Course Description Guide (continued)

MATH 97 Intermediate Algebra 5-0-5
The course consists of the following topics: real numbers, linear equations and inequalities, graphs of lines and linear inequalities, functions, systems of linear equations, exponents and polynomials, factoring, rational expressions, roots and radicals, quadratic equations, and nonlinear inequalities. This course is designed to prepare students for MATH 105, MATH 107, MATH 111, or MATH 112.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level or division approval; completion of the geometry requirement; and completion of ENG 91 or reading placement above ENG 91 level.
Type: P
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 105 Mathematics for Elementary Teachers I 4-0-4
This is the first of a two-course sequence (MATH 105 and MATH 106) designed to meet the needs of students majoring in elementary education. Students are strongly encouraged to successfully complete both classes at the same college. MATH 105 alone does not fulfill the general education requirement for an AA degree. MATH 105 covers problem solving, logic and mathematical reasoning, sets, functions, numeration systems, interpretations of the four basic arithmetic operations, algorithms for the arithmetic operations, mental computation strategies, elementary number theory, fractions, decimals, proportions, and irrational numbers. (Note: This course is a content course, not a methods course.)
Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 106 Mathematics for Elementary Teachers II 4-0-4
This is the second course of a two-course sequence (MATH 105 and MATH 106) designed to meet the needs of students majoring in elementary education. Students are strongly encouraged to successfully complete both classes at the same college. Completion of this two-course sequence fulfills the math requirement for an AA degree. MATH 106 covers probability and statistics; introductory geometry; congruence, similarity, and constructions; motion geometry and tessellations; and concepts in measurement. (Note: This course is a content course, not a methods course.)
Prerequisites: MATH 105 (with a grade of "C" or better) and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 903

MATH 107 General Education Statistics 4-0-4
The following concepts and statistical techniques are included: organization, presentation, and description of quantitative data (graphical methods and numerical methods); probability and probability distributions; sampling and statistical inferences (interval estimation and hypothesis testing); and correlation and regression. Students will be required to use a calculator and the MINITAB software package in this course. This course is designed for transfer students in Liberal Arts. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.
Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 902
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 111 Liberal Arts Mathematics 4-0-4
This course focuses on mathematical reasoning and the solving of real-life problems by looking at a few topics in depth. Four or five topics will be chosen from the following by the instructor for in-depth study: problem solving, set theory, logic, numeration and mathematical systems, geometry, counting methods and probability, statistics, graph theory, and consumer mathematics. This is a terminal course in mathematics for Associate of Arts majors and is not a prerequisite for any other mathematics course.
Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 904
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 112 College Algebra 4-0-4
Topics included are circles; complex numbers; intercepts, asymptotes and symmetry; translations and reflections of graphs; inverse functions; zeros of polynomial functions; properties and graphs of linear, quadratic, polynomial, radical, rational, exponential, and logarithmic functions; systems of equations and inequalities; matrices and determinants; arithmetic and geometric sequences and series; and the binomial theorem. Students will be required to use graphing calculators on some assignments and/or tests.
Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 113 Finite Math for Business & Social Science 4-0-4
This course covers topics in mathematics with current applications in business and social science. Topics included are mathematical modeling, solving systems of linear equations, matrices and matrix algebra, linear programming, the simplex method, mathematics of finance, sets and counting, probability, and Markov chains. This course is not designed for engineering, mathematics or physical science majors but for transfer students in business and social science.
Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 906
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 114 Trigonometry 3-0-3
Math 114 is a calculus preparatory course designed primarily for students majoring in mathematics, science or engineering. The topics covered include right triangle trigonometry, trigonometric functions, law of sines, law of cosines, vectors, graphs, inverse trigonometric functions, equations, identities, and exponential and logarithmic functions. Real-world problems will be analyzed. Use of the appropriate calculator, as recommended by the instructor, is required for this course.
Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

Course Description Guide (continued)

MATH 120 Computer Programming in BASIC 2-0-2
This course is designed as an introduction to the BASIC language. Instructions will be on microcomputers. Included is the study of variables, expressions, looping arrays, library functions, subroutines, and files.
Prerequisites: Math placement at MATH 112 level or above or concurrent enrollment in either MATH 112 or GT 107; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T

MATH 170 Computer Science I 4-0-4
This is a beginning course for students in the Computer Science curriculum and other related areas. The structure and facilities of the C++ language are introduced. Topics to be covered include control structures, parameters, arrays, functions, records, files, and object-oriented pointers.
Prerequisites: MATH 114 (with a grade of "C" or better) or math placement above MATH 114 or divisional approval; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T

MATH 191 Introduction to Statistics 4-0-4
The following concepts and statistical techniques are included: measures of central tendency and variability; random variables and probability distributions; binomial, normal, and sampling distributions; estimation; tests of hypotheses; chi square tests; linear regression and correlation; and multiple regression. MINITAB projects are required. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.
Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 902
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

Calculus Sequence
MATH 203 Analytic Geometry & Calculus I 5-0-5
MATH 204 Analytic Geometry & Calculus II 5-0-5
MATH 205 Analytic Geometry & Calculus III 4-0-4

The calculus sequence is designed for students whose area of concentration is mathematics, science, or engineering. The Mathematics Department at Southwestern Illinois College believes calculus students must become aware of the advances in technology and its uses in mathematics, particularly in calculus. Therefore, computer technology is integrated in the calculus sequence through the use of the Mathematica software package. Students are also required to use graphing calculators on some assignments and/or tests. It is recommended that any calculus sequence be completed in the college in which it was begun. However, if a student transfers during the sequence, he/she is urged to discuss the calculus entry level with the math department of the school to which he/she is transferring.

The MATH 203 course content includes the topics of limits of functions, derivatives, extrema of functions, tangents, asymptotes, definite and indefinite integrals, differentiation and integration of transcendental functions, and applications of calculus in physical science and engineering.
Prerequisites: MATH 114 (with a grade of "C" or better) or math placement above MATH 114 or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 900-1
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

The MATH 204 course content includes the topics of applications of integration, techniques of integration, infinite series, conic sections, parametric equations, and polar functions.
Prerequisite: MATH 203 (with a grade of "C" or better) or divisional approval.
Type: T, IAI - M1 900-2

The MATH 205 course content includes vectors, vector valued functions, functions of two or more variables (with applications), partial differentiation, multiple integration and vector analysis.
Prerequisite: MATH 204 (with a grade of "C" or better) or divisional approval.
Type: T, IAI - M1 900-3

MATH 210 Computer Programming for Engineers 3-0-3
This course introduces the fundamental principles, concepts, and methods of computing with emphasis on applications in the physical sciences and engineering. Topics include basic problem solving and programming techniques, fundamental algorithms and data structures, and use of computers in solving engineering and scientific problems. It is expected that the student will have some basic knowledge of computers.
Prerequisites: MATH 203 (with a grade of "C" or better) or division approval; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T

MATH 213 Calculus for Business & Social Science 4-0-4
This course introduces the concepts of differential and integral calculus with applications to problems in business and social science. Topics included are limits, derivatives, continuity, integration techniques, logarithmic and exponential functions, and partial derivatives. Computer and/or calculator aided instruction will be used throughout the course. The course is designed for transfer students in business and social science; it is not for engineering, mathematics or physical science majors.
Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 900 - B
(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

MATH 270 Computer Science II 4-0-4
An introduction to the fundamentals of algorithms, including searching, sorting, and recursion associated with data structures using the C++ language. Topics covered include classes, linked lists, stacks, queues, trees, maps and graphs.
Prerequisites: MATH 170 (with a grade of "C" or better) and MATH 203 (with a grade of "C" or better) or divisional approval; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T

MATH 290 Differential Equations 3-0-3
This is the first course in ordinary differential equations with applications to the sciences. Topics include first-order differential equations, separation of variables, exact equations, linear equations with constant coefficients, undetermined coefficients, linear independence, LaPlace transforms, boundary value problems and numerical methods. Students will be required to use CAS systems such as Mathematica and symbolic calculators.
Prerequisite: MATH 205 (with a grade of "C" or better) or divisional approval.
Type: T

Course Description Guide (continued)

MATH 292 Linear Algebra 3-0-3
Topics include vector methods, vector spaces, equivalent matrices, systems of linear equations, linear transformations and matrices, and determinants with applications.
Prerequisite: MATH 204 (with a grade of "C" or better) or divisional approval.
Type: T

MATH 299 Special Topics in Mathematics (1-4)-0-(1-4)
This course will cover special topics or problems in mathematics and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Prerequisites: Vary depending upon the nature and level of information presented, minimum prerequisites will be appropriate math placement test score or completion of MATH 97-Intermediate Algebra (with a grade of "C" or better) or divisional approval.
Type: T

Medical Assistant

MA 130 Medical Office Clinical Procedures I 1-2-2
Clinical Procedures I introduces the student to basic aseptic technique as it involves the obtaining of vital signs and preparing and assisting with the physical exam.
Prerequisite: Program admission.
Type: C

MA 135 Health Care & Patient Communication 2-0-2
Provides the student with skills in communication which are the basis of their function as a professional Medical Assistant. Techniques of interaction are taught to enable the student as a professional to reduce stress for themselves and for those with whom they will come in contact. Legal and ethical issues relative to communication are discussed.
Prerequisite: Program admission.
Type: C

MA 140 Medical Office Procedures 3.5-0-3.5
This course introduces the student to the job description and attitudes needed to work in the medical office. Specific skills taught are administrative procedures, which involve reception, mailing, phone, filing, maintaining medical records, financial record-keeping, applied medical-legal concepts, coding, billing, banking and collection.
Prerequisite: Program admission or Coordinator permission.
Type: C

MA 141 Medical Insurance & Coding 2-0-2
This course introduces the student to insurance terminology, medical coverage and common insurance forms. The student identifies and codes procedures and diagnoses for completion of insurance forms.
Prerequisites: MA 140 and MA 150 all with a "C" or better or permission of coordinator.
Type: C

MA 142 MA Automation I 1.5-0-1.5
Introduces the student to a medical office management package and the process of incorporating a computer into a medical office. Students electronically document patient visits, billing routines, and ancillary services requests. All systems within the software are explored and templates, worksheets, and problem lists are utilized.
Prerequisite: Program admission or permission of coordinator.
Type: C

MA 143 MA Automation II 1-2-2
This course is a continuation of MA 142. Information regarding coding and charges will be filed for specific services and retrieved for analysis of total office efficiency. Billing and age analysis information will be generated from existing files and insurance forms for private, state, and federal agencies will be completed and printed. Office financial statement will be created and updated.
Prerequisites: MA 140 and MA 142 all with a "C" or better or permission of coordinator.
Type: C

MA 145 Medical Law & Ethics 2-0-2
Medical Law & Ethics is a course designed to introduce the student to legal and ethical issues in the medical field. This course will provide an introduction into the legal terminology, regulations, licensure of the various allied health fields, ethical standards, professional liability, documentation and professional responsibilities.
Prerequisite: None

MA 150 Medical Pathology I 3-0-3
Medical Pathology I is a course designed to integrate medical terminology, laboratory tests, common symptoms and diseases related to a body system. In this manner a sequenced and coordinated course of study of dermatology, musculoskeletal system, nervous system, endocrine system, and blood and lymphatic system is provided.
Prerequisite: Enrollment in program or permission of coordinator.
Type: C

MA 151 Medical Pathology II 4-0-4
Medical Pathology II is a continuation of the study of medical terminology as it relates to each body system, disease conditions, symptoms and lab tests used in diagnosis. In this course the word roots presented will be related to common conditions, symptoms and methods of diagnosis.
Prerequisite: Program admission or permission of coordinator.
Type: C

MA 170 Medical Lab Orientation I 1.5-2-2.5
This course is designed to provide the student with the opportunity to perform basic medical lab tests that are performed in the office; basic techniques of blood drawing, specimen collection, preservation of specimens, correct labeling techniques and patient test preparation; to practice good technique in hematology laboratory procedures and apply to all lab testing in performance, care and maintenance of equipment. The course will also prepare the graduate with the knowledge to set up an office and assist with the preparation of patients for lab testing at other facilities.
(3-0-3 lecture, 4 hours lab, 8-week module)
Prerequisite: Admission to the Medical Assistant Program or permission of coordinator.
Type: C

MA 171 Medical Lab Orientation II 1-2-2
This course continues with lab skills in urinalysis testing, serology, chemistry and microbiology. Good laboratory techniques and quality control are stressed. (2-0-2 lecture, 4 hours lab, 8-week module)
Prerequisite: MA 170 with a "C" or better or permission of coordinator.
Type: C

MA 180 Medical Office Clinical Procedures II 1-2-2
This course introduces the student to aseptic technique and minor surgery procedures; special procedures in general practice; care and maintenance of equipment and performance of emergency procedures.
Prerequisites: MA 130, MA 150, and concurrent enrollment or completion of MA 151 all with a "C" or better.
Type: C

Course Description Guide (continued)

MA 181 Cardiopulmonary Procedures 1-2-2
This course introduces the student to cardiac anatomy and physiology and cardiac testing; electrocardiograph performance, equipment and maintenance, recognition of normal findings, and response in emergency situations.
Prerequisites: Coordinator permission - MA 150 with a "C" or better or HRO 100.
Type: C

MA 182 Pharmacology and Administration Techniques 3-2-4
This course presents the calculations for medication administration, the classification of pharmacology agents and clinical techniques for medication administration.
Prerequisite: Admission to the Medical Assistant program.
Type: C

MA 192 Administrative Externship 0.5-6-2
The student will practice previously learned skills in a supervised administrative experience at a physician's office. The administrative practicum will be under the direction of a physician and a medical assistant.
Prerequisite: Completed MA 140, 141, 142, 143, and 150 all with a "C" or better.
Type: C

MA 195 Office Practicum 1.5-12.5-4
The student will practice previously learned skills in a supervised clinical experience at a physicians office. This clinical practicum will be under the direction of a physician and a medical assistant.
Prerequisite: Coordinator permission - Completion of 35 credit hours of MA certificate. All courses with a "C" or better.
Type: C

MA 199 Medical Assistant Certification Review 1.5-0-1.5
This course prepares the Medical Assistant program students and individuals who are employed as Medical Assistants for the CMA exam. The class includes a review of administrative and clinical procedures. Mock exams are part of the review and preparation.
Prerequisite: Coordinator permission - Completion of 35 credit hours of MA certificate. All courses with a "C" or better.
Type: C

MA 236 CPT and ICD-9-CM Coding 1.5-0-1.5
This course provides the student with an in-depth knowledge of the Evaluation and Management codes and the medical record documentation that is required when using these codes.
Prerequisite: Permission of coordinator.
Type: C

MA 237 CPT Coding For Medicine and Surgery 1.5-0-1.5
This course provides the student with an in-depth knowledge of medical specialty, surgery, and anesthesia coding. The student will practice coding to achieve accuracy in CPT & ICD-9-CM coding procedures for the outpatient medical facility. Coding guidelines for Medicare and Managed Care organizations will be reviewed. Electronic coding and submission procedures will be reviewed.
Prerequisite: Permission of coordinator.
Type: C

MA 243 Clinical Coding Practicum 0-12-3
The student will be proficient in ICD and CPT coding and insurance submission procedures.
Prerequisites: Permission of Coordinator.
Type: C

MA 255 Medical Assistant Mangmnt Internship 1-10-3
This course builds on basic administrative skills and introduces the student to management skills needed in a medical facility. The student will complete course objectives on preparation and implementation of office policies, employee selection, and required legal forms in management. (10 hours administrative practicum)
Prerequisite: Coordinator permission - Completion of Medical Assistant certificate program.
Type: C

MA 299 Problems in Med Assist (.5-4)-(1-8)-(.5-4)
Application of Medical Assisting principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. Projects and topics will vary to meet individual interests and needs.
Prerequisite: Permission of coordinator.
Type: C

Medical Laboratory Technology

MLT 100 Intro to Phlebotomy Procedures 1-2.5-2
An introduction to the basic skills of a phlebotomist. The course includes capillary and venous blood draws. Attention is given to safety, capillary collection methods, venous collection methods, equipment, supplies needed, technique tips, and special phlebotomy concerns. Some waived laboratory techniques are taught as well. (2 hours lecture, 6 hours lab, 8-week module) Fall or Spring
Prerequisite: Eligible for ENG 101 and MATH 94.
Type: C

MLT 150 Introduction to Clinical Laboratory 1-2-2
The Introduction to the Clinical Laboratory course is the first exposure of the student to the clinical laboratory. It covers safety, laboratory departments and personnel, pipetting, phlebotomy, microscopes, quality control lab math, and basic lab procedures, including: PT, HCT, HGB, and red blood cell count.
Prerequisite: Acceptance into Medical Laboratory Technology program required.
Type: C

MLT 200 Hematology 3-3-4
Hematology is an introduction to the study of clinical hematology. Emphasis is placed on basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of hematology disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeoloproliferative disorders, and other disorders will be stressed. The collection, handling and processing of samples used in Hematology testing will be covered in detail. (Eight-week module: 6 hours lecture, 6 hours lab) Summer
Prerequisites: MLT 150 with "C" or better.
Type: C

Course Description Guide (continued)

MLT 210 Applied Clinical Microbiology 3-4-5
A study of the normal and pathogenic microflora of man with emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing, and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, mycology, parasitology and mycobacteriology. (6 hours lecture, 8 hours lab, eight-week module). Spring
Prerequisite: MLT 150 with "C" or better.
Type: C

MLT 220 Serology 2-2-3
An introduction to immunology with emphasis on applied clinical immunology. The immune response, properties and synthesis of antibodies, antigen and antibody reactions, and the serological procedures most widely performed in the clinical laboratory are the major topics for discussion. (Eight-week module, 4 hours lecture, 4 hours lab.) Fall.
Prerequisite: MLT 150 with "C" or better.
Type: C

MLT 240 Immunohematology 3-3-4
A study of the blood groups of man and their significance in blood-banking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes, and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed. (Eight-week module, 6 hours lecture, 6 hours lab.) Spring
Prerequisite: MLT 150 with a "C" or better.
Type: C

MLT 242 Phlebotomy Clinical 0-12-3
This course provides a clinical opportunity to apply skills and knowledge or anatomy, medical terminology, blood collection methods and related laboratory procedures. It consists of 120 hours at a clinical site.
Prerequisite: Coordinator permission, HRO 100, CIS 120 or CIS 125, MLT 100 all with a grade of "C" or better.
Type: C

MLT 245 Clinical Practice I 0-24-3
Supervised clinical experience. Students rotate through the hematology, serology, chemistry, coagulation and urinalysis departments of an affiliate hospital. (40 hours per week for 9 weeks) Fall
Prerequisites: MLT 150 with a grade of "C" or better or concurrent enrollment.
Type: C

MLT 250 Coagulation 1-2-2
This course discusses the four major systems of hemostasis, which includes the blood vessels, the platelets, the coagulation factors, and the fibrinolytic system. This includes the test methodologies and disease states associated with each of the four major systems. (Eight-week module, 2 hours lecture, 4 hours lab weekly.) Spring
Prerequisite: MLT 150 with a "C" or better.
Type: C

MLT 260 Clinical Microscopy 2-2-3
A study of the anatomy and physiology of the renal system and its role in maintaining homeostasis. Includes the physical, chemical and microscopic examination of urine and urinary sediment. Tests applied to other body fluids (e.g. synovial fluid, cerebrospinal fluid, semen, and gastric fluid) are also studied. (Eight-week module, 4 hours lecture, 4 hours lab.) Fall
Prerequisite: MLT 150 with a "C" or better.
Type: C

MLT 270 Clinical Chemistry 3-3-4
A study of the diagnostic chemistry tests performed in the average clinical laboratory. Includes normal and abnormal physiology, principles of the reactions and methods used, interpretation of test results, and the sources of error in test performance. Basic instrumentation, reagent preparation, laboratory mathematics and quality control are stressed. Eight-week module, 6 hours lecture, 6 hours lab. Fall
Prerequisite: MLT 150 with a "C" or better.
Type: C

MLT 275 Clinical Practice II 0-24-3
Supervised clinical experience. Students will rotate through the microbiology and immunohematology at an affiliate hospital. (Consists of 40 hours per week for 9 weeks) Spring
Prerequisites: MLT 150 with a "C" or better
Type: C

Military Science-Army ROTC

MSC 101 Introduction to Military Science 1-2-2
Introduces military issues and role of the U.S. Army in national defense systems. Reviews time management, goal setting, and motivational leadership.
Prerequisite: None.
Type: T

MSC 102 Introduction to Military Operations 1-2-2
Studies the modern battlefield and its relationship to leadership, team building, and stress management. Individual communication skills and group dynamics are stressed.
Prerequisite: None.
Type: T

MSC 201 Applied Military Skills 2-2-3
Provides detailed instruction and practical exercises in military writing, briefing, and decision-making. Extensive instruction and practice are provided in the reading and use of maps and compasses.
Prerequisite: None.
Type: T

MSC 202 Small Unit Leadership 2-2-3
Provides basic background in first aid and individual field-movement skills and instruction in the use of analytical aids in planning, organizing, and controlling a changing environment.
Prerequisite: None.
Type: T

Course Description Guide (continued)

