2018 SWIC 2019 CATALOG

SOUTHWESTERN ILLINOIS COLLEGE CATALOG 2018-2019

FALL SEMESTER 2018

Registration Begins for Current Students	**April 9**
Open Registration Begins	**April 11**
Faculty Opening Week	**Aug. 13-17**
Campus Classes Begin	**Aug. 18**
Labor Day (College Closed)	**Sept. 3**
Fall 2018 Graduation Application Deadline	**Oct. 15**
Veterans Day Observed (College Closed)	**Nov. 12**
No Classes - College Open	**Nov. 21**
Thanksgiving Break (College Closed)	**Nov. 22-25**
Last Day to Withdraw from Class*	**Variable Dates Apply**
Final Examinations for Friday Only Classes	**Dec. 7**
Final Examinations for Day Classes	**Dec. 8**
	Dec. 10-13
Final Examinations for Evening Classes	**Dec. 10-13**
Grades Due	**Dec. 17, noon**
Winter Break (College Closed)	**Dec. 21, 2018-Jan. 1, 2019**

SPRING SEMESTER 2019

Registration Begins for Current Students	**Oct. 29, 2018**
Open Registration Begins	**Oct. 31, 2018**
College Reopens	**Jan. 2**
Faculty Opening Week	**Jan. 7-11**
Campus Classes Begin	**Jan. 12**
Martin Luther King Jr. Day (College Closed)	**Jan. 21**
Lincoln's Birthday (College Closed)	**Feb. 12**
Spring 2019 Graduation Application Deadline	**Feb. 15**
Spring Break (College Closed)	**March 10-17**
College Closed	**April 19-21**
Last Day to Withdraw from Class*	**Variable Dates Apply**
Final Examinations for Day Classes	**May 9-15**
Final Examinations for Evening Classes	**May 9-15**
Graduation	**May 16**
Grades Due	**May 20, noon**
Memorial Day (College Closed)	**May 27**

SUMMER SESSION 2019

Registration Begins for Current Students	**April 8**
Open Registration Begins	**April 10**
Campus Classes Begin	**June 3**
Summer 2019 Graduation Application Deadline	**June 15**
Independence Day (College Closed)	**July 4**
Last Day to Withdraw from Class*	**Variable Dates Apply**
Final Examinations	**July 24-25**
Grades Due	**July 29, noon**

NOTE: Specially scheduled courses may deviate from the above printed calendar.

*Variable class withdrawal deadlines apply and are based on the meeting patterns of the class.
Students should refer to their schedule in eSTORM for specific dates.
Board approved October 2017.

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*

1. **Submit a New Student Information Form**
   Submit the form online at estorm.swic.edu or for a hardcopy, or to schedule a campus tour, contact the Enrollment Services office at the Belleville, Red Bud or Sam Wolf Granite City campuses.

2. **Set Up eSTORM and SWIC Email Accounts**
   You will need your SWIC student ID number, Social Security number and date of birth to set up both of your accounts at estorm.swic.edu.

3. **Apply for Financial Aid and apply for SWIC Scholarships**
   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.

4. **Send Previous Transcripts**
   Have official high school and/or previous college transcripts sent to the Belleville Campus Enrollment Services office, Belleville Campus – IS Room 1050 or electronically through Parchment, eSCRIP-SAFE or Joint Services Transcripts.

5. **Show your photo ID and proof of residency at Enrollment Services**

6. **Take the SWIC Placement Test and see an academic advisor**
   Contact the Testing Center to complete the assessment exam for course placement. Following the exam, students are encouraged to contact Enrollment Services to meet with an academic advisor for academic, transfer, career and personal assistance.

7. **Register for Classes**
   Register online at estorm.swic.edu or in person at any of the three campuses.

8. **Make Payment Arrangements**
   Tuition and fees may be paid through your eSTORM account; over the phone using Illinois E-Pay Interactive Voice Response services toll free at 877-455-3729 (ILL-EPAY); or in person at any SWIC Business Office. Tuition Payment Plans are available through your eSTORM account or by contacting the Business Office.

Tips for a Successful Start at SWIC

- Search for courses – Search or browse the class schedule anytime
- Plan a campus tour – Take a tour before you start classes
- Download the college catalog – Save a copy for your records
- Get previous credits transferred – Submit a request to have previous college credit evaluated for a SWIC degree or certificate
- Check your eSTORM Student Center – Access your schedule, bill and other important information
- Check your student email – Check it frequently, as virtually all important correspondence is sent here
- Get a parking sticker, your Student ID card and Metro pass
- Participate in SWIC New Student Orientation online at swic.edu/orientation or in person.
- Purchase or rent textbooks online at swic.edu/bookstore or in the bookstore.

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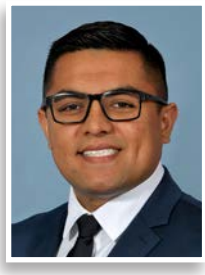

Oscar Rodriguez
Student Trustee
Collinsville

Term: 2017–2018

Dear *Incoming or Returning* Student:

Congratulations on choosing Southwestern Illinois College as your path to Lifelong Learning.

As a former SWIC student myself, I can assure you that you have made a wise choice. We are proud to offer you the best regional value in higher education. SWIC offers more than 150 degree and certificate program options. You can earn an associate degree, prepare for a career or earn credits to transfer to a university.

Dual admission and articulation agreements with public and private universities help ensure your transfer process will be seamless.

Our faculty and staff are committed to helping you achieve your goals.

Review this catalog as your source for degree and certificate offerings, registration information, course descriptions, university-transfer options, college policies, and student rights and responsibilities. You also have convenient access to this catalog at swic.edu/students/academic-resources/catalog.

We encourage you to experience all that SWIC has to offer:

- Choose between state-of-the-art classrooms and/or online instruction.
- Buy or rent Barnes & Noble textbooks in hardcover and/or electronic formats.
- Check estorm.swic.edu to receive important college information, sign up for SWIC Alert, review financial aid, apply for scholarships, pay your bill and more.
- Visit a Success Center for fantastic, free academic support designed to help you become a confident, independent learner.

Join college events and activities and stay connected – feel free to "Like Us" – at: facebook.com/swic.edu.

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.

Many Locations – **One Mission**

Belleville Campus

The campus offers more than 100 University Transfer and Career/Technical programs ranging from Accounting to Welding. The Belleville Campus is home to one of only three regional sustainability centers in the Illinois Green Economy Network. A 78,000-square-foot green addition to the Liberal Arts Complex more than doubled the size of the facility.

Red Bud Campus

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 workforce. The campus also offers a variety of noncredit courses for fun and personal enrichment. Unique features include a Friday-Only Class Option and Block Scheduling.

Sam Wolf Granite City Campus

The campus was named to honor of the late college trustee and longtime legislator Sam Wolf. The academic offerings of the campus meet the educational needs of the northern part of the college district, as well as the work force training needs of local industry. The campus has created a state-of-the-art advanced manufacturing training facility within the Industrial Technology Center.

East St. Louis Community College Center

Numerous SWIC credit and adult education classes are offered at ESLCCC. Day and evening classes are available as well as advisors and tutors to help students meet their educational goals.

Programs and Services for Older Persons

Programs and Services for Older Persons provides a wide variety of services, programs and activities to assist persons age 55 and older to remain in the mainstream of society, independent and healthy.

Scott Air Force Base

Military personnel and civilians are able to take classes at Scott Air Force Base. Students can register, drop/add courses, use the state-of-the-art computer lab, and submit paperwork for veterans assistance and military tuition assistance.

Off-Campus Sites

Anderson Hospital
Belleville Off-Campus
Belleville Off-Campus Clinic
Belleville Township High School East
Belleville Township High School West
Belleville – Orchards Golf Course
Body Therapy Center
Clinical Sites
Collinsville High School
Columbia High School
East St. Louis Community Center
Freeburg High School
Fire Science Training Center
Granite City Off-Campus Site
Highland Middle School
Highland High School
Hospital Sites
Memorial Hospital
O'Fallon Township High School
Red Bud Off-Campus Site
Saint Louis University
Southern Illinois University Edwardsville
St. Clair Bowl
St. Elizabeth Hospital
Waterloo High School
YMCA East Belleville

BELLEVILLE CAMPUS

RED BUD CAMPUS

SAM WOLF GRANITE CITY CAMPUS

Need Money For College?

Access more than 250 scholarships by completing one application.

Apply online by March 1 for best options.

swic.edu/foundation

FOUNDATION
SOUTHWESTERN ILLINOIS COLLEGE

SWIC 2017 FACULTY MEMBERS OF THE YEAR

Jean Deitz

Full-Time Faculty Member of the Year

A love of teaching, expertise in their subject matter and attention to students' needs are what made Jean Deitz and Helen Thomas the obvious choices for the Southwestern Illinois College full- and part-time faculty members of the year awards, respectively.

Deitz, the Medical Laboratory Technology program coordinator, began teaching Medical Assistant courses in 1990, then expanded to teaching MLT courses in 1993. She has served as MLT coordinator since 1998.

"Students come to class knowing that I will treat them with respect, that I will help them equally, whether they are my strongest or my weakest student," Deitz said.

In addition to serving as program coordinator, Deitz also teaches Introduction to the Clinical Laboratory, Coagulation, Microbiology, Clinical Microscopy classes; and oversees two MLT clinical courses and a Phlebotomy Certificate clinical course.

On her own time, she picks up pathology specimens from local hospitals so her students have real-life specimens to work with in the labs. Also, Deitz has developed instructional videos in which she demonstrates procedures so students can watch and learn before hands-on practice in the lab.

Graduate Leslie Miller of Troy said: "I have been to three different colleges and no other teacher was ever more caring about her students or more passionate about her program. I wish I could have her for the rest of my education."

Deitz earned Associate in Arts and Science degrees from Belleville Area College, a Bachelor of Science in Biology with Medical Technology and a Master of Science in Education, both from Southern Illinois University Edwardsville, and a Master of Arts in Education from Lindenwood University.

Helen Thomas

Part-Time Faculty Member of the Year

Thomas is known among her students for making computer programming fun.

She began her career at SWIC as a student worker in 1998 and worked at several different positions at the college before landing her current role in 2006 as an adjunct faculty member in the Business Division teaching Computer Information Systems courses.

"I try to make learning fun by being enthusiastic and happy to be there!" Thomas said. "Sometimes I will have students shout out ideas for a program and we as a class choose one of the ideas and build a program around it. They really seem to enjoy that activity."

Thomas currently teaches Java Programming I, Web Site Development - PHP, Visual Basic Programming II, Python and Introduction to Information Technology courses.

In addition, she makes herself available to tutor students before and after class and frequently attends faculty development workshops to stay up-to-date on technology.

"Helen Thomas represents the finest traditions of the community college education," said Graphic Communications and Web Coordinator Nikki Hensley. "She takes students as they are and helps them get were they want to be."

Thomas earned Associate in Arts and Science degrees from SWIC; a Bachelor of Science in Management Information Systems, a Master of Science in Management Information Systems and a Master of Science in Business Administration, all from SIUE.

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Glossary of College Terms

Academic Advisor: A trained professional who helps students decide what courses to take, clarifies degree requirements, and aids in assessing progress toward degree and certificate completion. Academic advisors are available to assist students in Enrollment Services at the Belleville and Sam Wolf Granite City Campuses.

Accreditation: The certification that a school or program meets a set of quality standards. SWIC is accredited by the Higher Learning Commission, one of six regional accreditation associations in the United States. In addition, many SWIC programs are individually accredited by professional organizations.

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.

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 SWIC. For more information about admission requirements, see the *Admission Information* section in this catalog.

Adult Education: Courses and programs designed to enable students to improve basic literacy skills, earn a high school equivalency credential, obtain vocational training or improve their English skills as an English as a Second Language learner.

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. SWIC will grant credit to students who achieve scores of three or higher 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. SWIC has articulation agreements with many colleges and universities.

Associate Degree: A type of college degree offered by community colleges throughout the United States. At SWIC, most associate degrees 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 Business, Communications, Education, Humanities or the Social Sciences.

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 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, Environmental Science, 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. Also 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 workforce immediately after graduation.

Certificates: Academic programs ranging from 2 to 50 semester credits 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 SWIC will accept CLEP exams are described in the CLEP section of this catalog.

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

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

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

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

Course Load: The number of semester credits 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.

Developmental Course: A pre-college level course numbered less than 100 that develops skills in reading, writing, or mathematics, and prepares students for college-level English or mathematics. Credits earned in developmental courses do not count toward graduation but may meet the math requirements for some occupational programs.

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 course offered at the high school campus during normal school hours. Through a partnership agreement with the high school, students earn both high school and college credit simultaneously. There is no fee for these courses to the high school or the students. Students must meet minimum requirements as established by the Board of Trustees to enroll in these classes.

Dual Enrollment: High school students meeting minimum requirements as established by the SWIC Board of Trustees who enroll in traditional college courses offered online or on any campus. All college fees and tuition 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 a person whose first language is not English.

eSTORM Services: The Southwestern Total Online Records Management service allows students to log on and enroll, drop classes, make a payment, view or print their course schedule, verify enrollment, view final grade report and unofficial transcripts, and manage account statement.

Financial Aid: Financial aid, in its simplest definition, is financial assistance intended to aid students in reaching their educational goals. This assistance may come in a variety of forms such as grants, scholarships, work-study and loan programs. Information about financial aid programs at SWIC can be found in the *Financial Aid and Scholarships* 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 credits during the fall or spring semester, or at least six semester credits during the summer term. For financial aid purposes, a student must be enrolled in 12 semester credits to be considered full time during the summer term.

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 SWIC 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, PR, AU, CR, PC, SC and P was received. Note that courses numbered below 100 are not considered when calculating the SWIC 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: A type of financial aid, commonly referred to as "gift aid," because it does not have to be repaid. This aid type is usually based on need. See the *Financial Aid and Scholarships* section of this catalog for more information.

High School Equivalent: The classes offered to help students who have not completed their formal high school education. These classes prepare students for the High School Equivalency Exam. With the High School Equivalency Certificate, students qualify for admission to colleges or other educational institutions, fulfill requirements of local or state licensing boards, and meet educational qualifications for induction into the armed services.

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

Hybrid Classes: Classes in which students complete some class hours by way of the internet and meet in a classroom setting for the remaining hours.

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.

IAI General Education Core Curriculum (IAI GECC): Successful completion of this set of 12 to 13 courses (37 to 41 credits) at SWIC will guarantee junior standing and satisfaction of all lower-level general education requirements upon transfer to any participating college or university in Illinois.

International Baccalaureate (IB) Diploma Programme (DP): Diploma Programme curricula is for students aged 16-19. It includes a wide variety of subjects. SWIC will grant credit for DP courses when students provide official documentation for scores of four or better to Enrollment Services.

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

Off-Campus Sites: A location separate from the three SWIC campuses, such as a high school or community center, within Community College District No. 522, where the college offers college-credit and noncredit courses.

Online Classes: Classes in which students complete their course- work by way of the internet. It should be noted that some online instructors require students to participate in on-campus orientation and/or take exams on campus or at an approved testing site.

Part-Time Student: A student enrolled in fewer than 12 semester credits during the fall or spring semester, or fewer than six semester credits during the summer term. For financial aid purposes, a student must be enrolled in six semester credits to be considered part time during the summer term.

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

Placement Test: SWIC uses 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.

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 swic.edu/students/services/business-office/tuition-fees/payments/refund-policy/.

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.

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

Running Start: A program through which highly qualified high school juniors and seniors earn their high school diploma and community college associate degree concurrently.

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

Semester: An academic period of study. At SWIC, 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 Credits: Units of measurement of academic credit, usually determined by the number of hours a class meets per week, earned at SWIC during periods of study that are 16 weeks in length or the equivalent, such as the accelerated summer session.

State Seal of Biliteracy: Southwestern Illinois College will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy.

Student Loan: A federal awarding of money to students in need of financial assistance that must be repaid. For more details about student loans, see the *Financial Aid and Scholarships* 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 or is posted on the website. 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 SWIC, transfer students generally pursue one of the following degrees: Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Engineering Science.

Tuition: The amount of money charged to a student for each class, usually per semester credits. 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.

Video Conference Classes: College-level classes 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.

Web-Enhanced Classes: Classes in which students meet in a classroom setting during all class hours, but make use of the internet for communication, out-of-class assignments and/or learning resources.

Wellness Advocates: Wellness Advocates assist students in becoming successful learners by helping them develop strategies to address issues that could potentially impede their success. Health and wellness services include personal counseling, crisis intervention, referral to campus and community resources, development of stress and time management techniques, wellness and positive lifestyles programs, and prevention programming.

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- and part-time students in need of financial assistance may apply for work-study. More details about work-study are available in the *Financial Aid and Scholarships* section of this catalog.