Music

MUS 101 Music Appreciation 3-0-3
This course presents a survey of Western music from the Middle Ages through the present. In addition to learning musical elements and orchestral instruments, students will be introduced to the compositions of the master composers and stylistic characteristics of the various musical eras. A writing component such as a concert report or research paper is required.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F1 900

MUS 102 American Popular Music 3-0-3
This Humanities course presents a survey of American Popular music. It covers the time span from 1619 to the present and will allow the student an opportunity to examine the various types, styles and influential musicians of American Pop music.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F1 904

MUS 103 Music Literature 3-0-3
This course is designed as a survey of music literature of the Western tradition from the Middle Ages to the present. Representative selections by major composers of each era are chosen to illustrate the characteristic styles, techniques, forms and performance practices of vocal and instrumental music. An emphasis is placed on guided listening and elementary score reading.
Prerequisite: MUS 105 or permission of the instructor.
Type: T

MUS 104 Fundamentals of Music 3-0-3
This is a beginner's course in reading music notation and understanding keys, scales and chords, including an introduction to the keyboard. The course is designed for a variety of music students: those who are beginning the study of music with little or no background; those who are prospective college music majors who must prepare for formal training in harmony and counterpoint; elementary school teachers who need a basic knowledge of music; and those students who would like a degree of music literacy.
Prerequisite: None.
Type: T

MUS 105 Music Theory I 4-0-4
This course provides an introduction to fundamental melodic and harmonic principles of Common Practice theory. Students will learn to write, hear, play, and analyze music of all periods and styles. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, rhythmic dictation), and singing skills (solfeggio and sight-singing).
Prerequisite: A grade of "C" or better in MUS 104 or satisfactory score on the fundamental theory skills test. Piano proficiency or concurrent enrollment in class piano is strongly suggested.
Type: T

MUS 106 Music Theory II 4-0-4
Continuation of MUS 105. This course provides an introduction to fundamental melodic and harmonic principles of Common Practice theory. Students will learn to write, hear, play, and analyze music of all periods and styles. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, and rhythmic dictation), and singing skills (solfeggio and sight-singing).
Prerequisite: A grade of "C" or better in MUS 105. Students are strongly encouraged to continue to enroll in subsequent levels of class piano.
Type: T

MUS 110 World Music 3-0-3
This course covers the basic elements of music (melody, rhythm, harmony, and form) and perceptive listening relevant to non-western music. The music culture of several non-western societies will be examined. Completion of this course fulfills the Third World Culture requirement for graduation at Southwestern.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T, IAI - F1 903N

MUS 111 Class Instruction in Piano I 2-0-2
This is a beginning course for students without previous piano study. Students are expected to practice daily. Required of the music major without piano background, but may be taken as an elective by the non-major.
Prerequisite: None.
Type: T

MUS 112 Class Instruction in Piano II 2-0-2
Continuation of MUS 111.
Prerequisite: "C" or better in MUS 111 or consent of instructor.
Type: T

MUS 113 Class Instruction in Voice I 2-0-2
This introductory level course focuses on the learning of the fundamentals of sound, healthful vocal technique. Instruction is given through group and individual performance. Students will gain an understanding of all areas of vocal technique as they learn a variety of vocal literature selections. An emphasis will be placed on the development of each individual as a soloist.
Prerequisite: None.
Type: T

MUS 114 Class Instruction in Voice II 2-0-2
A continuation of MUS 113, this introductory level course focuses on improvement in all areas of vocal technique. Students will expand their musicianship skills and extend their repertoire through an appropriate variety of vocal literature, including the introduction of Italian song literature. Instruction is given through group and individual study and performance. An emphasis will be placed on the development of each individual as a confident, expressive soloist.
Prerequisite: "C" or better in MUS 113
Type: T

Private Applied Music

Music-Private Applied Music for Enrichment
Private music lessons are offered to students desiring to improve their music skills in the following instruments: piano; voice; trumpet; French horn; trombone; tuba/euphonium; flute; clarinet; oboe; bassoon; saxophone; violin; viola; cello; double bass; guitar; bass guitar; percussion (drum set, snare drum, timpani, mallets, Latin percussion). These courses may be repeated up to a maximum of 8 hours of elective credit. These courses do not meet the requirements for pursuit of a major or minor in music at the baccalaureate level.

Course Description Guide (continued)

NOTE: Students enrolling in private applied courses must contact the Coordinator of the program, Darice Palmier at 235-2700 ext. 5379, for instructions and instructor assignment. First time private applied students should contact Ms. Palmier **prior** to enrolling.

MUS 119 Piano 2-0-2
MUS 120 Voice 2-0-2
MUS 121 Trumpet 2-0-2
MUS 122 French horn 2-0-2
MUS 123 Trombone 2-0-2
MUS 124 Tuba/Euphonium 2-0-2
MUS 125 Flute 2-0-2
MUS 126 Clarinet 2-0-2
MUS 127 Oboe 2-0-2
MUS 128 Bassoon 2-0-2
MUS 129 Saxophone 2-0-2
MUS 130 Violin 2-0-2
MUS 131 Viola 2-0-2
MUS 132 Cello 2-0-2
MUS 133 Double Bass 2-0-2
MUS 134 Guitar 2-0-2
MUS 135 Bass Guitar 2-0-2
MUS 136 Percussion 2-0-2

Students receive one half-hour lesson per week for fifteen weeks of the semester. All students perform in a final examination jury at the end of the semester.
Prerequisite: None.
Type: T

MUS 140 Diction For Singers 1-0-1
This course is designed to focus on the area of vocal technique related to making words clear through correct enunciation of vowels and syllables and correct, efficient articulation and projection of consonants. Students will learn and apply basic rules governing diction for singing English song literature along with the correct pronunciation of Italian and German song literature. Representative selections of song literature in each language will be chosen to illustrate proper diction technique. Emphases are placed on the International Phonetic Alphabet (IPA) as an aid in the pronunciation of foreign song material and guided listening to English and foreign art songs.
Prerequisite: Prior or current enrollment in Class Instruction in Voice or Private Applied Voice, or permission of the instructor.
Type: T

MUS 145 Recording Studio Orientation 3-0-3
Focuses on studio maintenance and troubleshooting techniques. Includes soldering, wiring standards, machine alignment, system architecture, computer troubleshooting and digital devices.
Prerequisite: None
Type: T

MUS 150 Recording Engineer Musicianship I 3-0-3
A fundamental course in music for recording arts majors. A study of the elements of musical comoposition including melody, rhythm, chords, chord progression, modality, and music notation/score reading. This highly specialized and accelerated course is designed to meet industry demands in the recording arts, and should only be considered by those with a strong musical background.
Prerequisite: "C" or better in MUS 104 or satisfactory score on fundamental theory skills test.
Type: T

MUS 151 Recording Engineer Musicianship II 3-0-3
Continues the study of music presented in MUS 150 and includes the application of melody, rhythm, chords, chord progression, modality, and music notation/score reading. This highly specialized and accelerated course is designed to meet industry demands in the recording arts, and should only be considered by those with a strong musical background.
Prerequisite: "C" or better in MUS 150
Type: T

MUS 152 History of the Recording Industry 3-0-3
Traces the development and growth of recording technology, the role of recording technology in the music business, the growth and development of major record labels, and a survey of the significant individuals who engineered the recordings.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T

MUS 153 The Business of Music 3-0-3
A survey of the music industry, including music copyright, publishing, performance licensing, songwriting, record markets, record production, record merchandising, recording studio management, unions and guilds, agents, artist management, concert promotion, musical theater production, music in retail, music in radio, and music in advertising.
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.
Type: T

MUS 154 Survey of Music Computer Technology 3-0-3
An examination of proprietary music software/hardware and its application in current use within the recording industry. Included is the study and implementation of MIDI and digital sampling technology in the audio recording industry.
Prerequisite: MUS 111 or concurrent enrollment in MUS 111 or permission of instructor.
Type: T

MUS 155 Survey of Music Computer Technology II 3-0-3
A continuation of MUS 154, this course is an examination of sampling and sound design software programs and how they integrate into the recording studio. A further analysis of MIDI functionality and sequencing using proprietary software is also included.
Prerequisite: "C" or better in MUS 154
Type: T

MUS 159, 160, 259, 260 Concert Band I-IV 0-3-1
The Concert band is an ensemble dedicated to the study and performance of a wide variety of musical literature. Repertoire represents a variety of musical styles from the music of the Baroque, Classical, Romantic, and Twentieth Century to various jazz, rock, and popular styles. The ensemble is open to all woodwind, brass and percussion students.
Prerequisite: None
Type: T

MUS 161, 162, 261, 262 College Choir I-IV 0-3-1
The concert choir will sing choral repertoire ranging from Classical to Folk and Popular. The choir will perform several times during the school year. Rehearsals will be dedicated to learning correct vocal production, musicianship, ear-training and sight-reading skills through vocal exercises and choral literature.
Prerequisite: First semester students are expected to be able to match pitches and blend.
Type: T

Course Description Guide (continued)

MUS 163, 164, 263, 264 Jazz Band I-IV 0-3-1
The Jazz band rehearses and performs literature from the contemporary Big Band media. Instrumentation consists of alto, tenor and baritone saxophones, trumpets, trombones, piano, guitar, drums, and bass.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 165, 166, 265, 266 Instrumental Ensemble 0-3-1
This is an instrumental performing ensemble dedicated to the study and performance of a wide variety of musical literature. Depending on the ensemble chosen, the literature will represent the various styles found within that idiom, i.e., music of the Baroque, Classical, Romantic, and Twentieth Century, as well as various jazz, rock, and popular styles.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 167, 168, 267, 268 Chamber Singers 0-3-1
The Chamber Singers are selected from the College Choir on the basis of musicianship, sight reading ability, and blend factors. Each part will be balanced and membership will be limited to a suitable chamber size. The repertoire will vary from early and contemporary madrigals to pop music. The group will perform for community organizations and in concert.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 175, 176, 275, 276 Guitar Ensemble 0-3-1
The guitar ensemble is a performing ensemble that rehearses and performs a wide variety of guitar ensemble literature, ranging from classical to jazz to popular music. Students will learn different rehearsal and practice techniques related to preparing a musical performance, with the goal of presenting at least one concert per semester. Students will learn many musical skills such as solo guitar, group playing, and basic improvisation.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 177, 178, 277, 278 Jazz Improvisation 0-2-1
This course is designed to foster a greater appreciation and understanding of jazz improvisation. Study will include functional jazz harmony, instrumental technique, and aural development. Students will study the music of prominent composers and performers including Miles Davis, Herbie Hancock, Horace, Silver, Duke Ellington and others. Each class session will include study through rehearsal and performance by the members of the class.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 205 Music Theory III 4-0-4
This course will continue the study of advanced harmonic techniques including modulation, altered chords, chromatic harmony, counterpoint and introduction to contemporary harmonic principles. Students will learn to write, hear, play, and analyze music of all periods and styles. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, and rhythmic dictation), singing skills (solfeggio and sight-singing), and keyboard skills (scales, chords, chord progressions). Special emphasis will be placed on the techniques used by 20th Century composers. Must be taken in sequence.
Prerequisites: A grade of "C" or above in MUS 106. Students are strongly encouraged to continue to enroll in subsequent levels of class piano.
Type: T

MUS 206 Music Theory IV 4-0-4
This course will continue the study of advanced harmonic techniques including modulation, altered chords, chromatic harmony, counterpoint and introduction to contemporary harmonic principals. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, and rhythmic dictation), singing skills (solfeggio and sight-singing), and keyboard skills (scales, chords, chord progressions). Special emphasis will be placed on the techniques used by 20th Century composers. Must be taken in sequence.
Prerequisite: A grade of "C" or better in MUS 205. Students are strongly encouraged to continue to enroll in subsequent levels of class piano.
Type: T

MUS 213 Class Instruction in Piano III 2-0-2
This course is designed for the music major or minor or any student who is interested in continuing to improve piano skills.
Prerequisite: "C" or better in MUS 112 or consent of instructor.
Type: T

MUS 214 Class Instruction in Piano IV 2-0-2
This course is designed for the music major or minor or any student who is interested in improving piano skills.
Prerequisite: "C" or better in MUS 213 or consent of instructor.
Type: T

Private Applied Music

Music-Private Applied Music for the Music Major or Music Minor
Private music lessons are offered to students pursuing a major or minor in music in the following instruments: piano; voice; trumpet; French horn; trombone; tuba/euphonium; flute; clarinet; oboe; bassoon; saxophone; violin; viola; cello; double bass; guitar; bass guitar; percussion (drum set, snare drum, timpani, mallets, Latin percussion). These courses may be repeated up to a maximum of 8 hours of elective credit. It is expected that students will achieve satisfactory progress in order to continue to the next level of credit.
Prerequisite: Successful audition or jury examination.

NOTE: Students enrolling in private applied courses must contact the Coordinator of the program, Darice Palmier at 235-2700 ext. 5379, for instructions and instructor assignment.

MUS 219 Piano 2-0-2
MUS 220 Voice 2-0-2
MUS 221 Trumpet 2-0-2
MUS 222 French horn 2-0-2
MUS 223 Trombone 2-0-2
MUS 224 Tuba/Euphonium 2-0-2
MUS 225 Flute 2-0-2
MUS 226 Clarinet 2-0-2
MUS 227 Oboe 2-0-2
MUS 228 Bassoon 2-0-2
MUS 229 Saxophone 2-0-2
MUS 230 Violin 2-0-2
MUS 231 Viola 2-0-2
MUS 232 Cello 2-0-2
MUS 233 Double Bass 2-0-2
MUS 234 Guitar 2-0-2
MUS 235 Bass Guitar 2-0-2
MUS 236 Percussion 2-0-2

Course Description Guide (continued)

Students receive a one-hour lesson per week for fifteen weeks of the semester. Students will be expected to perform in a minimum of one performance seminar or recital per semester as well as attend all seminars. Performance seminars are held on Wednesdays from 3:00-3:50 p.m. during several weeks of the semester. In addition, music majors must attend a specified number of concerts each semester in accordance with Music Department policy. All students perform in a final examination jury at the end of the semester.
Type: T

MUS 250 Basic Digital Recording Techniques 3-0-3
A hands-on approach to gaining technical and electronic understanding of various equipment used in the basic recording studio. Subjects covered include an introduction to the physical aspects of sound, sound level measurement, introduction to microphone techniques, psychoacoustics, basic electricity, principles and practice of magnetic and digital recording, and an overview of the recording studio.
Prerequisite: "C" or better in MUS 104 or satisfactory score on the fundamental theory skills test, and completion of or concurrent enrollment in MUS 145.
Type: T

MUS 251 Advanced Digital Recording 3-0-3
A continuation of MUS 250. Digital recording technology using Pro Tools is discussed and demonstrated. Topics include: recording console theory and operation, microphone design and techniques, signal processing and digital effects equipment, hard-disc recording, and reproduction.
Prerequisite: "C" or better in MUS 250
Type: T

MUS 252 Critical Listening for the Engineer 3-0-3
A course in aural skills development for recording engineers. This class will focus on various types of music, acoustic and electronic timbres, general instrument ranges and sonic properties, blend, balance, equalization, panning, reverb, compression, limiting, and other tools used in the recording process.
Prerequisite: MUS 251 and MUS 151 or MUS 106, or consent of instructor.
Type: T

MUS 255 Music Technology Practicum 1-10-3
Practical experience for advanced students in a professional recording industry setting. This course may be repeated for additional credit. Not more than six hours toward the major are allowed. Students must complete an application which can be found by going to the web address *www.swic.edu/music* and choosing the link to *Music Technology*. Practicum applicants are responsible for applying to one of the SWIC Music Department approved parcticum sites.
Prerequisite: Advance standing (21 hours) in the Music Technology program, including completion of MUS 105 and MUS 106 or MUS 150 and MUS 151, and MUS 250 and MUS 251. Students are required to have an interview with the coordinator prior to enrolling.
Type: T

MUS 299 Special Topics in Music (1-4)-0-(1-4)
This course is an introduction to special topics and issues in music presented through lectures, discussions, demonstrations, readings, and/or individual research. Topics vary each semester. This course may be taken more than once if different topics are covered.
Prerequisite: Advanced standing in music or permission of instructor.
Type: T

Network Design and Administration - Also see Cisco Networking

NETW 101 Introduction to Networking 3-0-3
This course is an introductory course which covers the fundamentals of data communications and networking principles. Students will learn network standards, protocols, and topologies. Students will also learn network architectures of Local Area Networks (LAN) and Wide Area Networks (WAN) and related media, connections and components. Other topics covered include the OSI model, TCP/IP, and network security.
Prerequisite: Basic computer skills.
Type: C

NETW 105 Data Assurance 1-0-1
This course provides an overview of computer and network security issues including the numerous types of attacks computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available.
Prerequisite: Basic computer skills.
Type: C

NETW 130 Preparation for A+ Certification 2-2-3
Throughout this course you will learn all of the technical skills necessary to become an A+ certified technician. These skills will be learned through a series of hands-on lab exercises and review questions designed to teach and improve your PC configuration and troubleshooting skills which are necessary to function as a PC support or helpdesk technician. Students may receive credit for only one of the following: EET 256 or NETW 130.
Prerequisite: Completion of or concurrent enrollment in EET 255, CISC 131, NETW 101, or consent of coordinator.
Type: C

NETW 142 Network Design 3-0-3
This course provides students a foundation of network design. Upon completion of this course, students can design routed and switched network infrastructures, involving local and wide area networks, for businesses and organizations. This course focuses on gathering customer requirements, identifying solutions, and designing the network infrastructure and elements to ensure the basic functionality of the proposed solutions.
Prerequisite: CISC 132 with a grade of "C" or better. Students who meet the requisite through professional certification or work experience should contact the Program Coordinator.
Type: C

NETW 151 Telecommunications 3-0-3
This course is a comprehensive overview of how information, including voice and data, travel throughout telecommunications networks. The primary focus of the course is the fundamentals of telecommunications technologies, associated terminology and methods used to route traffic across the telecommunications network. Topics include switching, signaling, Time Division Multiplexing, the Public Switched Telephone Network, and services offered to residential and business customers.
Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the Program Coordinator.
Type: C

Course Description Guide (continued)

NETW 182 Linux Operating System 3-0-3
This course introduces the fundamentals of the Linux operating system. The basics of Linux system concepts, architecture, and administration will be covered. Students will learn about the Linux file system, file processing, editors, basic shell programming, utilities, and the X Window System.
Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the Program Coordinator.
Type: C

NETW 188 Windows Server I 3-0-3
This course provides students with the knowledge and skills that are required to manage and maintain the Microsoft Windows Server Environment. The course focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network services, establishing remote access services, interoperating on a network, setting up Internet services, monitoring and tuning a server, and troubleshooting problems. Students will have an opportunity to apply their knowledge through hands-on projects and case study assignments. Upon completion of the course, students are prepared for Microsoft certification exam.
Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the Program Coordinator.
Type: C

NETW 191 TCP/IP 3-0-3
This course teaches students one communications architecture: Transmission Control Protocol/Internet Protocol (TCP/IP) and its implementation with Windows server and client operating systems.
Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the Program Coordinator.
Type: C

NETW 211 Digital Forensics 3-0-3
This course deals with the preservation, identification, extraction, documentation, and interpretation of digital data. Students will learn the basic artifacts of each of today's most popular operation systems and PC applications. The course will also include an overview of communication artifacts. Topics covered include evidence handling, chain of custody, collection, preservation, identification, and recovery of digital data. This course will feature the use of today's most popular forensics tools.
Prerequisite: Basic computer skills.
Type: C

NETW 271 Network Security 3-0-3
This course provides an overview of information security (InfoSec) practices and techniques. Students will become familiar with the concepts and terms associated with computer and programming security techniques, local and wide area network (LAN/WAN) implementation, and network architecture. Topics will include TCP/IP, operating system best practices, application development best practices, networks and services, communications concepts, hardware, and communications media.
Prerequisites: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the Program Coordinator.
Type: C

NETW 288 Windows Server II 3-0-3
This course provides students with an understanding of the administrative tools that are used to implement, manage, and maintain Microsoft Windows Server Network Infrastructure. Topics in the course include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. Students will have an opportunity to apply their knowledge through hands-on projects and case study assignments. Upon completion of the course, students are prepared for Microsoft certification exam.
Prerequisite: NETW 188. Students who meet the prerequisite through professional certification or work experience should contact the Program Coordinator.
Type: C

NETW 295 Network Internship 0-15-3
This course requires an average of 15 hours a week of supervised work experience at an approved work site. The course provides the necessary articulation between theory and the world of computer networking and is required for all students seeking a degree in Networking Design & Administration.
Prerequisite: Minimum GPA of 2.5. Students should be enrolled in last semester of study prior to graduation. Coordinator approval.
Type: C

NETW 299 Special Topics in Networking (.5-4)-0-(.5-4)
This course presents projects and topics in networking by simulated experiences, observations, discussions, conferences, readings or individual research. Current technologies related to the field of networking will be presented and discussed. Projects and topics will vary to meet individual interest and needs.
Prerequisite: Varies by topic.
Type: C