Frequently Called Telephone Numbers at the College

Belleville Campus	618-235-2700
Red Bud Campus	618-282-6682
Sam Wolf Granite City Campus	618-931-0600
East St. Louis Community College Center	618-874-6592
TOLL FREE FROM ILLINOIS	866-942-SWIC (7942)
Scott Air Force Base Office	618-746-4200
	or 618-746-2166
SAFB National Testing Center	618-641-6677
Programs and Services for Older Persons	618-234-4410
Belleville Campus TDD	618-234-3347

OFFICE	EXTENSION
Academic Advising Belleville	5186
Academic Advising Sam Wolf Granite City	7331
Accounting courses	5487
Administration of Justice courses	5653
Adult Education	5323/7397/8001/874-8778
Alternative Transportation System	239-0749
AmeriCorps	5711
Apprenticeship courses	5252/7475
Art Center, William & Florence Schmidt	5278 (5ART)
Art courses	5044/5199/5429/7452
Athletics	5271
Auto Collision Repair Technology courses	7314/7475
Automated Manufacturing Systems	5432-7456
Aviation Maintenance courses	7361
Aviation Pilot Training/Aviation Management courses	5683
Behavioral Sciences	5520/5309
Biology courses	5458
Bookstore Belleville	5334
Bookstore Sam Wolf Granite City	7379
Business Administration courses	5487
Business Office	5367/6640/8114
Cafe Belleville	5549
Career Activities & Employment Center	5562/7338/8126
Cisco Networking Academy	7374
College Activities	5561
Commercial Maintenance Mechanics courses	7457
Community Education	5393
Computer Aided Drafting courses	5376
Computer Information Systems courses	5502/5382
Computer Support Help Desk	4357 (HELP)
Construction Management Technology	5209
Culinary Arts and Food Management courses	5436/7389
Disability & Access Center	5368
Dual Credit	5709
Early Childhood Education courses	5593/5309
Education courses	5729/5327
Electrical/Electronics Technology courses	5432/7456
EMT/Paramedic courses	5343
English, Literature, Journalism courses	5065/5327
Enrollment Services	5455
eSTORM Help Line	222-SWIC (7942)
Faculty Development	5440
Faculty Technology	5737
Financial Aid	5288
Fire Science courses	234-5138
Foreign Language, Philosophy, Speech courses	5585/5327
Foundation scholarships	5215/5647
Graphic Communications courses	5382
Health and Exercise Science courses	5373
Health Information Technology courses	5385

OFFICE	EXTENSION
Heating, Ventilation, Air Conditioning & Refrigeration courses	5175/7448
High School Equivalency Program	5525/7397/8001/874-8778
Horticulture/Agriculture courses	5135
Human Resources	5120
Human Services Technology courses	5198/7386
Industrial Electricity courses	5432/7456
Industrial Maintenance Mechanics courses	7457/7455
Industrial Technology Center	7475
Instructional Technology	5737
Library Belleville	5204
Library Red Bud	8190
Library Sam Wolf Granite City	7354
Management courses	5485
Manufacturing Technology courses	5252/7475
Marketing courses	5485
Massage Therapy courses	239-6400
Mathematics and Computer Science courses	5611
Medical Assistant courses	5332
Medical Laboratory Technology courses	5386
Microcomputer Hardware Maintenance courses	5432/7456
Music courses	5354/5327/7395
Network Design and Administration courses	7374
Nursing Education courses	5263
Office Administration & Technology courses	5321
Online Learning	5737
Paralegal Studies courses	5494/7323
Payment Information	5367
Physical Sciences courses	7306
Physical Therapist Assistant courses	5390
Police Academy courses	5396
Precision Machining Technology	7457/7475
Programs & Services for Older Persons	7011
Public Information and Marketing	5258
Public Safety	5221/7372
Radiologic Technology courses	5303
Registration Information	5217/6615/8114
Respiratory Care courses	5907
Running Start	5142
Schmidt Art Center	5278 (5ART)
Sign Language Studies courses	618-310-0055
Social Science courses	5404/5309
Success Centers	5495/7307/8148
Sustainability and Green Economy Center	5476
Technical Education courses	5252/7475
Testing Centers	5551/7364/8134
Transcripts	5455
Tuition information	5367/6640/8114
Veteran Services	5288/7336
Web Design, Technologies courses	5382
Welding courses	5377/7423

Frequently Asked Questions

- *Am I required to take any placement exams?*

Yes, for all students who indicate that they are degree-seeking, unless college-level math and English courses have been taken and a passing grade was earned at another college or university, OR, classes are being taken that do not require math or English requisites or course competency requirements. For more details, see the *Math and English Course Placement* section in this catalog.

- *How much is tuition at the college?*

See the *Tuition and Fees* section of this catalog or swic.edu/students/services/business-office/tuition-fees/ for updated 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 SWIC courses are intended to transfer. These courses are identified in the *Course Description Guide* with the letter T. For specific information about transferring, see an academic advisor 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.

- *Are there services available to adults returning to SWIC after their traditional college years are behind them?*

Personal Advocate Linking Services (PALS) supports and encourages all students' endeavors toward academic and career success. There are personal advocates at all campuses and they support students with their successful transition into college. The program also encourages ongoing support to current students for completion of personal and academic goals.

- *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 Services Office (off-campus jobs). Career Services provides job search assistance such as resume and portfolio preparation, interviewing skills, and registration into SWIC College Central Network for online employment opportunities.

- *Are tutoring services available?*

Free tutoring is offered in the Success Centers at all three campuses. Tutoring is provided in a variety of academic areas and on a walk-in basis. Tutor schedules are available at each of the Success Centers and at swic.edu/students/services/support-services/success-center/.

- *How do I request accommodations for a disability?*

SWIC is committed to providing equal access to qualified students with disabilities. Contact the Disability & Access 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 Engineering Science and Associate in Science. The degree available to students who plan to enter the workforce immediately upon graduation is the Associate in Applied Science. For additional information about degrees as well as certificate programs, see the *SWIC Programs* section in this catalog.

- *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 advisors are available to assist in selecting classes each semester.

- *How do I get a Student ID number?*

Your Student ID number will be generated upon completion of your New Student Information Form. If you complete the form online, you will receive an email confirmation with this number. You can request your student ID number at the eSTORM login page or access the student ID number request form at estorm.swic.edu or in person with a photo ID. You need a student ID number to access your student email.

- *Do I need a Student ID card and, if so, where do I get one?*

SWIC 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 Café (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 Student Development Office at the Red Bud Campus.

- *How do I get my transcript?*

Students may request transcripts through the college website (swic.edu). Students can also request an official transcript via eSTORM services. For more information, see the *College Transcripts* section in this catalog.

- *What is SWIC Alert?*

This free emergency alert system sends text messages and/or emails to students and employees. Text messaging is an opt-in notification system where a text message can be received on your mobile phone. SWIC does not charge for this service; however, the only cost is what the cell phone carrier charges to receive text messages. You may choose to receive text messages or emails for a specific campus or all campuses. Once enrolled, your account is active for one year. You will receive notice 30-days before your enrollment will expire.

- *How do I sign up for SWIC Alert?*

Log in to your eSTORM account at estorm.swic.edu; click Main Menu in the upper left; scroll over SWIC Alert and choose SWIC Alert Signup

- *How can I find out if the college is closed or has a delayed opening due to inclement weather?*

Information regarding the use of the Snow Schedule or closure due to weather conditions will be sent via SWIC Alert, posted on the college's home page and broadcast on these stations:

Television	Radio	Website
FOX 2 (KTVI)	KMOX-AM 1120	swic.edu
KMOV-TV Channel 4	WHCO-AM 1230	facebook.com/swic.edu
KSDK-TV Channel 5	WIL 92.3	

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

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

- *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.

- *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. Students attending the East St. Louis Community College Center must obtain a SWIC parking permit for that site. SWIC parking permits can be obtained in Bldg. A, Room 1003. 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: Oct. 15 for fall 2018 graduation; Feb. 15 for spring 2019 graduation; June 15 for summer 2018 graduation.

The William and Florence Schmidt Art Center

The William and Florence Schmidt Art Center is a vibrant facility that offers:

- changing exhibitions of visual art
- educational programs for students of all ages
- cultural and musical programs by professional artists, writers and musicians
- outdoor sculptures, part of the Schmidt Family Gardens
- tours and discussions that can teach you how to look at and appreciate artwork.

To enjoy the works of fellow SWIC students, stop by the Schmidt Art Center for:

- the annual SWIC Student Art Show
- music performances and recitals
- film screenings
- poetry readings

Take a break from your studies and enjoy the Schmidt Family Gardens surrounding the art center, part of the campus' Missouri Botanical Gardens Metro East Signature Gardens. SWIC student horticultural interns maintain the gardens.

SWIC Core Values: Student Success and Accountability

Student Success

SWIC 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 SWIC. To ensure that the needs of the students and the community are met, the college conducts classroom, program and collegewide 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 SWIC meet our core values of educational excellence and student success.

Accreditations

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

SWIC 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

SWIC education programs are accredited or recognized by:

- American Culinary Federation Educational Institute
- American Design Drafting Association
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350
- Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 N. Fairfax St., Alexandria, VA 22314, 703-706-3245, accreditation@apta.org, www.capteonline.org
- Commission on Accreditation for Health Informatics Management Education
- Commission on Accreditation for Respiratory Care (CoARC), Harwood Road, Bedford, TX 76021-4244, 817-283-2835, www.coarc.com
- Committee on Accreditation of Educational Programs of the Emergency Medical Services Profession (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312; Rowlett, TX 75088
- Federal Aviation Administration
- Illinois Department of Finance and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, 312-814-4500
- Illinois Department of Public Health
- Illinois Local Governmental Law Enforcement Officers Training and Standards Board
- Illinois State Fire Marshal
- International Fire Service Accreditation Congress
- 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
- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000

SWIC 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

The Higher Learning Commission

SWIC is accredited by the Higher Learning Commission. The college has held this accreditation since 1961. The commission is located at 230 S. LaSalle St., Suite 7-500, Chicago, IL, 60604-1411. The commission's telephone number is 800-621-7440.

SWIC maintains its accreditation through the Academic Quality Improvement Program pathway. The AQIP pathway 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, and to view the college's Statement of Affiliation status, go to www.hlcommission.org.

Equal Opportunity and Affirmative Action

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

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 Americans 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 or Title IX Coordinators Staci Clayborne and Nancy Levault, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 2080, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5566 or by email at titleix@swic.edu.

Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Human Resources office, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 2080, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5534.

Educational Guarantees

SWIC 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 the Enrollment Services office for programs covered by the educational guarantee.

The Successful Student General Education Core Competencies

When you graduate from SWIC, 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 ourselves and the community in which we live.

Tuition and Fees

swic.edu/students/services/business-office/tuition-fees

Tuition

Tuition and fees are subject to change at any time.

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 equipment usage in a classroom. Fees may be found in the class schedule online on eSTORM.

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

Consumer Statement

swic.edu/about/consumer-information/

SWIC STUDENT HANDBOOK
swic.edu/students/student-affairs/student-handbook/

SWIC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website and printed materials. For a printed copy of the catalog, visit the Enrollment Services office at the Belleville Campus, Information Sciences Building, Room 1115; Sam Wolf Granite City Campus, Center for Student Development, Room 440; or the Red Bud Campus, Student Development Office, Room 175. For a printed copy of the Student Handbook, visit the office of the vice president for Student Development, Belleville Campus, Main Complex, Room 1246A. To find textbook information, visit the Barnes & Noble bookstores at the Belleville Campus, Liberal Arts Complex, Room 1116; or Sam Wolf Granite City Campus, Room 210, adjacent to The Commons.

Financial Responsibility

By registering for classes at Southwestern Illinois College, the student accepts full financial responsibility for payment of the term tuition and fees, as well as associated costs related to registration and/or other SWIC services, by the applicable deadlines. The student understands that should you default on your account, SWIC may use any and all means necessary to collect this debt in accordance with state and federal laws. This may result in the referral of your SWIC account to an external collection agency, legal action by the college to collect the debt, and other financial consequences that the student is further responsible, which may include but are not limited to attorney's fees, late fees, and litigation costs associated with the collection of the debt.

Tuition Payment and Payment Plans

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

Chargebacks for In-District Residents

Residents of Community College District 522 desiring to enroll in a curriculum or program not available at SWIC 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 SWIC. 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 SWIC 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 SWIC without chargeback authorization will pay out-of-district tuition.
Out-of-district students who attend SWIC under the terms of a joint agreement between SWIC and another community college district will pay SWIC in-district tuition. Those students must contact the community college district in which they live for joint agreement authorization at least 30 days prior to the beginning of any semester. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog.

Residency

swic.edu/students/services/enrollment-services/residency-information/

Proof of Residency

New students and those changing address and residency status will be required to provide proof of residency to the Enrollment Services office prior to or at the time of enrollment.
Residency status may be validated by evidence of occupancy of a dwelling in the college district for purposes other than education. Validation of residency can be provided in the form of a real estate tax bill, utility receipt, driver's license or pay stub verifying 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. New students and those changing from an out-of-district address will be required to provide proof of residency prior to or at the time of enrollment.

Out-of-District

A student living outside District 522, who is a resident of the state of Illinois and does not attend SWIC 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. Students will be required to provide proof of residency prior to or at the time of enrollment.

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 form to attend SWIC 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 or through the SWIC website. 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). Students will be required to provide proof of residency at the time of enrollment for this benefit to take affect.

Refunds

swic.edu/students/services/business-office/tuition-fees/payments/refund-policy

The refund policy is subject to change without notice.

Refunds for classes officially dropped within the refund period will be issued to the student.

Return of Funds Policy for Financial Aid Recipients

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

1. **Return of Funds Policy**
   Students at SWIC who are receiving Title IV financial aid (Federal Pell Grant, FSEOG, Direct Loans), and who withdraw completely on or before the 60 percent 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 Financial Aid and Student Employment office for more information.

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 Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV aid programs

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

Financial Aid and Scholarships

Financial Aid Student Handbook
swic.edu/students/services/financial-aid/handbook/

Financial Aid

swic.edu/students/services/financial-aid

To be considered for financial aid, a student must be in an eligible program. While most associate degree programs are financial aid eligible, there are a few exceptions.

The following associate degree programs are not eligible for financial aid:
Massage Therapy (027B)
Construction Cement Mason (039A)
Construction Sheetmetal (039B)
Construction Bricklayer (039C)
Construction Ironworker (039D)
Construction Electrical Specialist (039E)
Construction Painting & Decorating (039F)
Construction Carpentry (039G)

In addition, not all certificates are financial aid eligible. Please check certificate eligibility at swic.edu/students/services/financial-aid/.

Complete the FAFSA – for grants, loans and student employment – apply early to be considered for the best financial aid opportunities.

Apply online at fafsa.ed.gov. Have your Federal Student Aid ID, Social Security card, driver's license, citizenship documentation, tax records and financial records available when you complete the FAFSA. You also will need your parents' information if you are a dependent student.

For help completing the FAFSA, visit the Financial Aid, Veterans Services and Student Employment office.

Tuition Scholarships

Tuition scholarships are available to:

- Entering freshmen graduating in the top 20 percent of their District 522 high school class
- Outstanding college sophomore students
- Home-schooled students who meet established criteria
- GED® (High School Equivalency) graduates who meet established criteria
- 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, GED® (High School Equivalency) coordinator or the SWIC scholarship specialist.

For athletic and activity tuition scholarships, contact the appropriate dean in the area of interest, including directors of College Activities and Athletics, or the Financial Aid, Veterans Services and Student Employment office.

Transfer Scholarships

Community Scholarships

The Financial Aid and Student Employment office coordinates the award of community and governmental organization scholarships. For information about specific awards, contact your high school counselor or visit swic.edu/students/services/financial-aid/handbook/scholarships/.

SWIC Foundation–Sponsored Scholarships

In addition, businesses, individuals and organizations in the region fund more than 200 scholarships each year for students. Specific criteria are designated by the donor. Applications are accepted from Jan. 1 to March 1, or until scholarships are awarded. Apply online at swic.edu/community/foundation/scholarships/. Contact the Foundation for more details.

Student Employment and Federal Work-Study

Two student employment programs are available: the college-funded Student Employment program and the federally funded Federal Work-Study program. Demonstrated financial need is not required for the Student Employment program. However, all other Federal Work-Study program requirements do apply.

The Federal Work-Study program is primarily funded with federal funds. Students are eligible for this program on the basis of financial need and that they have met all other federal requirements. To determine eligibility, students must apply for federal student aid by completing the FAFSA. If you are interested in either program, information and applications are available at swic.edu/students/services/financial-aid/handbook/employment/.

Veterans Services

swic.edu/students/veterans-services/

SWIC maintains a Veterans Services office to assist eligible veterans and their dependents with their federal and state education benefits. Students working toward an approved program of study are provided a direct monetary payment of benefits through the Department of Veterans Affairs. Dependents of veterans also may 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/Illinois National Guard/MIA/POW scholarship pays in-district tuition for eligible students.

Students using veterans benefits must follow GPA requirements outlined in the Financial Aid Satisfactory Academic Progress Policy. Contact the SWIC Financial Aid, Veterans Services and Student Employment office for details.