Nurse Assistant - See HRO

Nursing Education

NE 100 Clinical Calculations for Nurses 3-0-3
This course is designed to enable the student to learn basic mathematical concepts and systems of measure and calculate oral and parenteral dosages for selected medication. This course or successful completion of the NE 100 Proficiency test is required for admitted nursing students. The NE 100 Proficiency Test will be available during NE orientation. (Summer only.)
Prerequisite: Acceptance into the nursing program.
Type: C

NE 102 Introduction to Nursing Procedures 1-3-2
The course is designed to enable the student to perform basic nursing procedures related to the care of clients. Focus of the course is on developing a theoretical foundation for specified procedures along with practice of the procedures in a simulated setting in the classroom and laboratory. The course will prepare the student to perform basic procedures necessary to the nursing care of a client. The course is required for selected students who are beginning their nursing career. Four-week module (4 hours classroom; 12 hours lab per week)
Prerequisite: NE 100 with a grade of "C" or better, or NE 100 proficiency, and completion of or concurrent enrollment in BIOL 155/157, HRO 150, SOC 153, and HRO 100/160 (or proficiency).
Type: C

Course Description Guide (continued)

NE 103 Introduction to Nursing 2.5-4.5-4
An introductory study of nursing with emphasis on acquiring the basic knowledge and behaviors needed to work as a nurse. Content is presented in relation to basic human needs and the nursing process. Situations are provided in the classroom setting, the autotutorial laboratory, college laboratory and the clinical setting.
Prerequisite: NE 102 with a grade of "C" or better or concurrent enrollment; or escrowed credits for CNA/LPN and completion of or concurrent enrollment in BIOL 155/157, HRO 150, SOC 153, and HRO 100/160 (or proficiency). (11-week module. 3.5 hours classroom; 6 hours college and clinical lab per week)
Type: C

NE 104 Health Continuum I 2-0-2
Designed to study man and his ability to maintain health. The formation of more effective skills in communication is stressed. The developmental stages of newborn, infancy and adulthood are presented in relation to basic Human needs.
Prerequisite: Acceptance into nursing program. Completion of or concurrent enrollment or waiver of NE 102, NE 103, BIOL 155/157, SOC 153, HRO 150.
Type: C

NE 105 Health Continuum II 2-0-2
Emphasis on the study of man and his ability to maintain health. The developmental stages of toddler, preschool, school age and adolescent are presented in relation to basic Human needs.
Prerequisites: BIOL 155/157, HRO 150, SOC 153, HRO 100/160, NE 102, NE 103 and NE 104 all with a grade of "C" or better and concurrent enrollment or completion of NE 106, NE 108, ENG 101, BIOL 156/158, or permission of the Program Director.
Type: C

NE 106 Health Continuum III 2-6-4
Uses the nursing process to provide family health care during the child-bearing cycle. Learning situations are provided in the classroom setting, the autotutorial laboratory, college laboratory simulated sessions and in the reality of the client setting. Clinical experience is primarily in the hospital maternity setting. Eight-week module. (4 hours classroom, 12 hours college and clinical lab per week)
Prerequisites: BIOL 155/157; HRO 150; SOC 153; HRO 100/160; NE 102, NE 103, NE 104 all with a grade of "C" or better, and concurrent enrollment in or completion of NE 105, NE 108, ENG 101 and BIOL 156/158, or permission of the Program Director.
Type: C

NE 108 Interference with Basic Human Needs I 2-6-4
Uses the nursing process in providing care for clients with selected common nursing problems. It introduces the student to the fundamental processes of illness. Emphasis is on problems that interfere with Human needs for sexuality, comfort, rest and sleep. Learning situations are provided in the classroom setting, the autotutorial laboratory, college laboratory simulated sessions and in the reality of the client setting. Clinical experience is primarily in the hospital setting. Eight-week module. (4 hours classroom, 12 hours college and clinical lab per week)
Prerequisites: BIOL 155/157; HRO 150; SOC 153; HRO 100/160; NE 102, NE 103, NE 104 all with a grade of "C" or better, and concurrent enrollment in or completion of NE 105 and NE 106, ENG 101 and BIOL 156/158, or permission of the Program Director.
Type: C

NE 134 LPN Transition to ADN 4-0-4
This course is designed to facilitate entry of the Licensed Practical Nurse into the Associate Degree Nursing program by placing emphasis on the study and utilization of the nursing process to meet basic Human needs. Communication skills and the stages of human growth and development are also stressed. Content builds upon previously learned nursing theory and assist the student in focusing on a change in role. The student must demonstrate proficiency or selected nursing skills to be eligible to enroll in the next nursing course.
Prerequisites: License as a practical nurse and acceptance into the nursing program.
Type: C

NE 207 Interference w/Basic Human Needs II 3.5-6-5.5
Uses the nursing process in providing care for clients with selected common health problems. Emphasis is on interferences with Human needs for self-awareness, self-esteem, and communication which causes alterations of behavior. Personal development of the student is emphasized as a prelude to understanding others. Learning situations are provided in the classroom setting and in client settings in the hospital and the community. Eight-week module. (7 hours classroom, 12 hours college and clinical lab per week)
Prerequisites: BIOL 156/158; ENG 101; NE 105, NE 106, and NE 108 all with a grade of "C" or better, and concurrent enrollment in or completion of NE 209, ENG 102 and PSYC 151 or permission of the Program Director.
Type: C

NE 209 Interference w/Basic Human Needs III 3.5-6-5.5
Uses the nursing process in providing care for clients with selected common health problems. Emphasis is on interferences with Human needs for activity, mobility and oxygen. Learning situations are provided in the classroom setting, the autotutorial laboratory, college laboratory simulated sessions and in the hospital setting. Eight-week module. (7 hours classroom, 12 hours college and clinical lab per week)
Prerequisites: BIOL 156/158; ENG 101; NE 105, NE 106, and NE 108 all with a grade of "C" or better, and concurrent enrollment in or completion of NE 207, ENG 102 and PSYC 151 or permission of the Program Director.
Type: C

NE 210 Interference w/Basic Human Needs IV 3.5-6-5.5
Uses the nursing process in providing care for clients with selected common health problems. Emphasis is continued on the Human needs for nutrition and elimination, sensory perception, and safety. Learning situations are provided in the classroom setting, the autotutorial lab, college laboratory simulated sessions and in the hospital setting. The role change from student to graduate nurse is also considered. Eight-week module. (7 hours classroom, 12 hours college and clinical lab per week)
Prerequisites: ENG 102; PSYC 151; NE 207 and NE 209 all with a grade of "C" or better, and concurrent enrollment in or completion of NE 211 or permission of the Program Director, and NE electives.
Type: C

Course Description Guide (continued)

NE 211 Interference w/Basic Human Needs V 3.5-6-5.5
Uses the nursing process in providing care for clients with selected common health problems. Emphasis is continued on Human needs for safety and sensory perception, nutrition, and elimination. This course deals with the role change from student to graduate nurse. Learning situations are provided in the classroom setting, the autotutorial laboratory, college laboratory simulated sessions and the hospital setting. Eight-week module. (7 hours classroom, 12 hours college and clinical lab per week)
Prerequisites: ENG 102; PSYC 151; NE 207 and NE 209 all with a grade of "C" or better, and concurrent enrollment in or completion of NE 210 or permission of the Program Director, and NE electives.
Type: C

Office Administration and Technology

OAT 121 Introduction to Office Support 3-0-3
This course addresses the concepts involved in office support technology with emphasis on its history, technology, procedures and career opportunities. Computer terminology, hardware and software, application software, and operating environments as they relate to office support are included.
Prerequisite: None.
Type: C

OAT 122 Word Processing Applications I 3-0-3
This course provides hands-on experience on a microcomputer using one of the most popular word processing packages. Topics include: document creation, editing, printing, headers/footers, tables, graphics, macros, merging, speller/grammar/thesaurus, file management, templates, styles, and sorting.
Prerequisite: Knowledge of Windows/Vista, computer terminology, and document processing.
Type: C

OAT 125 Records Management I 1-0-1
This course introduces the student to the field of records management and provides an overview of filing paper records in alphabetic, numeric, subject, and geographic order. Association of Records Managers and Administrators (ARMA) guidelines will be followed.
Prerequisite: None.
Type: C

OAT 126 Records Management II 1-0-1
This course is a continuation of Records Management I. Topics covered include records control, retention, equipment, and supplies. Computer filing activities and database software usage are included.
Prerequisite: OAT 125.
Type: C

OAT 127 Workplace Skills 1-0-1
This course will cover skills, attitudes, and traits necessary to seek and retain employment. Topics will include resume, interview skills, letter of application, work ethic, employee responsibilities, self-assessment, interpersonal skills, career exploration, and job advancement.
Prerequisite: None.
Type: C

OAT 128 Microsoft Outlook 1-0-1
Microsoft Outlook, the personal information manager software included in Microsoft Office, will be covered. Features of Outlook covered will be managing and tracking appointments and tasks; maintaining a calendar; utilizing the address book; sending and receiving electronic mail; and integrating with other applications of Microsoft Office.
Prerequisite: Knowledge of Windows or Vista.
Type: C

OAT 130 Word Processing Basics 1-0-1
This course will cover the basics of word processing using a popular word processing program. A range of document commands will be learned to allow students to use the introductory features of the program.
NOTE: This course is designed for students who do not plan to take another course in word processing. Students desiring additional knowledge should register for OAT 180 (3 semester hours) instead of OAT 130.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 131 Database Basics 1-0-1
This course will cover the basics of database software using a popular database program. A range of commands will be learned to allow students to use the introductory features of the program.
NOTE: This course is designed for students who do not plan to take another course in database management. Students desiring additional knowledge should register for OAT 185 (3 semester hours) instead of OAT 131.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 132 Electronic Spreadsheet Basics 1-0-1
This course will cover the basics of electronic spreadsheets using a popular spreadsheet program. A range of commands will be learned to allow students to use the introductory features of the program.
NOTE: This course is designed for students who do not plan to take another course in electronic spreadsheets. Students desiring additional knowledge should register for OAT 175 (3 semester hours) instead of OAT 132.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 133 Presentation Basics 1-0-1
This course will cover the basics of presentations using a popular presentation software program. A range of commands will be learned to allow students to use the introductory features of the program.
NOTE: This course is designed for students who do not plan to take another course in presentation graphics. Students desiring additional knowledge should register for OAT 165 (2 semester hours) instead of OAT 133.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 145 Electronic Communication 3-0-3
The course will cover communications using the Internet, electronic mail, and the telephone. The Internet will be utilized as a tool to accomplish tasks related to applications found in an office environment. Electronic mail will include the sending, receiving, saving, and forwarding of correspondence; etiquette; and establishing an electronic mail account. Multiple line telephones, voice mail, and taking and receiving of messages will be covered.
Prerequisite: None.
Type: C

OAT 146 Computer Applications for the Office 3-0-3
A comprehensive study of the use of computer applications and technologies for office personnel will be presented. Class topics include computer hardware, software, and operating systems as they relate to office personnel and hands-on experience using word processing, spreadsheet, and presentation software.
Prerequisite: None.
Type: C

Course Description Guide (continued)

OAT 155 Software Computations 3-0-3
This course covers basic fundamental business mathematics concepts. The student will solve problems dealing with simple and compound interest, discounts, depreciation, payroll, merchandising, and installment buying. Microcomputers and appropriate calculating software will be used to complete all in-class applications.
Prerequisite: Knowledge of business math (MGMT 102).
Type: C

OAT 156 Microsoft Office Suite I 3-0-3
In this course students will receive instruction and hands-on training on an office suite software package. Instruction will be on the various applications and how they are being integrated and used in today's office environment to increase productivity and efficiency. Topics include word processing, spreadsheet, database applications, and presentation software, as well as integration of the suite.
Prerequisite: Knowledge of document processing and Windows or Vista.
Type: C

OAT 164 Introduction to Keyboarding 1-0-1
This course offers basic touch keyboarding instruction for the electronic keyboard. Students needing to operate a computer keyboard can achieve basic skills which will allow them to input information into a computer efficiently using proper techniques. In addition, the student gains familiarization with symbol keys and the ten key numeric keypad.
Prerequisite: Knowledge of Windows or Vista and the Internet.
Type: C

OAT 165 Presentation Graphics 2-0-1
This course is designed to teach students to use a presentation graphics package. Comprehensive instruction in the major features of the application will be covered. Topics include creating and editing slides, adding animation to slides, linking and embedding, and customizing a slide show.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 169 Automated Application/Transcription 3-0-3
The course objective is to provide a learning experience for students that will prepare them to work in an automated office environment using dictation/transcription equipment. The dictators in the dictation for transcription materials reflect contemporary and technological trends. Emphasis will be placed on proofreading, grammar, and punctuation skills. Students may specialize in general, legal, or medical applications/ transcription.
Prerequisite: Knowledge of document processing.
Type: C

OAT 170 Keyboarding/Touch System 2-0-2
This two semester hour 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 complete practical applications on the microcomputer, 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. He/she will also be able to format, edit, retrieve, and save and print using word processing software.
Prerequisite: None.
Type: C

OAT 171 Keyboarding & Document Processing I 3-0-3
This is an entry level course designed to enable students to gain touch typewriting skills using correct fingering techniques. The student should develop the typing skills necessary for entry-level employment and/or personal use. Units of instruction include business letters, memos, tables, outlines, and manuscripts. When the course is completed, students should type at speeds of 20 to 50 gross words per minute with a maximum of five errors on five-minute timings. Computers and word processing software will be used to complete applications. This course is designed for students who plan to continue in document processing.
Prerequisite: None.
Type: C

OAT 172 Document Processing II 3-0-3
This course is a continuation of OAT 171. A further development of production typewriting and speed building will be provided in this course. The importance of organizing work and meeting deadlines will be stressed. When the course is completed, students should type at speeds of 30 to 60 gross words per minute with a maximum of five errors on five-minute timings. Computers and word processing software will be used to complete applications.
Prerequisite: Document processing and keyboarding skill equivalent to OAT 171.
Type: C

OAT 175 Electronic Spreadsheet 3-0-3
The course is designed to teach students to use an electronic spreadsheet package. Comprehensive instruction in the major features of the application will be covered. Topics include creating, editing, formatting, inserting, formulas, and preparing charts. Other topics include graphs, date, statistical, table lookup, dynamic functions, calculation order, nested conditional, file linking commands, and macros. Uses of the database query, sort, statistical functions, and fill are also covered.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 180 Word Processing 3-0-3
The course is designed to teach students to use a word processing package. Comprehensive instruction in the major features of the application will be covered. Topics include creating, editing, formatting, tables, columns, headers, footers, graphics, macros, styles, templates, and forms.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 184 MS Office Specialist Testing Preparation 1-0-1
This course will allow the student to synthesize knowledge of Microsoft Office applications and make final preparations for testing. The course may be repeated when the student prepares for a second or third application test.
Prerequisite: Knowledge of Microsoft Office Suite.
Type: C

OAT 185 Database Applications 3-0-3
The course is designed to teach students to use a database applications software package. Topics include identifying database terminology, designing tables and queries, printing and designing forms and reports.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

Course Description Guide (continued)

OAT 190 Web Design with Microsoft Office 3-0-3
This course is designed to teach students to create web pages using current web page design software. Students will receive instruction on creating and revising a web page, using lists, hyperlinks, pictures, tables, frames, animation features, and HTML forms.
Prerequisite: Keyboarding skill and Windows or Vista knowledge.
Type: C

OAT 225 Advanced Word Processing 3-0-3
Comprehensive instruction in the advanced features of word processing will be covered. Topics include merging, tables and indexes, macros, fill-in forms, graphics, templates, and integration with other applications.
Prerequisite: OAT 180.
Type: C

OAT 230 Advanced Electronic Spreadsheet 3-0-3
Comprehensive instruction in the advanced features of electronic spreadsheets will be covered. Topics include templates, lists, custom formatting, ranges, macros, toolbars, and charts. Analysis tools in Excel including PivotTables, Reports, Goal Seek, Solver, and Auditing will be covered.
Prerequisite: OAT 175.
Type: C

OAT 240 Advanced Database Applications 3-0-3
Comprehensive instruction in the advanced features of database applications will be covered. Topics include building and modifying tables and forms, refining queries, defining relationships, ensuring data integrity, designing forms and reports, creating and editing macros, and linking and embedding with other applications.
Prerequisite: OAT 185.
Type: C

OAT 256 Office Management 3-0-3
This course provides a comprehensive study of office management as a total office support system used throughout a business firm or organization. The topics covered include communications, systems analysis, office automation, telecommunications, reprographic systems, records management, micrographics, and human resource management.
Prerequisite: Sophomore standing.
Type: C

OAT 260 Administrative Office Procedures 3-0-3
The duties and responsibilities of office support personnel are emphasized in this capstone course. Students will demonstrate skills through practical, hands-on application. Topics include records management, job-seeking skills, office etiquette and ethics, telephone techniques, review of current literature, and group presentations on pertinent issues and trends. Document processing skill and Windows knowledge are recommended.
Prerequisite: Sophomore standing.
Type: C

OAT 261 Business Communications 3-0-3
This course is concerned with the development of the skills and strategies necessary for effective oral and written business communication. Students will learn to write and speak naturally, concisely, and clearly.
Prerequisite: ENG 101.
Type: C

OAT 273 Document Processing III 3-0-3
This course is a continuation of OAT 172 and includes advanced production work, the creation of original documents, the completion of specialized office applications, and advanced speed building activities. When the course is completed, the student should type at speeds of 40 to 70 gross words per minute with a maximum of five errors on a five-minute timing. Computers and word processing software will be used to complete applications.
Prerequisite: OAT 172 or equivalent.
Type: C

OAT 274 Law Office Computer Applications 3-0-3
This course covers legal terminology, basic procedures, and document production used in a law office through hands-on instruction in software programs commonly used in law offices. Students will prepare legal documents in a variety of legal areas including real estate, corporate, bankruptcy, estate planning, litigation, family law, and other areas of law found in a general practice. Students will also be introduced to practical computer applications used in legal organizations.
Prerequisites: OAT 122 or OAT 180.
Type: C

OAT 275 Law Office Management 3-0-3
This course covers the theory and practical aspects of law office management, including the functions of management, administrative procedures, basic principles of finance, facilities management, human resource management, and leadership skills.
Prerequisite: Sophomore standing.
Type: C

OAT 276 Current Technology for Office Support 3-0-3
This course is designed to familiarize students with the most current technology and its impact on office support. Because this is such a fast-paced field, the course will continually be updated to match the needs of the changing workplace. Topics include electronic mail, the Internet and its impact on office support, current communications technologies, and current software applications including office suites, scheduling, and calendaring packages. Interpersonal skills, teamwork, communication skills, and ethical considerations applicable to today's work environment will be developed and practiced.
Recommendation: Knowledge of Windows or Vista, computer terminology, and document processing. Sophomore Standing.
Type: C

OAT 285 Microsoft Office Suite II 3-0-3
This course is a continuation of Microsoft Office Suite I. Office support applications of Microsoft Office will be taught, emphasizing realistic business assignments involving document production that duplicates on-the-job performance. Integration of the various Microsoft Office applications will be an integral part of the course.
Prerequisites: OAT 156.
Type: C

OAT 293 Office Admin. & Technology Intern 1-10-3
This course requires a total of 160 hours of supervised work experience at an office site. The course provides the necessary articulation between academic theory and the world of work and helps the student make a supervised transition to the career of his/her choice.
Prerequisites: Sophomore standing; Minimum GPA of 2.0; For Administrative Assistant; Legal, Medical, and Accounting Office Specialist - OAT 260, 261, 273 or concurrent enrollment or coordinator approval. For Office Technology Specialist - OAT 180, 256, 260, 261, 273, 276 or concurrent enrollment or coordinator approval.
Type: C

Course Description Guide (continued)

OAT 299 Special Topics in Office Admin & Tech (.5-4)-0-(.5-4)
Presents projects and topics in business by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite: None.
Type: C

Paralegal Studies

PARL 120 Introduction to Paralegal Studies 3-0-3
Provides a basic background in the United States legal process. This course will provide an introduction to civil and criminal processes, legal terminology, and a history of common law. Students will examine the role of the paralegal in the legal system and discuss the ethics, regulations, and professional responsibilities involved in their roles as paralegals. Basic legal concepts and legal analysis will be discussed. Students will learn to read and brief legal cases.
Prerequisite: None.
Type: C

PARL 220 Legal Research and Writing I 3-0-3
Students will examine the federal and state court systems and be introduced to case and statutory analysis. Students will learn to use a law library and the resources available there. They will examine the role of paralegals in the litigation process and will also learn to analyze and synthesize written opinions. Students will be required to complete several writing projects.
Prerequisite: ENG 101 and PARL 120.
Type: C

PARL 225 Legal Research and Writing II 3-0-3
Students will continue to develop their skills and working knowledge of research materials, tools, and strategies. There will be instruction on computer aided research. They will use the results of their research to complete several additional writing projects, including memoranda of law and an appellate brief.
Prerequisite: PARL 220.
Type: C

PARL 230 Civil Procedure 3-0-3
Students will examine the lawyers' and paralegals' roles in handling civil cases. The strategy and mechanics of civil procedure will be explored in depth with special emphasis on Illinois law and Federal procedure. Students may be required to prepare various writing projects.
Prerequisites: PARL 120, PARL 220, and PARL 240.
Type: C

PARL 240 Torts I 3-0-3
Students will gain an understanding of the basics of tort law and the causes of action for personal injury, intentional torts, false arrest, assault and battery, and misuse of legal proceedings. Emphasis will be placed on the application of theory to situations. Students will be required to complete several writing projects.
Prerequisite: PARL 120.
Type: C

PARL 245 Torts II 3-0-3
Students will continue the study of the law of torts and terminology. Other topics include the aspects of pleadings, elements of a tort, the nature and conduct of proceedings, witnesses and testimony, defenses, the history of tort law, its development, workers' compensation, products liability, medical malpractice and current topics in the law of torts.
Prerequisite: PARL 240.
Type: C

PARL 250 Litigation Support for Paralegals 3-0-3
Students will become acquainted with the litigation process from the client interview to preparation of documents used to institute and respond to lawsuits, discovery procedures, preparation for trial, and the trial itself. Students will learn the basic rules and laws which govern the lawsuit. Rudiments of the appellate process will be introduced to the student. The student will be required to complete several writing projects.
Prerequisite: PARL 220, PARL 230, PARL 120 and PARL 240.
Type: C

PARL 260 Family Law 3-0-3
Students will review the law as it relates to different aspects of domestic relations such as marriage, divorce and separation, maintenance, child custody and support, illegitimacy, adoption, and prenuptial agreements. Special emphasis will be placed on Illinois law. Students will be required to complete writing projects.
Prerequisite: None.
Type: C

PARL 265 Wills, Probate, and Estate Planning 3-0-3
Students will study the most common forms of wills and trusts and the fundamental principles of law applicable to each. This course will place emphasis on the administration of estates under the Illinois Probate Act. Students will be required to complete several writing projects.
Prerequisite: None.
Type: C

PARL 270 Criminal Law 3-0-3
Causes of action of criminal liability on the misdemeanor and felony level will be studied. Some constitutional law issues raised by a criminal practice will also be addressed. Students will study the procedures of the criminal system, from arrest through post-trial motions, sentencing, and appeal. Students will be required to complete several writing projects.
Prerequisite: None.
Type: C

PARL 275 Bankruptcy/Creditor's Rights 3-0-3
Students will become familiar with the bankruptcy system and the United States Bankruptcy Code. Students will gain an understanding and working knowledge of the different types of bankruptcies and the specific steps taken to complete the bankruptcy process, including completion of the documents required to conduct these processes. Creditors' rights will also be explored. The student will be required to complete several writing projects.
Prerequisite: None.
Type: C

PARL 280 Intellectual Property Law 3-0-3
This course will provide students with an overview and understanding of the various intellectual property disciplines, including copyright, trade secret, trademark, and patent law. The course will emphasize both the theoretical and practical application of these areas of law. Students will be required to complete writing projects. Students may receive credit for only one of the following: BUS 280 or PARL 280.
Prerequisite: None
Type C

Course Description Guide (continued)

PARL 290 Paralegal Field Project 0-15-3
Supervised on-the-job training and experience in public or private offices typically employing paralegals. Students must work at least 225 hours to receive classroom credit for the course. The course provides the necessary articulation between academic theory and the world of work and helps the student make a supervised transition to the career of his/her choice.
Prerequisites: Student must have a 2.75 in PARL coursework and an overall GPA of no less than 2.0. Student must have completed 18 credit hours of PARL courses which must include PARL 220, PARL 230, and PARL 240. Enrollment in the Paralegal internship requires approval of the Coordinator.
Type: C

PARL 299 Special Topics in Paralegal Studies (.5-4)-0-(.5-4)
Presents projects and topics in paralegal studies by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite: None.
Type: C

Paramedic

EMTP 105 First Responder - EMS 4-0-4
This course is designed to provide training in all aspects of emergency medical care required at the scene of a traffic accident and all aspects or care for medical emergency. It is for rescuers who are not ambulance emergency medical technicians. The majority of training time is devoted to practical aspects of emergency care required at accident scenes. Approximately half of the course is devoted to the practice of crash-related and life-threatening skills, and the total course emphasis is on these topics.
Prerequisite: None.
Type: C
(Pending ICCB Approval)

EMTP 110 Emergency Medical Technician 4-6-7
Provides students with overall role and responsibility of the Emergency Medical Technician in performing emergency care. The student will develop skill in assessment and in emergency treatment procedures short of those rendered by physicians or by allied health personnel under the direct supervision of a physician.
Prerequisite: ENG 101 and MATH 094 eligible.
Type: C

EMTP 115 EMT-Basic Recertification Topics 5-0-5
Current trends in emergency medical prehospital care are presented at the EMT-Basic level to assist practitioners in achieving recertification experiences for both state and national recognition.
Prerequisite: Coordinator's approval.
Type: C

EMTP 150 Paramedic Technology I 10-1-10
A course designed to provide the student with the knowledge and skills necessary to perform as an EMT Paramedic. This is the first of three required courses designed to meet state and national standards for paramedic certification. The course covers anatomy, physiology, intravenous therapy, airway management, intubation and other paramedic functions.
Prerequisites: EMTP 110, BIOL 105 or concurrent enrollment and program admission.
Type: C

EMTP 200 Paramedic Technology II 12-3-12
This is the second of three courses designed to prepare the student to function as an EMT-Paramedic. The course covers such areas as advanced cardiac life support, defibrillation, reading ECG rhythm strips and drug use in the field.
Prerequisite: EMTP 150 and concurrent enrollment in EMTP 250.
Type: C

EMTP 250 Paramedic Practicum 0-10-5
The third and final course in a series to prepare the student for state and national certification as an EMT Paramedic. Emphasis is placed on the practical application of the knowledge and skills learned from EMTP 150 and EMTP 200. Evaluation is provided by trained medical personnel.
Prerequisite: Concurrent enrollment in EMTP 150 or EMTP 200.
Type: C

EMTP 299 Problems in EMS (.5-4)-0-(.5-4)
Application of emergency medical principles to specific problems current in EMS through case studies, simulation, special class projects or problem-solving procedures. Projects and topics will vary to meet specific interests and needs.
Prerequisite: Varies per topic.
Type: C

PDA - See Construction Painting & Decorating

Philosophy

PHIL 150 Introduction to Philosophy 3-0-3
Historically, philosophy has been many things. In the context of this course, it is largely a point of view, a way of thinking. This way of thinking approaches life by reflecting upon the ideas that we use to make sense of life. Further, in the last hundred years we have come to see this point of view in conjunction with a tradition of literature, and a tradition of concerns. Thus, the aim of an introduction to philosophy is to get students to take up this point of view, even if only for a moment and not for a lifetime, and further to get students to see something of the tradition of its literature and concerns. Students take up the point of view by reading, or reading about, specific philosophical works or concerns.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 900

PHIL 151 Introductory Logic 3-0-3
Introduction to Logic is a reflection on thought, discourse, and argumentation. It accomplishes this through the examination of deductive logical systems, argument forms, and informal fallacies. However, the course also provides an examination of the philosophical questions or the nature of truth, language, and thought. And also, through reading, analyzing, and interpreting argumentative essays, the course provides students an opportunity to see issues of logic in concrete discourse.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 906

Course Description Guide (continued)

PHIL 152 Ethics 3-0-3
As Aristotle says, the purpose of studying ethics is practical. That is, it helps one aim the arrow of human action with more precision, making it more likely that one will hit the target and live well. In this course, ethical theories are used as a means to reflect upon the issues which underlie human action. This includes examination of the idea of the good life, of human nature and natural law, of standards of value and their justifications, of the concept of freedom, of the idea of justice, of the idea of pleasure, etc. The course also includes a philosophical examination of selected life problems: the problems of technology and environmental degradation, the problems of socio-economic organization, the problems of individual freedom, and the problems of traditional obligations to family and work.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 904

PHIL 153 Intro to History of Philosophy I: Classical Thought 3-0-3
An introductory survey of major philosophers and philosophical systems of thought. The content of the course will emphasize readings, lectures, films, videotapes, and discussions. Requires term paper(s) on specific thinkers, systems of thought, and issues. Offered periodically.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 901

PHIL 154 Intro to History of Philosophy II: Contemporary Thought 3-0-3
An examination of major thinkers and problems of contemporary thought. Emphasizes the readings, lectures, films, videotapes and discussions. Requires term paper (s) on individual thinkers and problems. Related, but not sequential to PHIL 153. Offered periodically.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 902

PHIL 155 Non-Western Philosophy 3-0-3
This course offers students an opportunity to explore modes of thought which developed in Non-Western (pre-industrial Non-European) cultures. Included in this survey will be the ideas of Hinduism, Buddhism, Confucianism, Taoism, Islam, and the "mythological" thought of at least one of the following cultural groups: Native Americans, Africans, Australo-Aborigines, and Polynesians. In addition to a survey of ideas, the course stresses the reading and interpreting of primary text against its relevant cultural/historical back-drop. Completion of this course fulfills the Third World culture requirement for graduation from Southwestern.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 903N

PHIL 156 Biomedical Ethics 3-0-3
The intent of the course is to introduce students to core issues of biomedical ethics. Ethics, in general, investigates answers to the questions of what we should value, and on what theories we might base decisions regarding how we are to live and act. Biomedical ethics looks to answer these questions within the context of medical care and its distribution. It raises questions of the rights and duties of health care providers and patients, and of the moral dilemmas that arise in context of the American medical system.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

PHIL 160 Introduction to Philosophy of Religion 3-0-3
The course will show how the application of techniques of philosophical analysis can assist in the clarification of certain important cognitive and conceptual problems in religious belief. Following an outline introduction to the main problems of Western philosophy and to the techniques of philosophical methodology, students will be invited to survey a range of problems: the concept of God and the cognitive significance of theistic belief; the intelligibility of religious language; the classification of religious experience, intellectual challenges to religious belief and the philosophical analysis of religious doctrine. In each case, students will be invited to reach a clear understanding of the issues involved and to reflect in a critical way upon them.
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - H4 905

PHIL 171 Aesthetics 3-0-3
Aesthetics is a term that has evolved over time. Originally associated with the general notion of perception and sensory experience, it has over time become more strictly associated with the perception and sensory experience of what may be considered beautiful. In this regard, aesthetics has developed into a field that considers the nature of beauty, formulating theories of art and beauty, providing tools for analyzing fundamental concepts of art and the artistic endeavor, and proving a sense of the value and meaning of art and beauty.
Prerequisite: Assessment reading and writing scores at ENG 101 level or completion of all reading and writing development requirements.
Type: T

PHIL 299 Special Topics in Philosophy (1-4)-0-(1-4)
Special topics and issues in philosophy presented through lectures, discussions, readings, and/or individual research. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisites: Sophomore standing and one course in philosophy, or permission of instructor. Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

Physical Education

PE 101 Coed Volleyball 0-2-1
This is a beginning course in volleyball stressing individual skills, basic rules and strategy.
Prerequisite: None.
Type: T

PE 102 Coed Basketball 0-2-1
This is a beginning course in basketball stressing individual skills, basic rules, strategy, history, and terminology.
Prerequisite: None.
Type: T

PE 105 Bowling 0-2-1
This is an elementary course stressing basic skills, rules, and strategy.
Prerequisite: None.
Type: T

PE 106 Golf 0-2-1
This is a practical course in golf, primarily for beginners.
Prerequisite: None.
Type: T

Course Description Guide (continued)

PE 107 Beginning Swimming 0-2-1
Introduction to basic elementary swimming, stressing orientation to water and the basic strokes.
Prerequisite: None.
Type: T

PE 108 Intermediate Swimming 0-2-1
This course stresses a review of the basic skills and additional arm strokes and leg movements necessary in mastering the following: free, breast, butterfly, and back strokes. In addition, students will be instructed in safety and survival skills and basic rescue techniques in the water.
Prerequisite: PE 107 or consent of instructor.
Type: T

PE 109 Coed Water Safety and Lifesaving 0-2-1
An advanced swimming course to provide the individual with the knowledge and skills necessary to save his or her own life or the life of another in the event of a water emergency.
Prerequisite: PE 107 or 108 or consent of instructor.
Type: T

PE 110 Weight Training 0-2-1
A study of the fundamental principles involved in body building, including progressive resistance exercises.
Prerequisite: None.
Type: T

PE 112 Coed Softball 0-2-1
A beginning course in softball stressing individual skills, basic rules, strategy, history and terminology.
Prerequisite: None.
Type: T

PE 113 Beginning Tennis 0-2-1
A beginning course in the basic skills of tennis including tennis rules, strategy, and scoring.
Prerequisite: None.
Type: T

PE 114 Intermediate Tennis 0-2-1
Designed as both a comprehensive review of strokes learned at the beginning level and an opportunity to add the lob, drop shot and smash to the players basic stroke skills. More emphasis on singles and doubles play is given than at the beginning level.
Prerequisite: PE 113 or the ability to pass a basic skills test.
Type: T

PE 115 Personal Defense-Karate I 0-2-1
Introduction to basic karate techniques for self defense and body-toning exercises. No previous training necessary.
Prerequisite: None.
Type: T

PE 116 Personal Defense-Karate II 0-2-1
Advanced karate techniques, physical conditioning and philosophical teachings of karate.
Prerequisite: PE 115 or consent of instructor.
Type: T

PE 118 Personal Defense-Kodokan Judo I 0-2-1
Beginning course in self defense, stressing the fundamentals of Kodokan Judo.
Prerequisite: None.
Type: T

PE 119 Personal Defense-Kodokan Judo II 0-2-1
Intermediate course in self defense stressing the development of physical and mental coordination to a high degree of proficiency.
Prerequisite: PE 118.
Type: T

PE 120 Personal Defense-Kodokan Judo III 0-2-1
Advanced course in self defense Kodokan Judo III offering serious students of judo an opportunity to earn an additional promotion in Nikyu-second-degree brown belt.
Prerequisite: PE 119or Brown Belt standing in Judo or equivalent.
Type: T

PE 124 Beginning Soccer 0-2-1
Students learn the rules of the game, basic skills, basic drills, strategy and scoring.
Prerequisite: None.
Type: T

PE 128 Aerobic Exercise 0-2-1
An exercise/dance course designed to introduce students to low impact aerobics, strength training, cardio-boxing, hi/lo aerobics and/or body sculpting.
Prerequisite: None.
Type: T

PE 132 Pilates I 0-2-1
This class focuses on strengthening and lengthening the entire body through the Pilates techniques of core conditioning and breathing.
Prerequisite: None
Type: T

PE 141 Yoga I 0-2-1
An exercise course designed to introduce students to the breathing technique, postures, and benefits of yoga.
Prerequisite: None
Type: T

PE 142 Yoga II 0-2-1
An exercise course designed to build upon techniques and skills mastered in Yoga I.
Prerequisite: PE 141
Type: T

PE 145 Tai Chi 0-2-1
Tai Chi or Tai Chi Chuan is a centuries old Chinese exercise for health, relaxation, meditation, self-defense, and self-cultivation. Tai Chi, a form of martial art, grew out of the Chinese art of fighting and many movements still show elements of self-defense. Unlike other forms of martial art, all movements are done slowly and gently and are designed to relax and develop the whole body. Tai Chi is considered a healing exercise because of its reputation for lessening many ailments.
Prerequisite: None
Type: T

PE 146 Tai Chi Intermediate 0-2-1
This course is designed to build upon the skills and techniques mastered in PE 145. Tai Chi or Tai Chi Chuan is a centuries old Chinese exercise for health, relaxation, meditation, self-defense, and self-cultivation. Tai Chi, a form of martial art, grew out of the Chinese art of fighting and many movements still show elements of self-defense. Unlike other forms of martial art, all movements are done slowly and gently and are designed to relax and develop the whole body. Tai Chi is considered a healing exercise because of its reputation for lessening many ailments.
Prerequisite: PE 145
Type: T

Course Description Guide (continued)

PE 150 Introduction to Exercise Science 3-0-3
An introduction to physical education and exercise science for those considering careers in teaching, health, fitness, or recreation. Topics include historical foundations, teacher preparations, exercise physiology, exercise and sport psychology, physical fitness and health, and career preparation.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

PE 152 Physical Fitness Testing & Prescription 3-0-3
This course is an introduction to the principles of exercise testing and prescription as they apply to fitness, health, and performance. Topics covered include the role of the health related components of fitness in health and performance, the physical fitness of normal and special populations, and the significance of cardiovascular programs through the life cycle.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

PE 155 Physical Fitness & Wellness 2-0-2
Designed to help the student understand and evaluate wellness and exercise needs and develop an individual physical fitness program. The information presented represents a consensus of presently available scientific evidence in the areas of exercise physiology and health. It is recommended that students be enrolled in a physical fitness course such as PE 160, 161, 260 or 261.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

PE 156 Individual Exercise and Health 2-0-2
This course is designed to develop attitudes, strategies, and lifetime exercise habits for health. Emphasis will be placed on understanding the relationship between exercise and health over one's lifetime. It is recommended that students be enrolled in a physical fitness course such as PE 160, 161, 260 or 261.
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

PE 160 Physical Fitness I 0-2-1
An introduction to and participation in an individual physical fitness program using a combination of resistance training and aerobic conditioning. After initial orientation and assessment, students will be provided opportunities to improve levels of muscular and cardiovascular fitness using a prescribed program of exercise. The student has the option of enrolling in a graded section or a pass/fail section at the time of registration.
Prerequisite: None.
Type: T
(Individualized programming allows student to progress at his/her own rate. PE 160 requires an orientation session during the first week of the semester.)

PE 161 Physical Fitness II 0-2-1
A continuation of physical fitness programming based upon individual improvement.
Prerequisite: PE 160.
Type: T
(Individualized programming allows student to progress at his/her own rate.)

PE 203 Baseball Theory 2-2-3
Professional preparation of coaches in baseball.
Prerequisite: Consent of instructor.
Type: T

PE 204 Basketball Theory 2-0-2
Professional preparation of coaches in basketball.
Prerequisite: Approval from Instructor.
Type: T

PE 216 Advanced Golf 0-4-2
Activity class with emphasis on developing the skills in golf. Laboratory participation is required. This course is intended for students with low established handicaps (under 10 USGA handicap).
Prerequisite: Under 10 USGA handicap; See Instructor or Department Chair for approval.
Type: T

PE 221 Elementary School Activities 2-0-2
Study of the age characteristics of elementary school children together with indoor and outdoor activities applicable to the different grade levels. Presentation practice and a notebook of activity descriptions, references and materials required.
Prerequisite: None.
Type: T

PE 240 Personal Health and Fitness Trainer I 3-0-3
This course is the first in a sequence of two Personal Health and Fitness Trainer courses. The course sequence is designed to provide the theoretical knowledge and practical skills in preparation for national certifying exams for personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming.
Prerequisite: Either BIOL 105 (with a grade of "C" or better) or BIOL 157 (with a grade of "C" or better) or divisional approval.
Type: T

PE 241 Personal Health and Fitness Trainer II 3-0-3
This course is the second in a sequence of two Personal Health and Fitness Trainer courses. The course sequence is designed to provide the theoretical knowledge and practical skills in preparation for national certifying exams for personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming.
Prerequisite: PE 240 (with a grade of "C" or better).
Type: T

PE 260 Physical Fitness III 0-2-1
A continuation of physical fitness programming based upon individual improvement.
Prerequisite: PE 161.
Type: T
(Individualized programming allows student to progress at his/her own rate.)

PE 261 Physical Fitness IV 0-2-1
A continuation of physical fitness programming based upon individual improvement.
Prerequisite: PE 260.
Type: T
(Individualized programming allows student to progress at his/her own rate.)