Applications for all education benefits are available at the Financial Aid, Veterans Services and Student Employment offices at the Belleville or Sam Wolf Granite City campuses and on the SWIC website. Federal and state benefits can be used simultaneously. All veterans and recipients of all benefits must register with the Veterans Services office each semester. For details, contact the office.

Federal Programs

Federal Pell Grant

Eligibility for the Federal Pell Grant is established by the Department of Education. Students must submit the Free Application for Federal Student Aid annually; applications are available in October for the following academic year at fafsa.ed.gov. Visit the Financial Aid, Veterans Services and Student Employment office for more information. You may also contact 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 awarded by the Financial Aid and Student Employment office to the neediest Pell-eligible students. FSEOG funds are limited and awarded on a first come, first serve basis. Eligibility is also established by the Department of Education by means of the FAFSA.

Federal Direct Loan Program

To participate in educational loan programs, students must complete the FAFSA, meet federal eligibility requirements, be enrolled in a minimum of six eligible semester credits, meet Financial Aid Satisfactory Academic Progress requirements and be enrolled in an eligible program.

Students may borrow subsidized and/or unsubsidized Federal Stafford Loans, dependent upon financial need and borrowing history through the Department of Education. The federal government pays the interest on the subsidized Federal Direct Loans while the student is in college. Repayment, with a low interest rate, begins six months after the borrower ceases to be enrolled at least half time.

Non-need based loans are the unsubsidized Federal Direct Loan and Federal Parental Loan for Undergraduate Students (PLUS). For more information on loan programs, visit swic.edu/students/services/financial-aid/handbook/loans/.

Illinois State Programs

Illinois Student Assistance Commission

The Illinois Student Assistance Commission Monetary Award Program provides grants to eligible Illinois residents attending Illinois colleges. Awarded based on need determined by federal and state need analysis, these grants pay up to 100 percent of tuition costs for eligible students. To apply, students must annually submit the FAFSA.

Workforce Innovation and Opportunity Act

WIOA provides training funds for eligible dislocated workers and adults who meet WIOA 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 WIOA funding, call the Workforce Development Division at 618-235-2700, ext. 5466.

Southwestern Illinois workNet Center – Resource Room

The Resource Room may be used by the public to create online and paper resumes, and search job and career websites such as Illinois workNet. Information on WIOA job training is available. 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.

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
- 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

Financial Aid Satisfactory Academic Progress Requirements

To be eligible for most financial assistance at SWIC, students must meet the Financial Aid Satisfactory Academic Progress requirements mandated by federal regulation. Students are evaluated once they have applied for financial aid and then at the end of each semester. The standards are cumulative; all prior academic work will be considered including transfer credits accepted at SWIC regardless of whether or not financial aid was previously received.

Each financial aid applicant/recipient must be enrolled in an eligible degree or certificate program, complete 67 percent of the cumulative hours attempted, and maintain at least a 2.0 cumulative grade point average (on a 4.0 scale). Students failing to meet one or both of these standards are allowed one Warning Semester. Failure to meet both of these standards at the end of the Warning Semester will result in Financial Aid Suspension.

A student on Financial Aid Suspension may re-establish financial aid eligibility after he/she has completed 67 percent of the cumulative hours attempted with a minimum cumulative GPA of 2.0.

In addition to the requirements stated above, every student applying for and receiving financial aid is required to complete his/her program of study within 150 percent of its published length. This is referred to as Maximum Timeframe. Maximum Timeframe is a projected calculation – a student's total hours remaining to complete a program is added to total hours already attempted. Students will receive a Timeframe Notice upon exceeding 130 percent of the program length and will be placed on Timeframe Suspension upon exceeding 150 percent of the program length. This calculation is unique to each student situation.

Students who have been suspended from financial aid, may, under certain circumstances, make a written appeal. See the Financial Aid office or the Satisfactory Academic Progress Policy at swic.edu/students/services/financial-aid/satisfactory-academic-progress-policy/ 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 academic standing policy. Recipients' of Veteran Educational benefits must follow GPA requirements outlined in above policy.*

Admission Information

Academic Advising

swic.edu/students/services/advising/

All students should confer with an academic advisor when they first enroll at SWIC.

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

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

General Admission

SWIC has an open-door admission policy.

Admission

swic.edu/students/services/enrollment-services/admissions/

Individuals seeking admission to the college are required to submit a New Student Information Form either online or through the Enrollment Services office, Southwestern Illinois College, 2500 Carlyle Ave., Belleville, IL, 62221. 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® (High School Equivalency) 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 /dual credit 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 are required to submit a Dual Enrollment Form at the time of registration. The Dual Enrollment Form outlines the dual enrollment requirements for 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 Engineering Science, Associate in Science or selected health sciences programs must meet special admission requirements.

Students seeking an F-1 student visa should refer to the section titled *International Student Admission*.

Transcripts

Students should submit official copies of high school transcripts. All financial aid recipients are required to submit an official copy of their final high school or GED® (High School Equivalency) 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, Associate in Fine Arts, Associate in Engineering Science, Associate in Science degree or Associate in General Studies degree programs.
- Students wishing to apply college credit earned at other postsecondary institutions toward SWIC degrees or certificates.
- Students intending to use federal veterans benefits.
- Students needing to provide proof of course requisites.
- Students intending to use financial aid.

Official transcripts must be sent directly from the issuing institution to the SWIC Enrollment Services office.

Home-school transcripts must be submitted in a typed transcript format. The transcript must include the student's name (first, middle and last), date of birth, address, course title, units of credit, semester completed, grades, description of grading system, graduation date, signature of parent or home-school administrator and a graduation date if the transcript is complete. Individual course requisite requirements must be approved by the appropriate instructional department. It is the student's responsibility to contact the department for approval.

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 SWIC in the 2018-2019 school year.

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

swic.edu/students/services/enrollment-services/admissions/

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

A. Students are required to complete a SWIC New Student Information form available online through the SWIC website.
B. 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.
C. Transfer students must submit transcripts from all colleges and universities attended.
D. Visit the Testing Center to take the SWIC Placement Test, then see an academic advisor.

Completion of the following high school units (years) is required for full admission to the AA, AFA, 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 coursework 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.

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 Engineering Science, Associate in Science or Associate in General Studies degree program will be assessed and placed in English and math classes. Assessment scores identify which English and math classes the student will be required to complete. Information regarding assessment is available in the Testing Center, 618-235-2700, ext. 5182.

Social Science
Students who are lacking appropriate high school courses in social science will be required to meet the AA/AFA/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/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.

Math and English Course Placement

The main goal of the placement process for SWIC students is to gather information about current skills. This process will not prohibit a student from entering college, but determines the math and English competency levels for each student. Many courses require specific math and/or English competencies to enroll.

Math and English are disciplines that require thinking and reasoning skills, so starting with the right courses is essential for success in future classes. Improving these skills will be necessary throughout a student's educational career and of great importance throughout life.

The SWIC Placement Test is available at each SWIC campus. Once students have completed the New Student Information Form and received their SWIC Student ID number, they may go to any SWIC Testing Center and take the SWIC Placement Test. For locations and hours, visit the *Testing Center* section in this catalog or go to swic.edu/students/services/support-services/testing-centers/. This placement exam identifies skill levels in math, reading and language usage. Since results of this placement exam may determine future coursework, it is important to prepare well and take it seriously. Students are allowed to retest once in each discipline if they have not enrolled in a class in that discipline. If a student retests then the higher of the two scores is used for placement. Proof of Geometry completion and/or additional courses may be required to enroll in math courses numbered 112 and above.

Some of the SWIC Health Sciences programs may require additional testing before acceptance into a program. Please refer to program pages for more details.

In addition to the SWIC Placement Test, ACT scores of 22 or higher (or SAT equivalent scores) on the mathematics and English test scores will result in a placement into the first college-level (i.e., for college credit) math and English courses. PARCC scores may also be considered. Further testing may result in a higher placement.

Following the placement process, it is recommended that students meet with an academic advisor in an individual appointment to discuss placement results, individual needs, academic plans and class schedules. Visit the Academic Advising website (swic.edu/students/services/advising/) for locations, hours, and contact information.

Who needs a math and/or English placement?
- New students taking three or more college credit classes.
- Students taking a math or English course for the first time.
- 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 semester credits.