Course Description Guide (continued)

Physical Therapist Assistant

PTA 100 Introduction to Physical Therapy 1-0-1
This course introduces students to the profession of physical therapy and the role of the physical therapist assistant as part of the rehab team. It includes the historical background, professional ethics, and role of the American Physical Therapy Association within the profession. Discussions are facilitated about legal issues, healthcare standards, reimbursement, research, and quality improvement related to the current healthcare delivery system.
Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of "C" or better or concurrent enrollment.
Type: C

PTA 101 Physical Therapy Science & Skills 4-0-4
Students will learn how to perform basic patient care skills such as-use of proper body mechanics, transfer training, gait training (for patients with orthopedic injury), measuring of vital signs, managing medical emergencies, and documention/chart review. Also covered are basic joint & muscle structure/function, as well as assessment of range of motion and introduction to strength testing. Students discuss psychosocial issues affecting patients after injury or disease, and communication skills necessary for interaction with patients, family, and other allied health professionals.
Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of "C" or better or concurrent enrollment.
Type: C

PTA 102 Patient Care Skills & Assessment 3-0-3
Students will perform basic patient care skills discussed in Physical Therapy Science and Skills. Case presentations are utilized for students to develop their skills in communication and in performing the physical therapy interventions ordered. By course completion, students must demonstrate competency in performing the following treatment interventions: range of motion, transfer training, gait training (for patients with an orthopedic injury), and CPR, FBAO and AED for all ages. Upon successful completion of CPR, FBAO, and AED, students will receive certification at the Healthcare Provider Level by the American Heart Association. Students must also demonstrate competency in various methods of data collection to report patient status: goniometric measurements, gross manual muscle testing, and monitoring of vital signs.
Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of "C" or better or concurrent enrollment.
Type: C

PTA 150 Theory of Physical Agents I 3-0-3
This is the first unit of instruction concerning physical agents utilized for the rehabilitation of physical dysfunction and movement disorders. This course prepares students to utilize massage and physical agents including superficial and deep heat, cold, hydrotherapy, traction, and compression as an adjunct to physical therapy intervention. Lecture and demonstration involve appropriate parameters for application, basic physiological responses, theoretical background, discussion of current research, clinical decision making, and the role of the physical therapist assistant in implementing the interventions.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 with a grade of "C" or better
Type: C

PTA 151 Application of Physical Agents I 2-0-2
This course allows students to experience the physical agents discussed in Theory of Physical Agents I, as well as develop entry level skill in the application of the modality. Students must demonstrate competency in performing and monitoring patients during massage, moist heat, paraffin, ultrasound, cryotherapy, contrast bath, hydrotherapy, traction, compression, and aseptic technique. Proper positioning and draping of patients are emphasized and case scenarios utilized for simulated practice in patient application. Indications, contraindications, and precautions are stressed. Communication, problem solving, and time management are also addressed in the delivery of quality patient care.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of "C" or better.
Type: C

PTA 160 Kinesiology & Clinical Orthopedics 5-0-5
This course begins with a thorough discussion of the basic principles for stretching and strengthening. After presentation of these basic principles, each joint of the body is analyzed individually. Students will study the muscles surrounding the joints, the unique structural support system of each joint, and the nervous supply. Activities and exercises are analyzed to determine which muscles are working to perform the specific exercise/activity, as well as, the type of muscle contraction utilized to perform the task. Each joint section ends with a discussion of orthopedic injuries common to the joint and common physical therapy interventions and methods of data collection. After study of the joints individually, students begin a comprehensive analysis of how the muscles work to produce normal/abnormal postures and gait patterns.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of "C" or better.
Type: C

PTA 161 Orthopedic Interventions 3-0-3
This course provides students the opportunity to practice the stretching and strengthening activities discussed in Kinesiology & Clinical Orthopedics. Students must demonstrate competency in these activities, as well as data collection methods such as flexibility testing and gross manual muscle testing. Clinical cases are utilized, providing students the opportunity to implement the plan of care and determine the appropriate data collection method to monitor and report patient status. Discussion of the patient's response to treatment includes: patient progression, modifications, and appropriate communication with the patient and the supervisory therapist.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of "C" or better.
Type: C

PTA 170 Clinical Experience I .5-10-3
Students enter the clinical environment under the close supervision of a clinical instructor to begin the implementation of physical therapy interventions. Opportunities are available for students to apply skills previously simulated in the classroom environment, as well as observe and assist with other physical therapy interventions as deemed appropriate by the clinical instructor. Students will continue to develop skills in monitoring and modifying a patient interventions, and work on time management issues and communication with members of the healthcare team. Students will meet for classroom discussion prior to and post clinical experience. Classroom experience will include discussions regarding appropriate clinical behaviors, ethical issues, quality control, and students' experience in the clinic related to these issues. Students also discuss treatment protocols and documentation requirements utilized during their clinical experience and compare and contrast the treatment interventions and documentation practices applied in the various settings.
Prerequisites: HRO 100, PSYC 151, SPCH 151, PTA 150, PTA 151, PTA 160, PTA 161 all with a grade of "C" or better.
Type: C

Course Description Guide (continued)

PTA 200 Theory of Physical Agents II 3-0-3
This is the second unit of instruction concerning physical agents utilized for the rehabilitation of physical dysfunction, movement disorders, and tissue damage. Stages of wound healing, assessment of patients with open wounds, and clinical management are addressed. This course prepares students to utilize electrical stimulation as an adjunct to physical therapy intervention. Lecture and demonstration involve appropriate parameters for application, basic physiological responses, theoretical background, discussion of current research, clinical decision making, and the role of the physical therapist assistant in implementing the interventions.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better.
Type: C

PTA 201 Application of Physical Agents II 2-0-2
This course allows students to experience the electrical stimulation protocols discussed in Theory of Physical Agents II, as well as develop entry-level skill in application of the modality. Students must demonstrate competency in performing and monitoring patients during electrical stimulation for pain and edema, tissue damage, impaired joint mobility, and muscle disuse atrophy. Concurrent utilization of various modalities is employed to prepare the student for the clinical environment and further develop skills in communication, problem solving, and time management.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better.
Type: C

PTA 210 Therapeutic Exercise & Rehabilitation 5-0-5
This course will expose students to physical therapy rehabilitative techniques that assist patients in returning to a state of optimal function. Emphasis is placed on patients requiring more extensive rehabilitation needs: such as patients with neurological dysfunction, spinal disorders, amputation, etc. Neuro-anatomy, motor control, and motor learning and related clinical applications are presented. The unique needs of special populations are discussed. Architectural barriers will be analyzed and environmental modifications will be determined, as well as patients' need for adaptive equipment.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better.
Type: C

PTA 211 Rehabilitation Techniques 3-0-3
This course allows students to begin the practical application of the rehabilitative techniques as discussed in Therapeutic Exercise and Rehabilitation. Students must demonstrate competency in determining which rehabilitative technique to utilize within the therapist's plan of care, as well as in performing the technique. Treatments for patients with spinal disorders and commonly utilized exercises for patients with back or neck injury are presented, as well as ergonomics and body mechanics. Methods of data collection are practiced and documentation of intervention to report patient status is utilized.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better.
Type: C

PTA 220 Pathology 4-0-4
This course is designed to provide the student with an overview of pathologic concepts and processes with a clinical emphasis. Components of each disease covered include: etiology, incidence, risk factors, manifestations, general medical diagnosis, treatment options, and special implications for the PTA. A general overview of laboratory tests and values are included to recognize precautions for therapeutic interventions. Concepts on health and aging pertaining to the various systems are included to achieve a clinical awareness of life span changes.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better.
Type: C

PTA 270 Clinical Experience II 0-40-8
Students again enter the clinical environment under the supervision of a clinical instructor. Opportunities are available for students to practice entry-level skills required of the physical therapist assistant. Students will further develop ability in monitoring and modifying patient intervention, refine time management and improve communication.
Prerequisites: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 all with a grade of "C" or better.
Type: C

PTA 280 Clinical Seminar 2-0-2
This class is the final stage of preparation for the licensure examination and entry into the workforce. Students will perform self-assessment and develop objectives for Clinical Experience. After returning from the clinical environment, students will have the opportunity to discuss and share their experiences. Classroom discussions are facilitated by the instructor and include issues such as: appropriate clinical behaviors, ethical issues, cultural difference, legal issues, patient outcomes/discharge planning, fiscal management, and the changing health care environment.
Prerequisites: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 all with a grade of "C" or better.
Type: C

PTA 285 NPTE Prep 1-0-1
This course will provide students with the opportunity for an academic review of the information required and study strategies needed to prepare for the National Physical Therapy Examination (NPTE) for the PTA. This class will culminate with the students completing a timed, computerized full length examination that will identify both areas of strength and weakness, as well as offer suggestion for remedial activities.
Prerequisite: Coordinator Permission: graduated of accrediated PTA program.
Type: C
(Pending ICCB Approval)

PTA 298 Post Entry-level Ed in PT 3-0-3
This course will address post entry-level topics related to physical therapy. Courses taught will allow clinicians to better market their skills in specified area or provide necessary training/re-training for a PT/PTA to develop skills in a new area of rehabilitation. Courses will assist the clinician in attaining required contact hours for licensure renewal.
Prerequisite: Coordinator permission.
Type: C

PTA 299 Special Topics in Physical Therapy 4-8-4
Varied topics in the PT profession will be addressed in order to broaden the Physical Therapist Assistant's knowledge base; i.e. Advances in Geriatric Care, Changing role of the PTA, Enhancing Job Performance, PT Specialty Areas, etc.
Prerequisite: Coordinator permission.
Type: C

Course Description Guide (continued)

Physics

PHYS 101 General Physical Science 3-2-4
A one-semester course offering an understanding of our physical environment. Topics from astronomy, physics, chemistry and earth science are introduced and examined from their practical viewpoints. The scientific method is stressed in understanding natural phenomena. Credit cannot be earned in this course after having successfully completed any chemistry, physics or earth science class.
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P9 900L

PHYS 151 College Physics I 3-4-5
The principles of mechanics, heat and sound. For pre-dental and pre-medical students, nurses, majors in pharmacy and architecture, and other students whose programs require a beginning course in physics.
Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval; and completion of ENG 92 or reading placement above ENG 92 level. Strongly recommend completion of MATH 114 - Trigonometry.
Type: T, IAI - P1 900L

PHYS 152 College Physics II 3-4-5
Magnetism, electricity, light, and modern physics with some reference to the practical aspects of the principles studied.
Prerequisite: PHYS 151 (with a grade of "C" or better)
Type: T

PHYS 204 Engineering Physics (Mechanics) 3-2-4
For students in engineering, physics, chemistry, and mathematics. This calculus-based course covers kinematics, Newton's laws, conservation laws (energy, momentum, and angular momentum), and gravity. Particles, systems of particles, rigid bodies, and fluids are discussed.
Prerequisites: MATH 203 (with a grade of "C" or better) and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - P2 900L

PHYS 205 Eng Phys (Heat, Elec & Magnetism) 3-2-4
For students in engineering, physics, chemistry, and mathematics. This calculus-based course covers electric and magnetic fields, electric potential, Gauss' law, Ampere's law, Maxwell's equations, electromagnetic waves, AC and DC circuits, temperature, heat, entropy, ideal gases, and heat engines.
Prerequisites: PHYS 204 (with a grade of "C" or better) and MATH 204 (with a grade of "C" or better).
Type: T

PHYS 206 Eng Phys (Light and Modern Physics) 3-2-4
For students in engineering, physics, chemistry, and mathematics. This calculus-based course covers geometric and physical optics, wave/particle duality, special relativity, quantum mechanics, and atomic and nuclear physics.
Prerequisites: PHYS 204 (with a grade of "C" or better) and MATH 204 (with a grade of "C" or better).
Type: T

PHYS 263 Analytical Mechanics-Statics 3-0-3
The application of the principles of mechanics to problems of equilibrium. Topics include resultants, equilibrium, center of gravity, and moments of inertia.
Prerequisites: PHYS 204 (with a grade of "C" or better) and MATH 203 (with a grade of "C" or better).
Type: T

PHYS 264 Analytical Mechanics-Dynamics 3-0-3
The application of the principles of mechanics to problems of motion and acceleration. Topics include plane motion, force, mass and acceleration, work and energy; impulse and momentum.
Prerequisites: PHYS 263 (with a grade of "C" or better) and MATH 203 (with a grade of "C" or better).
Type: T

PHYS 299 Special Topics in Phys Science (1-6) - (2-12) - (1-6)
Special topics or current issues in or physical science will be examined through the use of lectures, case studies, simulations, special projects or other problem-solving procedures.
Prerequisite: Varies depending on topic.
Type: T

Plumbing

PLBR 101 Drainage Principles & Methods 3.5-1-4
This course is designed to cover the principles of treatment and methods of disposal of sewage, municipal and private; the principles of design, application and correct methods of installation of storm water and sanitary drainage. The course material will also cover topics such as the principles and design of vent piping systems, the use of vacuum condensate collection systems, and recycling technologies. Prerequisite: None
Type: C

PLBR 102 Water Supply Systems 3.5-1-4
This course is designed to furnish the plumber/pipefitter apprentice knowledge regarding water supply systems, which will include information on water treatments, flow calculations, designs, layouts and system components.
Prerequisite: None
Type: C

PLBR 103 Ind. Pipe Drawing & Plan Reading 3.5-1-4
This course is designed to furnish the plumber/pipefitter journeyman and apprentice knowledge needed regarding drawing interpretation and plan reading. The course will focus on essential information that applies both to making and interpreting drawings and sketches used in installing piping systems.
Prerequisite: None
Type: C

PLBR 104 Ind. Piping Tools & Related Science 3.5-1-4
This course is designed to furnish the plumber/pipefitter journeyman and apprentice knowledge required in the use and care of piping tools essential to the trade with emphasis on safety and safe work practices in the workplace. The course will also focus on basic science and mechanical principles used in the piping industry to provide the journeyman and apprentice with a solid understanding needed to appropriately react to any given situation while working in the piping industry.
Prerequisite: None
Type: C

PLBR 105 Ind. Pipe Heritage Codes 3.5-1-4
This course is designed to furnish the plumber/pipefitter apprentice information on the history and career opportunities of the Industrial Pipe Trades. The course will also cover in-depth code interpretation and application associated with the field of Industrial Piping/Plumbers industry.
Prerequisite: None
Type: C

Course Description Guide (continued)

PLBR 106 Gas Installations 3.5-1-4
This course is designed to furnish the plumber/pipefitter apprentice with the fundamentals on the safeuse of vaious types of tools and equipment that are used in the installation, testing, repair, maintenance and servicing of gas piping systems and related equipment on which to build knowledge and gain insight into the gasfitting industry.
Prerequisite: None
Type: C

PLBR 207 Plumbers Basic Electricity 3.5-1-4
This course is designed to furnish the plumber/pipefitter apprentice with the fundamentals of various types of tools, equipment and safety that are used i nthe installation, testing, repair, maintenance and servicing of electrical systems used in the plumbing/pipefitters industry.
Prerequisite: None
Type: C

PLBR 208 Soldering/Brazing for Plumbers 3.5-1-4
This course is designed to furnish the plumber/pipefitter journeyman and apprentice with knowledge and skills needed regarding soldering and brazing. The course will emphasize OSHA Standards, ANSI Safety in Welding and Cutting along with proper equipment and materials to be used in performing different tasks.
Prerequisite: None
Type: C

PLBR 209 Plumbers Adv Drawing Interpretation 3.5-1-4
This course is designed to furnish the plumber/pipefitter journeyman and apprentice with extended knowledge regarding drawing interpretation and plan reading. The course will focus on advanced information in building specifications that applies both to making and interpreting drawings and sketches used to set out the types of materials to be used, methods of installation, and code practices to be observed.
Prerequisite: None
Type: C

PLBR 210 Plumbers Code Interpretation 3.5-1-4
This course is designed to furnish the plumber/pipefitter apprentice with knowledge and skills regarding specific construction codes, code interpretation, and applications used in the plumbing/pipefitters industry.
Prerequisite: None.
Type: C

PLBR 211 Plumbers Guide to Service Work 3.5-1-4
This course is designed to furnish the plumber/pipefitter journeyman and apprentice with knowledge and skills relating to human relations, salesmanship, planning service work, and troubleshooting plumbing systems which represents a high percentage of the total amount of work performed by pipe trades personnel.
Prerequisite: None.
Type: C

PLBR 212 Plumbers Leadership Development 3.5-1-4
This course is designed to furnish the current plumber/pipefitter foremen and journeymen who want to become foremen with knowledge and skills relating to leadership needed to be more effective on the job. Topics that will be covered are: Leadership Functions, Commitment, People skills, Communication, Teamwork and Organization.
Prerequisite: None.
Type: C

PLBR 214 IDPH PLBR Mock Testing 3.5-1-4
This course is designed to prepare the apprentice and/or journeyman for the Illinois Department of Public Health certification testing in welding and codes for pipfitters/plumbers.
Prerequisite: None
Type: C

PLBR 215 Pumps & Steam Systems 3.5-1-4
This course is designed to furnish the pipefitters/plumbers journeymen and apprentices with the knowledge and essential skills that are used with various pumps and steam systems applicable in the piping industry.
Prerequisite: None
Type: C

PLBR 299 Special Topics in Piping/Plumbing 4-8-4
This course is designed to familiarize students with special topics or problems in the Pipefitting/Plumbers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

Political Science

POLS 150 Intro to American Government 3-0-3
A survey course of the American federal system of government. Included is a historical review of the founding of the United States and its political beginning. Emphasis is on the structure and function of the executive, legislative and judicial branches of the federal government with an overview of Illinois state and local government.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S5 900

POLS 240 Comparative Politics 3-0-3
This course introduces the basic concepts of political analysis and applies them to a variety of countries. Countries are studied individually as well as comparatively on such issues as institutional structures, electoral systems, ideology and political values. Issues facing different political systems and how they deal with those challenges will also be explored.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

POLS 262 American Government (State & Local) 3-0-3
Covers the historical development and organization of state governments; the state constitution; and structure, powers and procedures of legislative, executive and judicial departments in the state government. A detailed study of the Illinois State Constitution, state government and local government is presented.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S5 902

POLS 270 International Relations 3-0-3
A study of contemporary international relations emphasizing how and why nations formulate and implement the policies they do in relation to others, the international and domestic forces that influence foreign policy decisions, and current problems for the international system such as coping with nuclear weapons, terrorism, and trade. Completion of this course fulfills the Third World culture requirement for graduation from Southwestern.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S5 904

POLS 273 Introduction to Modern Britain 3-0-3
Introduction to the political and social structure of Modern Britain. A survey of the role and significance of the monarchy, British class system, nature and policies of political parties, Parliament, local government, English Legal System, and impact of pressure groups. The course will also survey the relationship between Britain, the European Union and America, "the troubles" in Northern Ireland, the New Right, and the recent and immediate past Prime Ministers.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

POLS 280 Political Theory 3-0-3
Study of selected political philosophers from the ancient world through the modern. Major ideologies will also be examined
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

POLS 289 Political Impact of American Films 3-0-3
This course will study the influence that American films have on public opinion and political behavior, American values and culture, American's self-image, American policy--both domestic and foreign, and the preception other countries have of America and Americans.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

POLS 290 Impact of Western Films on the USA 3-0-3
A study of the influence that Western films have on American public opinion, American values and culture, American's self-image, American policy-both domestic and foreign, and the perception other coutries have of America and Americans.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

POLS 292 Political Impact of War Films 3-0-3
One of the many ways we learn about politics and popular culture is through the movies. This course will study the influence that war films have on public opinion and political behavior, American values and culture, Americans' self-image, American policy (both domestic and foreign) and the perception other countries have of America and Americans.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

POLS 299 Special Topics in Political Science (1-3)-0-(1-3)
Designed to present problems and topics in political science by discussions, readings and individual research. Topics vary each semester. Course may be taken more than once if different topics are considered. Sophomore standing, one course in political science and division approval.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

Precision Machining Technology

PMT 101 Intro to the Machine Trades 3.5-1-4
Introduces hand tools, measuring tools, and layout procedures, then transitions into basic machine principals including safety, operation, and part set-ups for primary and secondary machining
Prerequisite: None
Type: C

PMT 102 Intermediate Machining 3.5-1-4
The course continues with instruction in four machine operations (drilling, turning, milling, grinding). Thread cutting, advanced milling operations and the introduction of the surface grinder will be covered.
Prerequisite: PMT 101
Type: C

PMT 111 Introduction to CNC Machining 3.5-1-4
Introduces students to set-up and operate Computerized Numerical Control (CNC) machine tool, which includes 3 axis vertical machining center and 2 axis lathe. Provides experience in setting work offsets, tool lengths, and operating HAAS CNC equipment. The course then introduces the G and M codes needed to run the CNC machine tool Students will also learn how to edit programs at the CNC machine tool.
Prerequisite: Basic knowledge of machine shop skills and procedures.
Type: C

PMT 112 Advanced CNC Programming 3.5-1-4
Students will be provided with a blueprint and will be responsible for programming, editing, choosing the correct tooling and fixture to create a finished part on a HAAS CNC machine tool. Students will program using advanced codes to create finished parts. The course will include 3 axis machining center and 2 axis lathe. Along with the documentations for the part produced upon completion of the project.
Prerequisite: PMT 111
Type: C

PMT 114 Metallurgy I (Industrial) 3.5-1-4
This course is designed to give the student information concerning the various properties of metals. Materials will include critical temperatures, heat treatment, and alloying elements.
Prerequisite: None.
Type: C

PMT 124 Metallurgy II (Industrial) 3.5-1-4
Metallurgy II is the second semester of a two-semester course designed to equip those persons entering the field of mechanics with a firsthand knowledge of the metals which are related to the mechanical crafts.
Prerequisite: PMT 114.
Type: C

Course Description Guide (continued)

PMT 201 Advanced Machining 3.5-1-4
The course begins with reviewing fundamental layout tools, measuring instruments, machine set-ups, and machining processes. It then transitions into advanced machining processes of complex parts which require the use of all machining equipment. Students will also learn the theory of heat treating, along with the grinding process required to manufacture a precision machine part.
Prerequisite: PMT 102
Type: C

PMT 202 Cutting Tools/Fixturing/Insp 3-0-3
This course begins with the introduction of carbide cutting tools, identifying, using and troubleshooting carbide cutting tools. This course also includes the use and design of jigs and fixtures used in the machine trades. Students will also learn the inspection process used in the inspection of machined parts.
Prerequisite: None
Type: C

PMT 221 Intro to Master Cam 3.5-1-4
Using Master Cam the students will learn to draw prints with the aid of a computer. The students will learn how to dimension, edit, and modify drawings. These basic drawing skills will develop into drawing 3d wire frame and solid model parts.
Prerequisite: None
Type: C

PMT 222 Advanced Master Cam 3.5-1-4
Students will use Master Cam to design, draw, and produce a variety of parts using HAAS CNC (Computer Numerical Control) equipment. This includes verifying and back plotting on the computer using Master Cam. The student will use Master Cam to develop the complex programs needed to produce a variety of parts on 3 axis Haas mills and 2 axis HAAS lathes.
Prerequisite: PMT 221
Type: C

PMT 231 Intro to Solid Works 3.5-1-4
Students will be introduced to Solid Works, setting up their systems, getting started using Solid Works, and customizing settings. The students will then transition to creating sketches for solid models, and finally create a finished drawing with dimensions.
Prerequisite: None
Type: C

PMT 232 Advanced Solid Works 3.5-1-4
Students will continue using Solid Works to complete complex solid models. The students then will use their skills to create assemblies, sheet metal parts and use the advance features of Solid Works. This course also will use Solid Works to create all the paper work associated with prints needed in industry.
Prerequisite: PMT 231
Type: C

Psychiatric Rehabilitation Certification Program

PRCP 151 Survey of Psychiatric Rehabilitation 3-0-3
This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The Survey course has four major themes: (1) understanding psychiatric disability and current approaches to treatment, (2) the mental health system and surrounding legal issues, (3) psychiatric rehabilitation through vocational and skills training, and (4) family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health.
Prerequisite: None.
Type: C

PRCP 152 Psychiatric Rehabilitation Skills 3-0-3
This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews for use in assessment, treatment planning, and therapeutic interactions with consumers. Students learn to conduct skills training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations, and preventing and managing aggression are presented.
Prerequisite: PRCP 151.
Type: C

PRCP 153 Health Skills for Psychiatric Rehabilitation 3-0-3
This course is the third in the series for the Psychiatric Rehabilitation Certificate. The Health Skills course examines three dimensions of wellness: Physical, Emotional, and Environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness.
Prerequisite: PRCP 151.
Type: C

PRCP 154 Vocational and Community Living Skills 3-0-3
This course is the fourth in the series for the Psychiatric Rehabilitation Certificate. The Vocational and Community Living Skills examines Vocational Rehabilitation and Community Living skills. Both themes address skills for working with community, state, and federal agencies that serve persons with severe mental illness.
Prerequisite: PRCP 151.
Type: C

PRCP 155 Psychiatric Rehabilitation Practicum 4-1-10
This practicum requires a minimum of 152 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 152 hours will encompass four (4) 38 hour competency experiences. All experiences will focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required.
Prerequisite: Satisfactory completion of PRCP 151, PRCP 152, PRCP 153 and PRCP 154
Type: C

Course Description Guide (continued)

Psychology

PSYC 151 General Psychology 3-0-3
The study of human behavior with special emphasis on learning, memory, thinking, perception, emotional life and individual differences in intelligence, aptitude and personality; emphasis on the scientific nature of psychological investigations; and discussion of research methods and the relation of their results to daily life and everyday problems.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S6 900

PSYC 200 Applied Psychology 3-0-3
The study of the practical application of scientific, psychological principles of everyday living. Emphasis is on applying the principles of motivation, psychological measurement, mental health, consumerism, advertising, learning, management, crime and law enforcement, and stress management.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 210 Life-Span Development 3-0-3
This is an introductory course that explores significant events in people's lives as they move from infancy and early childhood into adolescence, early and middle adulthood, and late adulthood. The course presents up-to-date research in the biological, cognitive, psychological, and socioemotional processes of human development. The study of life-span is intriguing because each of us, and everyone we care about, is constantly developing.
Prerequisite: PSYC 151 or departmental approval.
Type: T, IAI - S6 902

PSYC 225 Human Sexuality 3-0-3
This course examines sexuality from biological, social and psychological perspectives. Topics include the biological foundations of sexuality, the development of loving relationships, legal issues related to sexuality such as rape, domestic violence, incest, pornography and prostitution, and current societal debates related to sexual issues such as sexual orientation, sex education and the implications of new reproductive technologies.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 250 Child Development 3-0-3
This course studies theoretical and practical issues of child growth from conception to age thirteen. Included are discussions of major theoretical approaches to understanding children; genetic and environmental influences; as well as physical, cognitive and social/emotional growth factors. Additional topics including parenting issues such as child-rearing techniques, school issues, and divorce.
Prerequisite: PSYC 151 or departmental approval.
Type: T, IAI - S6 903

PSYC 251 Adolescent Development 3-0-3
A study of contemporary adolescence focusing upon biological, cognitive, social and emotional developmental characteristics and today's influences upon them. Topics will vary widely from traditional theoretical description and explanations of adolescence to discussions of media, peers, problems in adolescence, etc.
Prerequisite: PSYC 151 or departmental approval.
Type: T, IAI - S6 904

PSYC 252 Educational Psychology 3-0-3
Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both PSYC 252 and ED 252.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 253 Adult Development and Aging 3-0-3
An introduction to the developmental and aging processes occurring during early, middle, and late adulthood. The biological, psychological, and sociological aspects of adult development and aging will be reviewed. Strong emphasis will be placed on how the developmental processes can be influenced by the individual to enhance successful aging.
Prerequisite: PSYC 151 or departmental approval.
Type: T, IAI - S6 905

PSYC 254 Death and Dying 3-0-3
An investigation of the process of dying and the event of death. The course attempts to provide an understanding of death, the process of dying, grief, and caring relationships. Also studied will be death awareness, the grieving process, bereavement roles and rituals, new beginnings, caring people, caring organizations, and caring for ourselves.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 259 Abnormal Psychology 3-0-3
This course offers students the opportunity to study abnormal behavior and its place in contemporary society. Although we will deal with all the major categories of mental disorders, our focus will be on those patterns that are relevant to our basic understanding of maladaptive behavior. The emphasis will be on human behavior ranging from the normal to the abnormal ends of the continuum.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 260 Psychology of Addictive Behaviors 3-0-3
This course will examine the spectrum of the symptoms, causes and treatment of major forms of addictive behaviors. The major focus will be on psychoactive drugs, substance abuse and dependence; however, coverage will also extend to other addictive behaviors including gambling, sexual addiction, and internet addiction. Special attention will be paid to research findings pertaining to traditional and contemporary models of addiction. Additional topics covered will include related issues such as the effectiveness of prevention efforts, the search for the "addictive personality," and the abstention/moderation debate.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 265 Psychology of Women 3-0-3
This course examines the role our gender plays in determining our place in the social world. Gender issues will be examined from cultural, psychological, and biological perspectives. Topics will include research methods, gender development, mental and physical health issues, communication, relationships, sexuality, the media, and victimization.
Prerequisite: PSYC 151 or departmental approval.
Type: T

Course Description Guide (continued)

PSYC 266 Cognitive Psychology 3-0-3
Cognitive psychology exerts a strong influence on psychology. It is the study of the human mind in all its complexity and significance. It includes the study of the human mental processes and their role in thinking, feeling, and behaving. Perception, memory, acquisition of knowledge and expertise, comprehension and production of language, problem solving, creativity, decision making, and reasoning are a few categories that are studied in cognitive psychology. cognitive neuroscience, which is the scientific study of the relationships between cognitive psychology and neuroscience, is also studied in this course.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 267 Psychology of African Americans 3-0-3
This course is an overview of theory and research on the pyschology of African-Americans, including theoretical perspectives, self-concept, personality, racial identity, education, testing and intelligence, social psychology, skin color, clincial/counseling psychology, and health psychology.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 270 Health Psychology 3-0-3
This course is a detailed overview of health psychology. The course will cover theoretical models of health behavior, health-compromising behaviors, patient provider relations, psychological issues in preventative health behaviors, and the psychological issues involved in the management of chronic and terminal illness.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 277 Cross-Cultural Psychology 3-0-3
Cross-cultural psychology is the critical and comparative study of cultural effects on human psychology. It examines psychological diversity and the underlying reason for such diversity. In particular, cross-cultural psychology studies the link between cultural norms and behavior and the ways in which particular human activities influence different, sometimes dissimilar social and cultural forces. Cross-cultural psychology seeks to discover meaningful links between a culture and the psychology of individuals living in the culture. Students will gain a perspective on differences and similarities among various cultures through this experiential and writing intensive course.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 280 Introduction to Personality Theory 3-0-3
An introduction to the field and methods of personality psychology. The major theoretical orientations within personality psychology will be reviewed. Current research in each orientation will be presented. The application of personality theories to pertinent issues in the modern world will be discussed.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 288 Biological Psychology 3-0-3
Biological psychology is the study of the physiological, evolutionary, and developmental mechanisms of behavior and experience. Students enrolled in this course will learn about major issues as they relate to brain and behavior. Specifically, the course will cover the anatomy and functions of the brain relevant to concepts such as genetics, drug use, intelligence, disorders of movement and brain damage, and what makes one a morning person rather than an evening person. The course is intended for any student interested in learning about disorders such as narcolepsy, attention deficit disorder, substance abuse and addiction, and psychological disorders as they relate to the brain.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 295 Social Psychology 3-0-3
An examination of the ways in which people think about, influence, and relate to one another. Topics will include aggression, altruism, interpersonal attraction, attitudes, prejudice, gender, and social influence.
Prerequisite: PSYC 151 or departmental approval.
Type: T, IAI - S8 900

PSYC 299 Problems in Psychology (1-3)-0-(1-3)
A course designed to present problems and topics in psychology through readings, individual research and discussions. Problems and topics vary each semester. In-depth study of such topics as learning, motivation and personality theories. This course may be taken more than once if different topics are considered.
Prerequisite: PSYC 151 or departmental approval.
Type: T

Radiologic Technology

RT 100 Radiologic Technology I 2-0-2
This course provides a general orientation to the Radiologic Technology profession in health care. Topics presented are the history of Radiologic Technology, department organization, medical ethics, professional conduct, patient care, radiographic terminology, contrast media administration, and professional organizations and accreditation. Emphasis is placed on anatomy, physiology and radiographic positioning of the chest, abdomen, upper and lower extremities and an introduction to cross sectional anatomy.
Prerequisites: Program admission and concurrent enrollment in RT 101 is required.
Type: C

RT 101 Radiographic Positioning I 4-0-4
Designed to provide the student radiographer with the opportunity to apply the principles of radiographic equipment operations, film processing, radiation protection and radiographic film evaluation. Emphasis is placed on positioning performance of the radiographic examinations specified in RT 100, utilizing the energized lab and phantom patient.
Prerequisites: Program admission and concurrent enrollment in RT 100 is required.
Type: C

RT 102 RT Math Computations 1-0-1
This course is for students who will use mathematics for the calculations of physics formulas used by radiologic technology. this course covers a review of basic mathematical principles of addition, subtraction, multiplication and division of whole numbers, mixed numbers, fractions, decimals, ratio, proportion, basic priniples of algebra and geometry, exponents, scientific notation, and metric conversions.
Prerequisite: Program admission and concurrent enrollment in RT 100 and RT 101 is required.
Type: C

RT 110 Radiologic Technology II 3-0-3
Basic principles of radiographic anatomy and positioning procedures of the digestive, biliary and urinary systems, vertebral column and bony thorax. Supervised clinical experience is assigned at a medical facility to meet the competency requirements in radiographic principles and procedures as specified.
Prerequisites: RT 100 and RT 101 all with a grade of "C" or better.
Type: C

Course Description Guide (continued)

RT 111 Radiographic Positioning II 4-0-4
Designed to provide the student radiographer with the opportunity to apply the principles of radiographic positioning of the examinations specified in RT-110, utilizing the energized lab and phantom patient.
Prerequisites: RT 100 and RT 101 all with a grade of "C" or better.
Type: C

RT 112 Clinical Experience I 0-16-3
Supervised clinical experience is assigned at a medical facility to meet the competency requirements in radiographic principles nad procedures as specified.
Prerequisites: RT 100 and RT 101 all with a grade of "C" or better
Type: C

RT 131 X-ray Physics I 4-0-4
An introductory course to X-ray physics including X-ray production, basic radiation safety, radiographic technique, darkroom and quality assurance.
Prerequisites: RT 100 and RT 101 all with a grade of "C" or better.
Type: C

RT 150 Radiologic Technology III 3-0-3
Basic principles of radiographic anatomy and positioning procedures of the skull and visceral cranium. Included is the introduction of special procedures, basic positioning skills, usage of specialized equipment and contrast media. Emphasis is placed upon mobile radiography, angiography, tomography, cross sectional anatomy, mammography, computer applications, and the imaging modalities of ultrasonography, CT, MRI.
Prerequisite: RT 110 with a grade of "C" or better.
Type: C

RT 151 Radiographic Positioning III 4-0-4
Designed to provide the student with the opportunity to apply the principles of radiographic positioning of the skull, visceral cranium, utilizing the energized lab and phantom patient. Instruction and experiments demonstrating technical factors influencing radiographic quality are implemented.
Prerequisites: RT 111 with a grade of "C" or better.
Type: C

RT 152 Clinical Experirence II 0-16-3
Supervised clinical experience is assigned at a medical facility to meet competency requirements in radiographic principles and procedures of the skull and visceral cranium. Practical applications presented in RT 100, 101, 110, and 111 are included. Observation and assistance in special procedure examinations will be included.
Prerequisites: RT 112 with a grade of "C" or better.
Type: C

RT 160 Clinical Experience III 0-16-3
Supervised clinical experience is assigned at a medical facility to meet competency requirements in radiographic principles and procedures presented in the first year. (30 clinical hours per week)
Prerequisites: BIOL 105, RT 150, RT 151, and RT 180 all with a grade of "C" or better and HRO 100 or concurrent enrollment.
Type: C

RT 180 X-ray Physics II 4-0-4
This course includes basic atomic structure, electricity, magnetism, electromagnetics, the X-ray circuit, X-ray production, and X-ray interaction with matter.
Prerequisites: RT 131 with a grade of "C" or better.
Type: C

RT 230 Pathology for Radiographers 1-0-1
This course is designed to help student radiographers appreciate the relationship of diseases visualized on radiographs. Topics covered are pathological terminology, cross sectional anatomy, and eight of the systems of the human body.
Prerequisites: RT 160 with a grade of "C" or better.
Type: C

RT 241 Clinical Experience IV 0-15-3
A hospital affiliated course designed to increase the students efficiency in performing routine and special procedure radiographic exams.
Prerequisites: RT 160 with a grade of "C" or better.
Type: C

RT 242 Clinical Modalities I 0-2.5-1
In radiation therapy, the students observe treatment planning, treatments, follow-up exams and become familiar with the equipment utilized. In nuclear medicine, the students observe preparation and administration of radiopharmaceuticals, examinations performed and become familiar with the equipment utilized. In sonography students observe the use of high-frequency sound waves to create images.
Prerequisites: RT 160 with a grade of "C" or better.
Type: C

RT 244 Radiobiology 4-0-4
A study of the principles of radiation biology, radiation protection, cellular response, systematic response, the early and late effects of radiation exposure, and the regulations regarding ionizing radiation hazards.
Prerequisites: RT 160 with a grade of "C" or better.
Type: C

RT 296 IT for Radiographers 1-0-1
The technology for digital imaging in healthcare for computed radiography and digital radiography are addressed in this class. It includes the basic concepts of image acquisition for the creation of electronic images that can be displayed, viewed, transmitted, archived and retrieved. Also addressed in this class is image quality, patient dose and radiation safety as it relates to digital imaging as well as the basics of Radiology Information Systems and PACS.
Prerequisite: RT 230 and RT 244 all with a grade of "C" or better.
Type: C

RT 297 Radiologic Technology Review 4-0-4
A continuation of theory and practice in radiographic procedures, radiation protection, equipment operation and maintenance, image production and evaluation and patient care.
Prerequisites: RT 230 and RT 244 all with a grade of "C" or better.
Type: C

RT 298 Clinical Modalities II 0-4-1
In CT, the student observes large series of two-dimensional x-rays images taken around a single axis of rotation to visualize various structures. In MRI, a student observes how imaging is performed with the use of radio frequency signals and a magneticd field. In interventional radiology, a student observes minimally invasive, targeted treatments performed using imaging for guidance.
Prerequisites: RT 241 and RT 242 all with a grade of "C" or better.
Type: C

RT 299 Clinical Experience V 0-15-3
A hospital affiliated course in which the student performs routine, advanced and special radiographic procedures.
Prerequisites: RT 241 and RT 242 all with a grade of "C" or better.
Type: C

Course Description Guide (continued)

Real Estate Appraisal

RAPP 178 Basic Appraisal Principles 2-0-2
This course covers the function and purposes of appraisal, the nature of value, the appraisal process, influence of economic trends and basic principles of value. The course is required to sit for the Illinois real estate appraisal licensing exam. Attendance is mandatory. (Equivalent to IL I-08)
Prerequisite: None.
Type: C

RAPP 191 Basic Appraisal Procedures 2-0-2
This course provides a detailed analysis of principles of appraising, appraisal functions including depreciation, methods of estimating depreciation, market abstraction and case studies. It includes an in-depth coverage of commonly used forms including a detailed coverage of market analysis of residential real estate appraisal. This course is required to sit for the Illinois appraisal licensing exam. Attendance is mandatory. (Equivalent to IL2-08)
Prerequisite: RAPP 178 or associate appraiser.
Type: C

RAPP 192 Financial Calculations in the Appraisal Process 1-0-1
The course gives a brief overview of the basic concepts of present worth and the calculation of these factors and related concepts through the use of the Hewlett Packard Financial Calculator. HP 12C calculator required. This course is for professional development and does not qualify for appraiser certification credit.
Prerequisite: RAPP 178 or associate appraiser.
Type: C

RAPP 195 Residential Report Writing & Case Studies 1-0-1
This course is designed for the practicing appraiser. It explains the rationale behind the appraisal report forms for condominiums and single-family residences (URAR) as well as the multi-family 2-4 form. The narrative portion of the report is reviewed. Attendance is mandatory. (Equivalent to AIL ILR7-08)
Prerequisite: RAPP 178 or associate appraiser.
Type: C

RAPP 196 Uniform Standards of Professional Practice 1-0-1

This course satisfies the Standards of Professional Practice component of appraiser education. It is required for all levels of certification and licensing. It contains the required 15 hours of classroom time. Attendance is mandatory. (Equivalent to IL 3-08)
Prerequisite: RAPP 178 or concurrent enrollment.
Type: C

Respiratory Care

RC 102 Cardiopulmonary Anatomy and Physiology 3-0-3
Involves an in-depth study of the anatomy and physiology of the respiratory, cardiovascular, and renal systems, including aspects of the central nervous system. Ventilation, circulation, blood gas transport, and acid-based balance are closely examined. Fetal pulmonary and cardiovascular development are also studied.
Prerequisites: Program admission or consent of the Program Coordinator.
Type: C

RC 103 Applied Science 3-0-3
Provides the student with a foundation in the basic sciences relevant to respiratory care. Areas covered include chemistry, physics, microbiology, computers, and mathematics/algebra concepts as related to the practice of respiratory care.
Prerequisites: Program admission or consent of the Program Coordinator.
Type: C

RC 104 Respiratory Care Practices and Procedures I 3-4-5
Provides classroom instruction and laboratory practice for the equipment used to administer general respiratory care. Classroom instruction and laboratory practice is provided for many general respiratory care procedures, as well as certification in BCLS.
Prerequisites: Admission to the program and a minimum grade of "C" in each of the following: HRO 100, BIOL 105, and concurrent enrollment in RC 105 and RC 106, or consent of the Program Coordinator.
Type: C

RC 105 Patient Assessment 1.5-0-1.5
Provides the student with a knowledge of how the patient assessment procedures of medical record review, patient interview, and physical examination are preformed and how this information, and information from radiological examination and laboratory assessment, can be used to evaluate a patient's health status and response to treatment. (8 week module)
Prerequisites: A minimum grade of "C" in each of the following: HRO 100, BIOL 105, and concurrent enrollment in RC 104 and RC 106, or consent of the Program Coordinator.
Type: C

RC 106 Clinical Practice I 0-8-2
Provides, under supervision, an introduction to the respiratory care profession and health care related concepts. Instruction is provided for clinical practices that can affect the safety of both patients and practitioners. The expectations for student performance in the clinical setting are discussed. Students are involved in hospital orientation and general respiratory patient care activities. (8 week module)
Prerequisites: Admission to the program, a minimum grade of "C" in the following: RC 105 and concurrent enrollment in RC 104.
Type: C

RC 110 Cardiopulmonary Pathology 2-0-2
Provides an overview of diseases of the cardiopulmonary and related systems requiring medical and/or surgical intervention. Each pathological process is discussed with regard to etiology, diagnosis, treatment, and prognosis.
Prerequisites: A minimum grade of "C" in the following: RC 102, or consent of the Program Coordinator.
Type: C