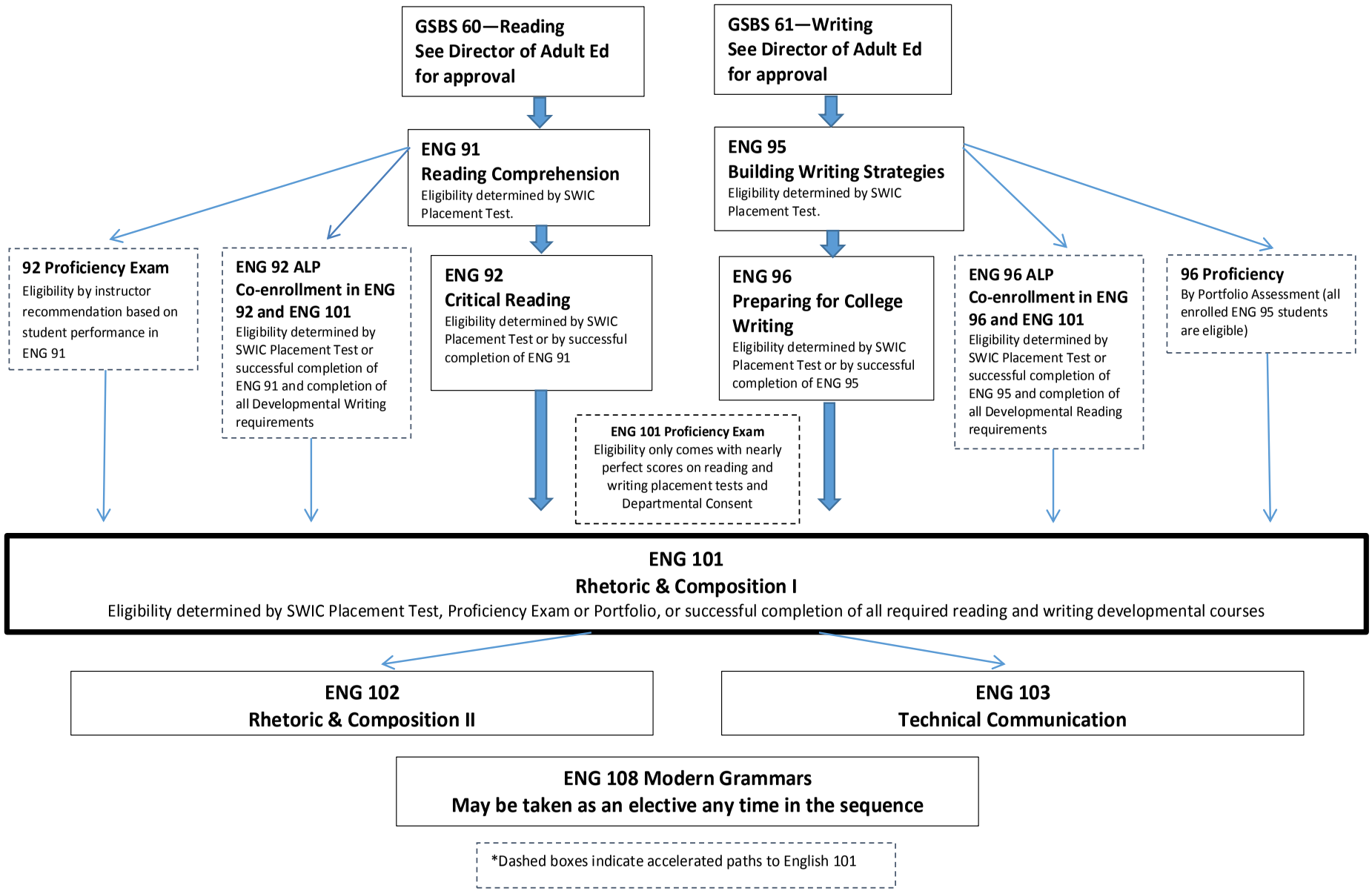
Who will be exempt?
- Students who have successfully completed approved college-level math and English courses at another college or university.
- Students enrolling in certificate programs or classes that do not require math or English competencies.

If students believe they are exempt, they must see an academic advisor or the appropriate department chair or dean to obtain written permission before enrolling. Students are required to bring documentation of previous college coursework (transcript, grade report, etc.) or ACT/SAT scores. Students should allow adequate time for the evaluation of transcripts. Any questions should be addressed to advisors at the Belleville or Sam Wolf Granite City campus.

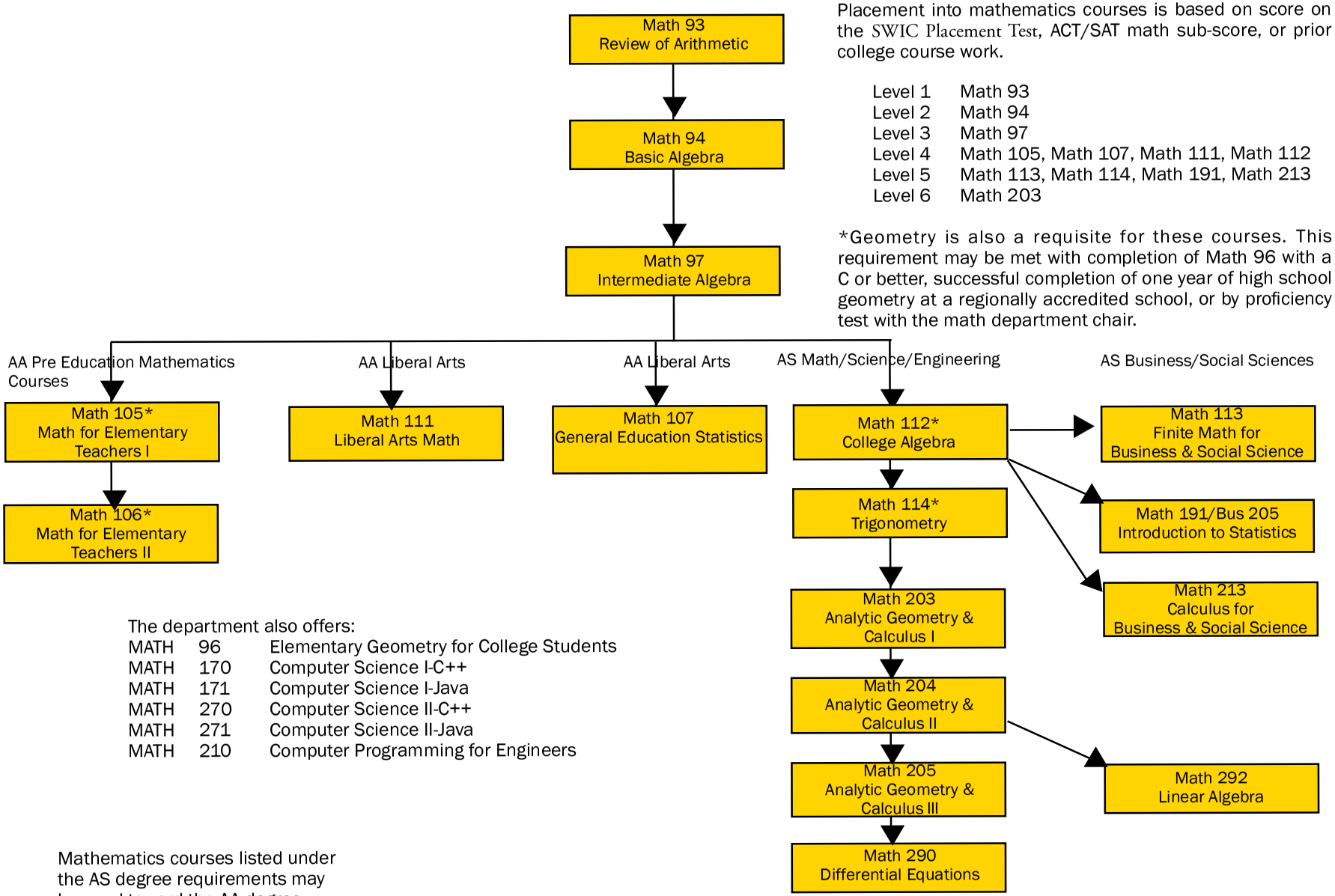
The Geometry Requirement
Students who wish to enroll in MATH 105, MATH 106, MATH 112 or MATH 114 need to meet the geometry requirement. This requirement may be met by:
- Providing a high school transcript showing successful completion of two semesters of high school geometry at a regionally accredited school
- Showing proficiency by testing with the Math department chair
- Completing MATH 96 with a grade of C or better

English Course Placement Sequence

English courses are also requisites for many courses in other subjects.



Math Sequence



Implementation

Placement into mathematics courses is based on score on the SWIC Placement Test, ACT/SAT math sub-score, or prior college course work.