RC 111 Respiratory Care Pharmacology 3-0-3
Provides an introduction to the theory and use of medications, with emphasis on those used in cardiorespiratory care. Content will include weights, measures, actions, indications, contraindications and hazards of drugs. Normal physiology and pathophysiology are reviewed to clarify the role of medications in the treatment of disease processes.
Prerequisites: A minimum grade of "C" in the following: RC 103, or consent of the Program Coordinator.
Type: C

Course Description Guide (continued)

RC 112 Respiratory Care Practices & Procedures II 3-4-5
Provides a continuation and completion of classroom instruction and laboratory practice for general respiratory care procedures. Continuous mechanical ventilation and critical care procedures are also included. There is instruction and discussion on the integrated processes of patient assessment and care planning for respiratory care procedures, including blood gas interpretation and an overview of pulmonary function study interpretation.
Prerequisites: A minimum grade of "C" in each of the following: RC 102, RC 103, RC 104, and RC 106 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 110, RC 111, and RC 113.
Type: C

RC 113 Clinical Practice II 0-16-4
Provides, under supervision, observation, practice, and application of patient assessment and general respiratory care procedures in the clinical setting, with an introduction to mechanical ventilation and critical care procedures toward the end of the course.
Prerequisites: A minimum grade of "C" in each of the following: RC 102, RC 103, RC 104, and RC 106 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 110, RC 111, and RC 112.
Type: C

RC 114 Respiratory Care Practices & Procedures III 1.5-2-2.5
Provides a more in-depth study of pulmonary function testing and acid/base regulation in the classroom and lab. Includes types of tests, test result analysis, diagnostic value, equipment, standards for equipment, and test performance for PFT. Also includes obtaining, analyzing and interpretation of blood gas results as well as blood gas analyzer function and the quality assurance standards for blood gas analyzers. Additional areas of study include pulmonary and cardiac stress testing.
Prerequisites: A minimum grade of "C" in each of the following: RC 110, RC 111, RC 112, and RC 113 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 115 or Program admission with advanced standing.
Type: C

RC 115 Clinical Practice III 0-8-2
Provides, under supervision, observation, practice, and application of arterial blood gas and pulmonology function tests, as well as pulmonary and cardiac stress testing .
Prerequisites: A minimum grade of "C" in each of the following: RC 110, RC 111, RC 112, and RC 113 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 114 or Program admission with advanced standing.
Type: C

RC 203 Respiratory Care Practices & Procedures IV 3-4-5
Provides a continuation and completion of classroom instruction and laboratory practice for mechanical ventilatory support and its use in respiratory care as well as the critical application of these principles involved in patient care (adult, pediatric). Monitoring techniques used in assessing patient's response to critical care/ respiratory care will also be discussed. Additional discussion will include assessment and cardiopulmonary care of the sick pediatric patient.
Prerequisites: A minimum grade of "C" in each of the following: RC 114 and RC 115 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 204.
Type: C

RC 204 Clinical Practice IV 0-16-4
Provides, under supervision, observation, practice, and application of respiratory care procedures to critically ill patients, continuous mechanical ventilation, and advanced patient assessment and monitoring procedures (adult, pediatric).
Prerequisites: A minimum grade of "C" in each of the following: RC 114 and RC 115 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 203.
Type: C

RC 205 Respiratory Care Practices and Procedures V 3-4-5
Provides the student with information related to fetal development, neonatal assessment before birth, during the delivery process, and after delivery and cardiopulmonary care of the sick newborn, including but not limited to, airway management, oxygen therapy, and mechanical ventilation. Respiratory care in alternate sites, rehabilitation of the patient with pulmonary diseases, sleep/wake disorders, and geriatric respiratory care will also be discussed.
Prerequisites: A minimum grade of "C" in each of the following: RC 203 and RC 204 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 206 and RC 207.
Type: C

RC 206 Clinical Practice V 0-16-4
Provides, under supervision, observation, practice, and application of respiratory care procedures to critically ill neonatal patients, continuous mechanical ventilation of the newborn, rehabilitation of respiratory care patients, care and testing of patient's with sleep/wake disorders, and the care of respiratory care patients in alternate settings.
Prerequisites: A minimum grade of "C" in each of the following: RC 203 and RC 204 and concurrent enrollment in. or successful completion (with a minimum grade of "C") of, RC 205 and RC 207.
Type: C

RC 207 Respiratory Care In Review 3-0-3
This format allows for a variety of pertinent, current respiratory care and health care topics to be presented as needed. Set topics will include preparation for the National Board for Respiratory Care's NBRC Entry Level Exam, Written Registry Exam and Clinical Simulation Exam, as well as exercises is critical thinking and review of clinical practice guidelines and therapist driven protocols.
Prerequisites: A minimum grade of "C" in each of the following: RC 203 and RC 204 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 205 and RC 206, or consent of the Program Coordinator.
Type: C

Russian

RUSS 101 Elementary Russian I 4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Russian. Students are also introduced to the history and cultures of the Russian-speaking world.
Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.
Type: T

RUSS 102 Elementary Russian II 4-0-4
This introductory language course is a continuation of RUSS 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Russian. Students are also introduced to the history and cultures of the Russian-speaking world.
Prerequisite: RUSS 101 or consent of the instructor
Type: T

Course Description Guide (continued)

Service Learning

SRV 200 Service Learning 2-2-3
This course gives students the opportunity to provide service to their communities through volunteer work. The course combines community service and classroom instruction with a focus on critical reflective thinking, civic responsibility, and social awareness. Students will be assigned to or choose an agency, community action group, or educational facility for service based upon their skills, knowledge, and general interests. Main topics of the course will include: volunteerism, civic/social responsibility, civic engagement, social issues, empowerment, professionalism, and other social issues topics. Students cannot receive credit for both ENG 200 and SRV 200.
Prerequisite: ENG 101 with a grade of "C" or better.
Type: T

Sign Language Studies: Interpreter

SLS 100 Non-Verbal Communication 2-0-2
This course compares and contrasts non-verbal behavior and actions to speech and signs. Facial expressions, posture, movement, gestures will be examined and how the literal use of words/signs don't always convey the meaning of the message. Students learn to use pantomime versus actual signs depending on the signing ability of the deaf or hard of hearing individual.
Prerequisite: Eligible for ENG 101 and MATH 94.
Type: C

SLS 101 American Sign Language I 5-0-5
In depth and eventual total immersion exposure to American Sign Language (ASL) for the development of beginning level communication skills used with Deaf persons. Focus is on building sign vocabulary, fingerspelling, grammar and syntax rules, non-manual markers, appropriate hand shapes and movement, use of personal space and the development of sensitivity and awareness through required socialization with the Deaf community. (Fall Only)
Prerequisite: Eligible for enrollment in ENG 101 and MATH 94.
Type: C

SLS 102 American Sign Language II 5-0-5
Continued development of intermediate-level sign language communication skills as utilized in interaction by deaf persons. Emphasis given to comprehension, use of classifiers, locatives and production skills within a total immersion sign language environment. Linguistic and cultural features presented in the context of language learning experiences. (Spring Only)
Prerequisites: ENG 101, SLS 100, SLS 101, SLS 110 and SLS 125 all with a grade of "C" or better or with program coordinator approval.
Type: C

SLS 105 Field Experiences 1-2-2
During this course, students will be paired with/mentored by a Deaf or Hard of Hearing individual to expose students to the daily experience of someone who is deaf or hard of hearing. Students will attend deaf socials and club events, informal coffee chats, home parties, etc. During these experiences, students will have the opportunity to develop practical sign vocabulary and increase their comfort level when interacting with individuals who are deaf or hard of hearing. A minimum of 30 hours of involvement with the Deaf community is required. (Spring Only)
Prerequisites: SLS 102 (or concurrent enrollment) and SLS 120 (or concurrent enrollment), with a grade of "C" or better.
Type: C

SLS 110 Deaf Studies/Culture 3-0-3
This course is an introduction to the studies of the language, culture and community of Deaf people. Topics include Deaf history, education, sociology, language, legal issues, art and literature, audism, services for the Deaf, organizations, assistive technology devices, and the nature of Deafhood. Several controversial issues will be analyzed such as Oralism, methods of Deaf education, signing systems, cochlear implants, and student protest movements.
Prerequisite: Eligible for enrollment in ENG 101 and MATH 94.
Type: C

SLS 120 ASL Linguistics I 3-0-3
An introductory course that focuses on the study of ASL and English phonology, morphology, syntax, semantics, rules of classifier systems, ASL storytelling, and language variation, with an introduction to discourse analysis and language in context. The course is built around discussion of readings, in class exercises and video projects to allow students to apply concepts that have been discussed. (Spring Only)
Prerequisites: ENG 101 and SLS 102 (or concurrent enrollment) all with a grade of "C" or better.
Type: C

SLS 125 ASL Fingerspelling & Numbers 1-0-1
This course is designed to assist students in the development of expressive and receptive fingerspelling and numbering system skills embedded with ASL conversational phrases and stories.
Prerequisite: Eligible for enrollment in ENG 101 and MATH 94.
Type: C

SLS 203 American Sign Language III 5-0-5
Continued exposure to ASL, within a total immersion sign language environment, allowing further study and development of expressive and receptive communication skills. Emphasis will be on the development of sign vocabulary within expanded stories and disclosure. Linguistic and cultural features presented in the context of language learning experiences. (Fall Only)
Prerequisites: SLS 102 with a grade or "C" or better.
Type: C

SLS 205 Interpreting I 3-0-3
This is a skill development course which provides students the opportunity to practice the skills associated with interpretation using a consecutive to simultaneous process. Students will be introduced to the cognitive processing skills involved in interpreting. Course work will consist of videotaped projects and activities for skill enhancement in working with English/ASL interpretations. (Fall Only)
Prerequisites: SLS 105, SLS 203 (or concurrent enrollment), SLS 206 (or concurrent enrollment), SLS 210 (or concurrent enrollment) all with a grade of "C" or better.
Type: C

SLS 206 Interpreter Principles & Practices 3-0-3
This is a survey course that is designed to introduce students to contemporary theories regarding interpretation and the world of work of interpreters. Students will become familiar with the specialized jargon used within the field of interpretation to describe various aspects of the work and the protocol that influences interpretation work in different settings. Ethical standards associated with interpretation will be introduced and applied to a variety of work situations. (Fall Only)
Prerequisite: SLS 105, SLS 120 and SLS 203 (or concurrent enrollment) all with a "C" or better.
Type: C

Course Description Guide (continued)

SLS 210 ASL Linguistics II 3-0-3
Students continue the study of ASL and English linguistics, building on information introduced in SLS 120, through study of semantics, pragmatics, turn-taking, discourse analysis, and language in context. The primary focus of this course is translation through discourse analysis and techniques of rephrasing and restructuring meaning in ASL and in English. Power dynamics, language in context and turn-taking in interpreted settings will also be discussed in relation to the interpreter's role. (Fall Only)
Prerequisites: SLS 120 and SLS 203 (or concurrent enrollment) with a grade of "C" or better.
Type: C

SLS 220 Interpreting II 3-0-3
Students build upon skills learned in SLS 205, with a focus on simultaneous interpretation of unrehearsed texts from English to ASL. Course work will consist of videotaped projects, in class exercises, activities and individual work for skill enhancement. (Spring Only)
Prerequisites: SLS 205 with a grade of "C" or better.
Type: C

SLS 225 Sign to Voice 3-0-3
Students develop the skill of simultaneously interpreting ASL and Contact Sign into an equivalent message in spoken English. Students will learn the basics in the sign to voice process, progressing from sentential to textual formats working with comprehension, appropriate English word choices, vocal inflection, and English structure. Course work will consist of lecture and discussion, videotaped projects and in class exercises and activities for skill enhancement. (Spring Only)
Prerequisites: SLS 255 with a grade of "C" or better.
Type: C

SLS 230 Interpreting Practicum 1.5-6.25-3
Students will interpret in a variety of low-risk settings under the supervision of the instructor and/or a selected professional practitioner/mentor. Weekly seminar discussions will include review and analysis of the interpreting experiences and application of professional ethics and decision making skills. Students will prepare professional resumes and submit an interpreting log, documenting a minimum of 100 hours of interpreting experience. (Spring Only)
Prerequisite: SLS 220 (or concurrent enrollment), SLS 225 (or concurrent enrollment), SLS 255 all with a grade of "C" or better.
Type: C

SLS 255 Transliterating 3-0-3
This is a skill development course that provides students with the opportunity to practice the skills associated with simultaneously transliterating between spoken and Contact Sign. Students will be introduced to the specialized skills and terms involved in the transliteration process. Course work will consist of lecture and discussion, videotaped projects and in-class exercises and activities for skill enhancement. (Fall Only)
Prerequisites: SLS 203 (or concurrent enrollment), SLS 206 (or concurrent enrollment), SLS 210 (or concurrent enrollment) with a grade of "C" or better.
Type: C

SLS 270 Educational & Special Interpreter Settings 3-0-3
Students will discuss interpreting in the school and classroom environment, as well as in specialized community settings. Professional roles and responsibilities will be examined from the perspective of working with minors, their parents/guardians, educators, and school staff. Students will learn how the role of an interpreter changes from a pre-K environment through post-secondar levels. Students will participate in role-play and live interpretation of dialogues that occur in educational, social service, employment, and other special interpreting settings. Students will learn specialized vocabulary and the general principles and protocol associated with interpreting in each setting. (Spring Only)
Prerequisites: SLS 203, SLS 220 (or concurrent enrollment), SLS 225 (or concurrent enrollment) and SLS 230 (or concurrent enrollment) all with a grade of "C" or better.
Type: C

SLS 299 Special Topics in SLS (1-4)-(0-4)-(0-8)
This course is designed to familiarize students with special topics or problems in Sign Language Studies: Interpreter field to provide them the knowledge or ability to deal effectiviely with those topics or problems in realtion to their specific requirements.
Prerequisite: Coordinator permission.
Type: C

SMA - See Construction Sheetmetal

Sociology

SOC 153 Introductory Sociology 3-0-3
This course is an introduction to the field of sociology-the scientific study of human social behavior. The intersection and interaction of the individual and society is emphasized. Consideration will be given to key areas of sociological research (socialization, group dynamics, social roles, social stratification, social theory, deviance and social control) and how these processes work in key social institutions (such as the family, education, religion and economy). The course will focus on assisting the student develop a Sociological Imagination.
Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T, IAI - S7 900

SOC 203 Social Problems 3-0-3
Centers on the background of social problems, problems of group conflicts, the social threat of war, problems of population, social problems of industry, the family, education and religion. The problems of disease, poverty, dependency, delinquency and crime. Factors affecting availability of resources for the prevention and amelioration of these problems also will be considered.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T, IAI - S7 901

SOC 210 Deviance, Crime and Society 3-0-3
This course explores the nature and variety of deviant behavior in American society. Violence, crime, sexual deviance, alcohol and drug use, suicide and elite deviance are thoroughly examined. Various theoretical approaches will be explored and utilized; a constructionist approach to deviant behavior will be emphasized.
Prerequisite: SOC 153 or ANTH 150.
Type: T

Course Description Guide (continued)

SOC 222 Survey of Social Work 3-0-3
This course is an introduction to generalist social work within the context of social welfare, including its historical origins, conceptual framework, and contemporary focus. An overview of principal social work values and codes of ethics, practice methods, research considerations, and policy issues will be presented with emphasis on the unique experiences of client groups facing a variety of social challenges. These groups include, but not limited to, women, minorities, persons with disabilities, gays and lesbians, and older adults.
Prerequisite: Reading and writing assessment scores at the ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

SOC 230 Race and Ethnicity in the United States 3-0-3
The purpose of this class is to study race and ethnicity in the United States. In this class students will learn the major sociological concepts, theories and ideas related to race and ethnicity. The focus will be on the historical development of racial and ethnic diversity and the current social circumstances of a variety of racial and ethnic groups in the United States. The development and use of a sociological perspective will be emphasized to critically examine our current situation and our future as a multicultural society.
Prerequisite: SOC 153 or ANTH 150.
Type: T, IAI - S7 903D

SOC 255 The Family 3-0-3
This course is an examination of the origin and evolution of the human family as a social institution. Consideration will be given to traditional family types with special emphasis on the structure and function of the American family. This course helps students learn about marriage and family. It offers analyses of courtship patterns, marriage and the family forms, relationships and functions, and socio-cultural differences in family.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T, IAI - S7 902

SOC 259 Sociology of Small Communities 3-0-3
Sociological study of small communities and their institutions, usually in a rural environment. Includes social organization, values and beliefs, social stratification, political sociology, socio-economic conditions and challenges, and the ongoing struggle of small communities for survival in today's global economy.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T

SOC 265 Aging and Society 3-0-3
This course is an introduction to social gerontology (the sociology of aging and the aged). It examines age, aging and the aged from a sociological perspective. Specific emphasis is placed upon theories of aging, demographic trends (past, present and speculative), the social construction of aging, the interplay of social institutions and aging, and issues of age and inequality. Particular attention will be given to applied sociological ideas, including analysis and discussion of public policy and medical sociology.
Prerequisite: SOC 153.
Type: T

SOC 299 Research Study Problems in Soc. (1-3)-0-(1-3)
Seminar on a special topic or current issue in sociology.
Prerequisite: Sophomore standing and at least one previous Sociology course.
Type: T

Spanish

SPAN 101 Elementary Spanish I 4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world.
Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.
Type: T

SPAN 102 Elementary Spanish II 4-0-4
This introductory language course is a continuation of SPAN 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world.
Prerequisite: SPAN 101 or consent of the instructor.
Type: T

SPAN 201 Intermediate Spanish I 4-0-4
Continued development of listening, speaking, reading and writing skills in Spanish. Grammar review. Cultural and literary readings, compositions, Course is conducted almost entirely in Spanish.
Prerequisites: SPAN 102 or departmental approval.
Type: T

SPAN 202 Intermediate Spanish II 4-0-4
Continued development of listening, speaking, reading and writing skills in Spanish. Grammar review. Cultural and literary readings, compositions, Course is conducted almost entirely in Spanish..
Prerequisite: SPAN 201 or departmental approval.
Type: T, IAI - H1 900

SPAN 211 Conversational Spanish I 3-0-3
This course focuses on developing speaking competency in Spanish. Individual exercises and group discussions on general topics and everyday situations help students improve their self-expression and aural comprehension. Oral exercises also help students acquire correct pronunciation and expand their knowledge of vocabulary and idioms in Spanish.
Prerequisite: SPAN 102 or higher or departmental approval.
Type: T

SPAN 212 Conversational Spanish II 3-0-3
A continuation of SPAN 211. This course focuses on developing speaking competency in Spanish. Individual exercises and group discussions on general topics and everyday situations help students improve their self-expression and aural comprehension. Oral exercises also help students acquire correct pronunciation and expand their knowledge of vocabulary and idioms in Spanish.
Prerequisite: SPAN 211
Type: T

SPAN 299 Special Topics in Spanish (1-4)-0-(1-4)
An in-depth study of various areas in Spanish language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.
Prerequisite: Sophomore standing and one year of Spanish, or permission of instructor.
Type: T

Course Description Guide (continued)

Speech

SPCH 120 Theatre Appreciation 3-0-3
A humanities course that surveys the nature and function of theatre as a collaborative art. The foundations and basic elements, historical and contemporary forms of experience, production processes, and criteria for performance criticism of theatre will be explored using lecture, selected readings, films, demonstrations, guest speakers, and slide presentations. Some play attendance will be required.
Prerequisite: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T, IAI - F1 907

SPCH 151 Fundamentals of Public Speaking 3-0-3
The basic principles of public speaking, including selecting a subject, determining the specific purpose of the speech, collecting materials, adapting the speech to a particular audience, organizing the speech, wording the speech, using visual materials and delivering the speech. Each student prepares and delivers several informative and persuasive speeches.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T, IAI - C2 900

SPCH 155 Interpersonal Communication 3-0-3
This course will provide the student with the means for becoming a better interpersonal communicator through the study of interpersonal communication theory and the application of major concepts, including language processes; types of verbal and nonverbal communication; oral and visual means of transmitting information; methods of encoding information; and social consequences.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

SPCH 161, 162, 261, 262 Readers Theater I - IV 0-3-1
Theatrical performance class designed to instruct students in group dramatic interpretation and presentation. Using group interpretation techniques, students will have opportunities for developing communication skills by examining concepts, principles and techniques of dramatic performance through regular rehearsal and public performance.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

SPCH 170 Persuasion 3-0-3
Provides the student with an in-depth understanding of persuasion components, ethics and the process of persuasive speaking. Students will speak individually and as panel discussants. Students will also study various forms of persuasion, including advertising and political campaigns.
Prerequisite: SPCH 151
Type: T

SPCH 174, 175, 274, 275 Applied Forensics I, II, III, IV 0-3-1
Applied Forensics is a course offering instruction and practical experience in intercollegiate individual events speech competition. In addition, programs are available for presentation for community service organizations as a way to address the citizenship component of Learning Outcomes Assessment. There are possibilities of judging high school tournaments also as an additional way of serving the community. The course will cover a variety of competitive speech events: Informative and Persuasive Speaking, Oral Interpretation, Duo Interpretation, Communication Analysis, Extemporaneous and Impromptu Speaking, and Speaking to Entertain. Students may take Applied Forensics I, II and III once each graduated order. Applied Forensics IV may be taken more than once.
Prerequisite: None for the entry class. For each of the following (SPCH 175, 274, 275), the previous in sequence is required.
Type: T