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 is also a requisite for these courses. This requirement may be met with completion of Math 96 with a C or better, successful completion of one year of high school geometry at a regionally accredited school, or by proficiency test with the math department chair.

The department also offers:

MATH	96	Elementary Geometry for College Students
MATH	170	Computer Science I-C++
MATH	171	Computer Science I-Java
MATH	270	Computer Science II-C++
MATH	271	Computer Science II-Java
MATH	210	Computer Programming for Engineers

Mathematics courses listed under the AS degree requirements may be used toward the AA degree mathematics requirements.

To enroll in any of the above mathematics classes you must complete or place out of all the courses listed prior to it in the sequence.

Admission to Health Sciences Programs

Special Application for Admission forms (available in District 522 high school guidance offices, at each SWIC campus and online in the eSTORM Student Center) are used to apply for the following programs:

- Health Information Technology
- Medical Assistant
- Medical Billing & Coding
- Medical Laboratory Technology
- Nursing Education
- Paramedic
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

Specific information for each program is available from the program's Application Planning Guide available online at swic.edu/academics/career-degrees/health-sciences and in the *Programs that Lead Directly to Employment* section of this catalog (blue pages).

International Student Admission

International students will be considered for admission to SWIC after the following documents are received by the designated school official at least 90 days prior to the start of the semester in which they plan to enroll.

- A completed SWIC New Student Information form.
- Official copies of all secondary school and college transcripts with notarized English translations.
- An official copy of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) test results. F-1 Visa students must achieve a score of 61 or higher on the internet-based TOEFL, 173 on the computer-based TOEFL or 500 on the paper-based TOEFL. The minimum score accepted on the IELTS is a 6. For more detailed information on the TOEFL, visit www.ets.org; for more information on the IELTS, visit www.ielts.org.
- Certification of the availability of funds to meet expenses while attending SWIC. For the current academic year certification of funds U.S. dollar requirement, please visit swic.edu. (This rate is subject to change without notice. Cost may vary slightly based on tuition changes.)
- Proof of medical and repatriation insurances are required.
- Home country address must be provided prior to issuance of I-20.
- After acceptance to SWIC and issuance of the I-20, the Form I-901 must be completed and a $200 Immigration Fee paid to the consulate prior to seeking a Visa.

Once the above documents have been received and reviewed, you will be notified of your admission status.

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 SWIC. To request an evaluation, please follow these steps:

- Complete a Transfer Credit Evaluation Request form and submit it to the Enrollment Services office.
- Submit an official transcript from all institutions attended within the United States.
- Submit an official report in English from one of the following services for international secondary and higher education institutions attended:
  ECE/Education Credential Evaluators or
  WES/World Education Services

More information can be found at www.ece.org or www.wes.org. SWIC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.

- When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
- Courses accepted for credit will be applied to your SWIC transcript. Check your Student Center "To do list" for your final evaluation results.

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 Health Sciences programs: Health Information Technology, Medical Assistant, Medical Billing & Coding, Massage Therapy, Medical Laboratory Technology, Nursing, Paramedic/Paramedicine, 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 SWIC 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 Forgiveness Clause Application to the Enrollment Services office.

Registration

swic.edu/students/services/enrollment-services

General Information

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

Although SWIC uses Student ID numbers as the primary method of identification in the student records system, students are required to submit their Social Security number when completing the New Student Information Form. Students must enter their full name and Social Security number exactly as it appears on their Social Security card or face potential fines from the IRS. The SSN is retained in a secured field on the student system and can be viewed by limited staff. The SSN is required for:

- Setting up an eSTORM account, where the student can enroll, run a degree audit, order a transcript and view other important financial and academic information.
- Search/match. When entering a new record into the database, the SSN is one of the "keys" or data elements, in addition to the date of birth and name, utilized by SWIC's student information system to perform a match on a record in order to guard against duplicate entries of the same student.
- Enrollment verification. The National Student Clearinghouse requires the SSN for enrollment verification purposes.
- SWIC must comply with Illinois state auditors when reporting enrollment data. The SSN is required by the Illinois Community College Board as part of the reporting process.
- Financial Aid. The FAFSA requires that the student provide the SSN before aid can be processed.
- Veteran and government sponsored tuition assistance programs. The SSN is required for certification of benefits and tuition payments.
- 1098T. SWIC must obtain your current identifying number or SSN to file certain returns regarding tuition and related expenses with the IRS and to furnish a statement to the student. Without the SSN, students will not receive a 1098T federal income tax document, which SWIC is mandated by the IRS to issue annually to each student for income tax purposes. In addition to the institution being fined for filing incomplete information, individuals may be subject to a fine for failing to provide an institution with their SSN and their full name EXACTLY as it appears on your social security card.

Course Numbering System

Courses numbered 100-199 are first-year or freshman-level courses. Courses numbered 200-299 are second-year or sophomore-level courses. Courses numbered below 100 are developmental, 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 an academic advisor. In addition, colleges and universities have individual policies for the acceptance of credit. Check with transfer institutions and/or advisors to ensure the transferability of credits.

Course Load

A student who is registered for 12 or more semester credits during the fall and spring semesters or six or more semester credits during the summer is considered a full-time student.

For students receiving financial aid, awarding is based on enrollment that falls within one of the following course load groups:

- 12 or more semester credits = Full time
- 9.0-11.5 semester credits = Three-quarter time
- 6.0-8.5 = Half time
- 0.5-5.5 semester credits = Less than half time

The institution reports enrollment to the National Student Clearinghouse which lenders may access to verify enrollment information.

Registration for more than 18 semester credits during fall and spring semesters and nine semester credits during the summer term must be approved by an academic advisor. 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.

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.

SWIC 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 courses
AOJ	All courses
ATY	101
AVIA	280
BIOL	All courses
BUS	205
CHEM	All courses
CIS	296, 297
CISC	All courses
CSA	All community service activity classes
EMTP	All courses
ENGR	All courses
ES	All courses
GEOG	143
GS	All general studies classes
HES	All courses
HIST	154
HORT	287, 288, 289
HUM	200
IND	296
MA	192, 195, 243, 255

MATH	All courses
MLT	245, 275
MT	All courses
OAT	260, 293
PHYS	All courses
PTA	170, 270, 280
RT	112, 152, 160, 241, 242, 298, 299

Audit by Permission Courses

ACRT	All courses
AVIA	All courses except internships
AVMT	All courses
CAD	All courses
EET	All courses
FS	All courses
HIT	All courses
HORT	All courses except internships
HRO	105, 115, 167, 299
HVAR	All courses
MA	All courses except 192, 195, 243, 255
MLT	150, 200, 210, 220, 240, 250, 260, 270
NE	All courses
PARL	All courses
PTA	All courses except 170, 270, 280
RC	All courses
RT	All courses except clinical 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. Students will not be admitted to a class at maximum capacity. 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.

Repeating Courses

Some courses may be repeated in an attempt to improve a grade. When a course is repeated, only the most recent attempt is counted toward program requirements at SWIC. However, all attempts will remain part of your permanent academic record at SWIC. 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 identified by SWIC 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 up to the allowable limit. As stated in the previous paragraph, it is important to check with transfer institutions prior to admission in order to determine calculation rules.

Course repeatability can adversely affect your financial aid eligibility, and you should contact the Financial Aid office to see how repeating a course could affect your eligibility.

Dropping Courses

swic.edu/students/services/enrollment-services/registration/course-information

If a student wishes to withdraw from a class, the student must submit a Drop/Add Section Change Form to the Enrollment Services office in person or by mail or complete the process online at estorm.swic.edu. Students should not assume they are withdrawn from a class in good standing if they do not attend the class. Drop/Add Section Change Forms are available in the Belleville Campus Enrollment Services office, and the Sam Wolf Granite City campus offices. Students who submit withdrawal notification by mail will be withdrawn from class as of the postmark date on their notification. Withdrawals will not be accepted by telephone.

Deadlines for withdrawal are based on the meeting patterns of the class. Withdrawal deadline for classes scheduled to meet seven days or longer reflect 85 percent of the scheduled meeting patterns. Withdrawal deadlines for classes scheduled to meet one to six days are one day prior to the first meeting date. Students should refer to their schedule for specific withdrawal dates.

Any student dropped with an effective date prior to the midterm date of the class will receive a W. If the effective date of the withdrawal is after the midterm date of the class, the instructor may assign a W or a WF grade.

Graduation Information

swic.edu/students/services/enrollment-services/registration/graduation-information

Degrees

SWIC awards degrees at the end of each academic term (fall, spring and summer).

Application for Graduation

It is the responsibility of the student to notify the Enrollment Services office of his/her intention to graduate by submitting a Graduation Application during the last expected term of required enrollment.