SPCH 180 Interviewing 3-0-3
Provides the student with a practical understanding of the interview process. A variety of interview types are examined, and each student prepares and participates in several interviews. This course provides the opportunity for valuable interview experience as both the interviewer and interviewee.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

SPCH 200 Oral Interpretation 3-0-3
The principles of selecting, cutting and interpreting poetry, prose and drama, and of reading these materials to the class. Also featured is work preparing and taking part in readers theatre presentations.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

SPCH 220 American Playhouse 3-0-3
American Playhouse is a course designed to develop an understanding and appreciation of theater. The course will examine aesthetic and dramatic principles in selected plays. Course meets Humanities requirement.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T, IAI - F1 907

SPCH 240 Group Communication 3-0-3
Group Communication introduces students to the fundamental principles, skills and dynamics of the group process. The course will give students practical experience in working within the group framework and will focus on problem-solving, leadership, listening, conflict, and interpersonal relationships as they pertain to the overlall effectiveness and success of small group discussions and presentations.
Prerequisite: Completion of SPCH 151 or SPCH 155 with a grade of "C" or better.
Type: T

SPCH 251 Theatre Production 3-0-3
A beginning approach to directing dramatic production, focusing on principles of script analysis, visual composition, auditory design and movement theory. In addition to directing theory, areas such as set design, lighting, costuming, make-up and business management are covered. The student is guided from an initial discussion of how to select a play and interpret the script to the rehearsal and actual production of a one-act play of his or her choice.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

Course Description Guide (continued)

SPCH 256 Theatre Acting 3-0-3
Speech 256 is a beginning course in acting. It attempts to teach the most basic skills of acting in connection with some of the world's greatest dramatic literature.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

SPCH 299 Problems in Speech (0-3)-(0-6)-(1-3)
Seminar on a special topic or current issue in speech.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.
Type: T

Technical Math (General Technology)

GT 104 Math for Electronics 4-0-4
Topics of fundamentals of algebra, operations of signed numbers, exponents and square roots, triangular trigonometry and metric conversion with emphasis on the applications found in the study of electrical/electronics circuits will be studied. Offered in Fall, Spring, and Summer. Graphing calculator required (TI-84).
Prerequisite: None.
Type: C

GT 105 Intro to Technical Mathematics 3.5-1-4
GT 105 will cover operations of signed numbers, exponents and square roots, basic algebra, ratios and proportions, angle measurements, area and perimeters of polygons, circles, geometric solids, & triangular trigonometry. Offered in Fall, Spring, and Summer. Graphing calculator required (TI-84).
Prerequisite: Math placement test score or MATH 93 (with a grade of "C" or better) or divisional approval.
Type: C

GT 106 Technical Mathematics I 3-0-3
Topics of elementary and intermediate algebra with applications in technical fields. The properties of real numbers, algebraic polynomials and fractions, systems of linear equations, functions, graphs, exponents and radicals, ratio and proportion. Offered in Fall, and Spring. Graphing calculator required (TI-84).
Prerequisite: One year or high school algebra or equivalent and math placement score or MATH 94 (with a grade of "C" or better).
Type: C

GT 107 Technical Mathematics II 3-0-3
Topics of intermediate algebra and trigonometry, with application in the technical fields. Angular measurement, trigonometric functions, solution of right triangles, graphs of trigonometric functions, indentities, complex numbers, angle formulas, composite vectors, quadratic equations and logarithms. Offered in Spring only. Graphing calculator required (TI-84).
Prerequisite: GT 106 or equivalent.
Type: C

GT 208 Technical Mathematics III 3-0-3
Topics in differential and integral calculus with applications in the technical fields. Derivatives, slope differentials, minimum and maximum value of functions related rates, integration, definite integral, area, volume and transcendental functions. Graphing calculator required (TI-84).
Prerequisite: GT 107 or equivalent.
Type: C

Ward Clerk - See HRO

Web Development and Administration— See Computer Information Systems

Welding Technology

WLDT 101 Introduction to Welding 3-6-6
Introduced the basic concepts of joining metal by fusion processes. This course covers S.M.A.W. (stick welding), using 6010, 7018 and 7024 electrodes and the F.C.A.W. wire welding process. Emphasis is put on building proper size fillet welds in the 2F horizontal position. Introduction to Electric Air Carbon Arc cutting. Also included is the acetylene cutting of mild steel and FCAW 2-F fillet welds, along with the care and use of welding tools and equipment.
Prerequisite: None.
Type: C

WLDT 106 Weld Fabrication Blueprint Reading 3-0-3
A progressive course that covers the basics of reading and understanding blueprints. Provides special training for students who want to know how to read blueprints or expand their knowledge in this area. A variety of machine and welded fabrication drawings will be covered.
Prerequisite: None.
Type: C

WLDT 107 Advanced Blueprint Reading 2-0-2
This course includes a review of architectural and technical drawing fundamentals. It also includes structural shapes, detailing, shop drawings, welding symbols and sketching.
Prerequisite: None.
Type: C

WLDT 115 Industrial Welder I 3.5-1-4
This course is designed to introduce the student to the fundamentals of arc welding. Materials covered in this course will include welding machines, equipment, and welding supplies.
Prerequisite: None.
Type: C

WLDT 125 Industrial Welder II 3.5-1-4
This course will introduce the student to arc and acetylene cutting equipment. Also introduced will be material covering special cutting procedures.
Prerequisite: None.
Type: C

WLDT 135 Industrial Welder III 3.5-1-4
This course will introduce the student to types of welding equipment and their uses. The three basic welding positions will be covered in etail. Special welding application also will be covered.
Prerequisite: None.
Type: C

WLDT 145 Industrial Welder IV 3.5-1-4
This course will introduce the student to semi-automatic and automatic welding processes; also included will be information on welding nonferrous metals using the TIG process.
Prerequisite: None.
Type: C

WLDT 152 All Position Arc Welding 2-6-5
Deals exclusively with covered electrode electric arc welding in the four basic positions which are flat, vertical, horizontal and overhead. ntroduction to Gas Metal Arc Welding and Flux Core Arc Welding (F.C.A.W.). Types and weldability of metals with electric cutting and gouging also included.
Prerequisite: None.
Type: C

Course Description Guide (continued)

WLDT 201 Advanced Arc Welding 2-8-6
Provides the advanced welding students and shop welders further experience with out-of-position arc welding. Emphasis is put on dealing with V groove welds. An A.W.S. test will be given in the vertical and overhead position from the D1.1 Code Book. Introduction to Submerged Arc Welding (SAW), Flux Core Arc Welding (FCAW), and Gas Metal Arc Welding (GMAW).
Prerequisite: None.
Type: C

WLDT 252 Pipe Welding 2-4-4
Develops skill in the technique of pipe welding. Pipe welding practices in the horizontal 2G, vertical fixed 5G, and 45 degrees 6G position. Fillet welds of pipe are covered. The laying out and flame cutting of pipe joints is covered.
Prerequisite: None.
Type: C

WLDT 253 GTAW/GMAW/FCAW/PAC 2-4-4
Provides welding practice and theory in Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW with and without gas shielding, and Plasma Arc Cutting (PAC). Welding and cutting techniques on both ferrous and non ferrous metals.
Prerequisite: None.
Type: C

WLDT 254 Testing and Inspection of Welds 3-0-3
Provides instruction in the destructive and nondestructive tests used in the welding industry. Writing welding procedures to meet welding-code specifications is also covered.
Prerequisite: None.
Type: C

WLDT 255 Layout and Fitup for Welders 3-0-3
Provides instruction in the complete process of plate, structural an pipe fabrication. Students will be able to read and understand fabrication drawings and make plate, structural and pipe layouts. Layout templates needed in fabrication of tanks, including structural and pipe, will also be covered.
Prerequisite: None.
Type: C

WLDT 256 Qual & Cert Procedures - Welding Insps 3-0-3
This covers the basic material required for a student to prepare for the American Welding Society Certification Test or to improve his knowledge of inspection of weldments and welded-products. This is a preparatory course and in no way guarantees the individual will successfully complete the certification test.
Prerequisite: None.
Type: C

WLDT 299 Special Problems in Welding (0-1) (1-10) (1-6)
Meets the needs of the experience welder. Material covered is determined on an individual basis. Each student submits an outline of the material he would like to cover. Should consist of a special project or special welding techniques.
Prerequisite: None.
Type: C

Administrative/Professional/Supervisory Staff

Jerry Ainsworth
Physical Plant Shift Supervisor
A.A.S., Wabash Valley College

Kathy Albers
Registration Coordinator
A.A., Elgin Community College
B.S.Ed., Western Illinois University

Debbie Alford
Director, Success Programs
A.S., Delaware Technical & Community College
B.S., Auburn University at Montgomery
M.S., Auburn University at Montgomery

Linda Andres
Director of IT Development
B.S. Southeast Missouri State University

Kelly Atkins
Director, Special Services Center
A.S., Lincoln Trail College
B.S., Southern Illinois University
M.S. Ed., Southern Illinois University

Walter Arenstein
Director of Sustainability
B.A., Ramapo College of New Jersey
M.A., City University of New York

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Vice President for Instruction
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M.P.A., Western Michigan University
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Post Graduate Certificate in Education,
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B.S.A.S., Southern Illinois University

Kathy Bernal
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M.S., Austin Peay State University

Melva L. Bonk
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B.S., Southern Illinois University

Amy Brockman
Community Services Coordinator/RBC
B.A., Webster University
M.A., Webster University

Regina Broughton-Goodwin
ATS Operations Manager
A.S., Community College of the Air Force

H.O. Brownback
Vice President for Planning, Evaluation and Development
B.A., Illinois College
M.A., Sangamon State University
M.A., St. Louis University

Administrative/Professional/Supervisory Staff (continued)

Janice Buchwald
Director, GED Program
B.S., Southern Illinois University
M.S.Ed., Southern Illinois University

David Buesch
Director, Physical Plant
A.A., Belleville Area College
Certificate, Agronomy and Turf Management,
University of Maryland
B.S., Southern Illinois University

Ray Burnett
Network Operations Center Manager
A.S., Southwestern Illinois College
MCP

Lou Calcaterra
Payroll Manager
B.A., University of Missouri at St. Louis

Sandra Call
Assistant Director, Financial Aid and Student Development
B.B.A., Fontbonne College
M.B.A., Webster University

Thomas Campbell
Print Shop Manager
A.A., A.A.S., Southwestern Illinois College

Cyria L. Canessa
Development Specialist, Student Support Services TRIO Program/
Sam Wolf Granite City Campus
B.A., Truman State University
M.A., Truman State University

Tammy Clark
Controller
B.A., Monmouth College
Certified Public Accountant

Staci Clayborne
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B.S., Lincoln University
M.A., Southern Illinois University

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Librarian
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Southwestern Illinois College, 2010-2011

Retired Full-Time Faculty Since 1980

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Robert Arndt • Electronics
Wayne Ault • Political Science
Albert Becker • Air Conditioning, Heating and Refrigeration
Fred B. Barber, Jr. • Mathematics
Vito N. Benivegna • Spanish/English
Sylvia Berutti • Radiologic Technology
Jerry Bolen • Music
Dottie Dillon Bowers • Radiologic Technology
Marvin Braasch • Biology
Lucille Bradley • Nursing
R. Lynn Bradley • Geography/Earth Science
Gene Brandt • Political Science
Grace Brashier • French/English
Judith K. Bravin • Nurse Assistant/Ward Clerk
Molly Browning • Physical Therapist Assistant
Elaine Burrus • Adult Basic Education
Roger Christeck • English
R. Wayne Clark • Banking & Finance/Management
James Clutter • Computer Information Systems
Gary Coates • Industrial Programs
Thomas L. Cochran • Mathematics
James Corcoran • Data Processing
David Cordes • Physics, Astronomy and Mathematics
Thomas J. Cress • Electrical/Electronic Technology
Victor L. Darnell • Sociology
Mary Ruth Donnelly • English
Jim Dunning • Heating, Ventilation, Air Conditioning and Refrigeration
Ronald Eads • Aviation Maintenance
Jean Eckert • Nursing Education
D.C. Edwards • Chemistry
Robert C. Eskridge • History
Joseph F. Evans • Chemistry/Mathematics
Neale R. Fadden • Mathematics
Shirley Fitzgerald • Nursing
Mary Kathryn Frew • Nurse Assistant
Bea Fries • Librarian
Charlie Giedeman • Horticulture
Sharon S. Graville • English
Larry Gilbert • Administration of Justice
Paul Greenwood • Aviation Maintenance Technology
Clarence Hall • Aviation Pilot Training
Rose Marie Hall • Medical Assistant
John Halton • Data Processing/Computer Information Systems
Delores Harriss • Office Administration and Technology
Wendy Holder • Health Information Technology
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Norma Irwin • Computer Information Systems
John C. Jacobs • Drafting Technology
Jenna Johannpeter • Business Administration/Management
Harold G. Johnson • Administration of Justice
Josephine A. Jones • Nursing
Jean Kaufmann • English
Garner L. Kimbrell • Welding Technology/Industrial Welding
Robert Klube • Physical Education/Health
Barbara A. Kordenbrock • Speech
Jan Kramer • Librarian
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Wayne J. Lanter • English/Philosophy
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Bernadine Limper • Secretarial Science
Loretta Lopinot • Librarian
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Pak Tong Mak • Aviation Maintenance Technology
Patricia Marcum • Data Processing/Computer Information Systems
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Carol Yovandich • Radiologic Technology
John L. Zanotti • Construction Management Technology/Drafting

Deceased Full-time Faculty Since 1980

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A. Thomas Amlung • Biology
Robert Borgstede • Music
Richard M. Boyer, Sr. • Business Management/Banking & Finance
William Burns • Administration of Justice/Police Academy
Gertrude Brainerd • English/Literature
Don Chapman • Construction Management Technology
Marvin Cox • Counseling
Byron Davidson • English/Philosophy
Don Distler, Jr. • Data Processing/Computer Information Systems
Byron Hargis • Health
Jack Haskell • History
Darrell Kohlmiller • English
Don Libby • Counseling
Kenneth Luke • History
Janet Milligan • English/Philosophy
Eldred O. Mueller • Biology
Elizabeth Oelrich • Business
Tony OTruk • Data Processing Technology
Kenneth Pinzke • Earth Science
Bobby J. Poe • Psychology
Dewey Pruitt • Physics
John Ryan • Counseling
William Saunders • English
Genevieve Snider • Mathematics
James E. Splitstone • Electronics
John Sprengeler • Mathematics
Wallace Strittmatter • Physical Therapist Assistant
Barbara Taylor • Nursing
Margaret Ubben • English/Philosophy
Alice Underhill • Nursing
Bernice Vallino • Radiologic Technology

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COMMUNITY COLLEGE DISTRICT NO. 522

THE BELLEVILLE CAMPUS is located at the corner of Green Mount Road and Route 161/ Carlyle Avenue on the eastern edge of Belleville. The address is 2500 Carlyle Ave., Belleville, IL 62221
618-235-2700

From the West
Take I-64 east to exit 16, Green Mount Road (the exit sign reads O'Fallon/Shiloh.) Turn right onto Green Mount Road. Proceed about 4.5 miles to the intersection of Green Mount Road and Route 161/Carlyle Avenue. Turn left on Carlyle Ave. Turn right at the first stoplight, which is the campus entrance.

From the South
Take I-255 north. Exit at Route 15 East, the Belleville exit. Proceed on Route 15 East to Green Mount Road (Eckert's Orchard Store will be on the left.) Turn left (north) onto Green Mount Road. About one-half mile after the next stoplight, which is the intersection of Route 158/177 and Green Mount Road, turn right into the campus.

From the East
Take I-64 west to exit 19A - Route 158, Scott Air Force Base. Proceed south on Route 158 to the third stoplight, the T-intersection of Route 158 and Route 161. Turn right on Route 161 and go to the first stoplight. Turn left into the campus.

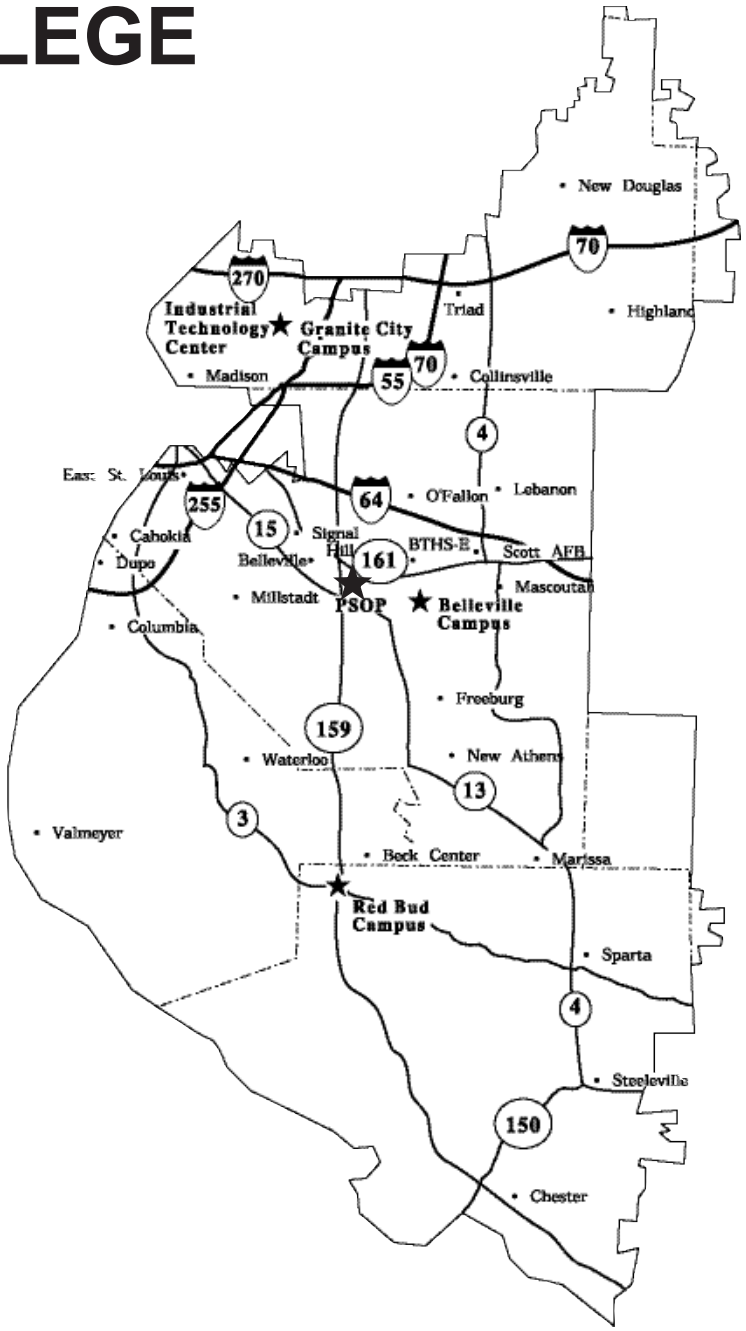
PROGRAMS AND SERVICES FOR OLDER PERSONS (PSOP) is located at the intersection of Church and "B" streets in downtown Belleville. The address is 201 North Church Street, Belleville, IL 62220
618-234-4410

From the Belleville Public Square
Go north for two blocks on Illinois Street (Illinois 159). Turn on "B" Street for three blocks.

THE SAM WOLF GRANITE CITY CAMPUS is located at the intersection of Maryville Road and Highway 203 on the north side of Granite City. The address is 4950 Maryville Rd., Granite City, IL 62040
618-931-0600

From the Belleville Campus
Take I-64 west to the I-255 North exit. Proceed approximately 11 miles to the I-270 West exit (Kansas City). Merge onto I-270 West and proceed approximately three miles to the IL-203 South exit, exit number 4. Turn left onto Nameoki Road/IL 203. Turn left at the first stoplight onto Maryville Road.

From the West
Take I-55 North/I-70 East to IL-111, exit number 6. Turn left and proceed approximately seven miles toI-270 West. Proceed approximately 1.5 miles the IL-203 South exit, exit number 4. Turn left onto Nameoki Road/IL 203. Turn left at the first stoplight onto Maryville Road.



THE RED BUD CAMPUS is located at 500 W. South Fourth Street, Red Bud, IL 62278
618-282-6682

From the Belleville Campus
Take IL-15 to the IL-159/Illinois Street exit. Turn south and continue to follow IL-159 for approximately 20 miles. IL-159 South becomes Il-3 South at the main intersection in Red Bud. W. South Fourth Street is four blocks from this intersection. Turn right and proceed three blocks to the campus entrance on the left.

From the Columbia/Waterloo area
Take IL-3 S and proceed approximately 25 miles to Main Street. Turn right at Locust Street and proceed
two blocks to W. South Fourth St.. Turn right at proceed one block to the campus entrance on the left.

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Belleville Campus
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Red Bud Campus
500 West South Fourth Street, Red Bud, IL 62278 • 618-282-6682