Applications can be submitted through eSTORM or in person at the Enrollment Services office. A student can apply for more than one degree on an application. Students who reach graduation eligibility without having submitted an Application for Graduation may risk not being included in the graduation ceremony.

If your last term enrolled is	Apply to Graduate for the	Apply by
AUG-DEC	Fall Semester	Oct. 15
JAN-MAY	Spring Semester	Feb. 15
JUNE-JULY	Summer Term	June 15

Once the form is received in the Enrollment Services office, the student will be informed of all remaining degree requirements. Diplomas are mailed directly to students at the end of each semester after successful completion of coursework is verified by the Enrollment Services office.

Prior to receipt of your degree you must:

- Complete all degree requirements as outlined in the curriculum guides for the Associate in Arts, Science, Fine Arts, Engineering Science, Applied Science or General Studies by the end of the term in which you plan to graduate.
- Complete the minimum degree semester credit requirements as outlined in the curriculum guide.
- Earn a minimum cumulative GPA of 2.0.
- Complete at least 15 of the last 24 semester credits or a minimum of 36 semester credits at SWIC. (Active duty U.S. armed forces and reserve service members must earn only 15 semester credits at SWIC.)
- Submit a Graduation Application via eSTORM Student Center. Students are encouraged to meet with an advisor to review their Student Advisement Report prior to submitting a Graduation Application.
- Clear all financial obligations to the college.
- Ensure that official documents (high school transcripts, college transcripts, program requirement exception 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.
- All grade change forms including grade changes for Incomplete (I) grades must be received in the Enrollment Services office by the last day of the term.

Commencement

Students who have applied for graduation and completed requirements for a degree during the spring term and graduates from the previous summer and fall terms will be invited to participate in the 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. Students must still submit a Graduation Application even if they choose not to participate in the ceremony.

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 honors, rather than a black tassel. This achievement is determined by the cumulative grade point average through the fall term. Spring grades do not affect commencement honor status.

Certificates

Students at SWIC can earn certificates in a variety of occupational programs ranging from two semester credits to 50 semester credits in length. Certificates are automatically awarded at the end of term for students who have completed the following:

- Complete all certificate requirements as outlined in the *Programs that Lead Directly to Employment* section of this catalog (blue pages).
- A minimum of 25 percent of the required semester credits through courses offered by SWIC. 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.

Transfer Information

Acceptance of Credit

Transfer Credit

swic.edu/students/services/enrollment-services/registration/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 SWIC. Transfer credit grades are not included in the cumulative grade point average. Transfer credit may be accepted from another college or university that is regionally accredited by any of the following associations:

HLC	The Higher Learning Commission
MSCHE	Middle States Association of Colleges and Schools Middle States Commission on Higher Education
NASC	Northwest Association of Schools and Colleges
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
NWCCU	Northwest Commission on Colleges and Universities
SACSCOC	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-WSUC	Western Association of Schools and Colleges Senior College and University Commission

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 Transfer Credit Evaluation via eSTORM Student Center.

When the required documentation is received, an official evaluation of the student's coursework will be completed. Check your student center "To Do List" for your final evaluation results.

A course that meets general education requirements at SWIC will be accepted in transfer to meet comparable general education requirements. If transferring credit that is repeated, coursework will be evaluated based on the most recent completion and the institutional repeat process for the SWIC equivalent coursework. 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 coursework, experience, or a combination of coursework and experience.

For ENG 101, interested students should seek additional information from the writing program director in the English department (618-235-2700, ext. 5327).

Students authorized to take proficiency examinations will be required to pay a nonrefundable 50 percent tuition charge. If the student is successful, the 50 percent tuition charge will apply to his/her 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 credits 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 SWIC.
- 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 coursework.
- 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.

Please understand that it is the student's responsibility to check with transfer institutions regarding transferability of proficiency credit.

Advanced Placement, International Baccalaureate Diploma Programme, CLEP and DANTES Examination

swic.edu/students/services/enrollment-services/credit-for-prior-learning/ap-clep-and-dantes-credit/

If you have earned credit for completing an AP, IBDP, CLEP or DANTES exam, you must request an official score report from AP, IBDP, CLEP or DANTES in order for SWIC to examine the credit and grant it when acceptable. Credit for exams that appear on high school or other institution's transcripts will not be accepted. A Transfer Credit Evaluation form must also be submitted to the Enrollment Services office.

Advanced Placement

SWIC will grant credit as listed below to students who score sufficiently on College Board Advanced Placement Examinations.

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Art History	3, 4, 5	ART 104	3
Biology	3, 4, 5	BIOL 101	4
Calculus AB	3, 4, 5	MATH 203	5
Calculus BC	3	MATH 203	5
Calculus BC	4, 5	MATH 203 & MATH 204	10
Chemistry	3, 4, 5	General Elective	5
*Chemistry	3	CHEM 101	5
*Chemistry	4, 5	CHEM 105 & CHEM 106	10
Chinese Language & Culture	3, 4, 5	CHIN 102	4
Comparative Government & Politics	3, 4, 5	POLS 240	3
Computer Science A	3, 4, 5	General Elective	3
Computer Science Principles	3, 4, 5	BUS 209	3
English Language & Composition	3, 4, 5	ENG 101	3
English Literature & Composition	3, 4, 5	LIT 113	3
Environmental Science	3, 4, 5	BIOL 106	3
European History	3, 4, 5	HIST 152	3
French Language & Culture	3	FREN 201	4
French Language & Culture	4, 5	FREN 201 & FREN 202	8
German Language & Culture	3	GERM 201	4
German Language & Culture	4, 5	GERM 201 & GERM 202	8
Human Geography	3, 4, 5	GEOG 152	3
Italian Language & Culture	3, 4, 5	General Elective	4
Japanese Language & Culture	3, 4, 5	General Elective	4
Latin	3, 4, 5	General Elective	4
Macroeconomics	3, 4, 5	ECON 201	3
Microeconomics	3, 4, 5	ECON 202	3
Music Theory	3	MUS 104	3
Music Theory	4, 5	MUS 105	4
Physics 1: Algebra-Based	3, 4, 5	General Elective	5
Physics 2: Algebra-Based	3, 4, 5	General Elective	5
*Physics 1 & 2: Algebra-Based	3, 4, 5	PHYS 151 & PHYS 152	10
Physics C: Electricity & Magnetism	3, 4, 5	General Elective	4
*Physics C: Electricity & Magnetism	3, 4, 5	PHYS 205	4
Physics C: Mechanics	3, 4, 5	General Elective	4
*Physics C: Mechanics	3, 4, 5	PHYS 204	4
Psychology	3, 4, 5	PSYC 151	3
Research	3, 4, 5	General Elective	3
Seminar	3, 4, 5	General Elective	3
Spanish Language & Culture	3, 4, 5	SPAN 201 & SPAN 202	8
Spanish Literature & Culture	3, 4, 5	General Elective	4
Statistics	3, 4, 5	MATH 191	4
Studio Art: 2-D Design	3, 4, 5	General Elective	3
**Studio Art: 2-D Design	3, 4, 5	ART 111	3
Studio Art: 3-D Design	3, 4, 5	General Elective	3
**Studio Art: 3-D Design	3, 4, 5	ART 112	3
Studio Art: Drawing	3, 4, 5	General Elective	3
**Studio Art: Drawing	3, 4, 5	ART 150	3
U.S. Government & Politics	3, 4, 5	POLS 150	3
U.S. History	3	HIST 181	3
U.S. History	4, 5	HIST 180 & HIST 181	6
World History	3, 4, 5	HIST 101	3

*Must show adequate documentation of lab proficiency in AP coursework to receive this credit. See dean of Math & Sciences.
**Must provide portfolio for review to be considered for this credit. See dean of Liberal Arts.

International Baccalaureate Diploma Programme

SWIC will grant credit as listed below to students who score sufficiently on International Baccalaureate (IB) Diploma Programme (DP) subject exams.

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Biology HL	4, 5	General Elective	4
Biology HL	6, 7	BIOL 101	4
Biology SL	4, 5	General Elective	4
Biology SL	6, 7	BIOL 100	4
Business Management HL	4, 5, 6, 7	General Elective	3
Business Management SL	4, 5, 6, 7	General Elective	3
Chemistry HL	4, 5, 6, 7	General Elective	4
Chemistry SL	4, 5, 6, 7	General Elective	4
Classical Greek HL	4, 5, 6, 7	General Elective	4
Classical Greek SL	4, 5, 6, 7	General Elective	4
Computer Science HL	4, 5, 6, 7	General Elective	3
Computer Science SL	4, 5, 6, 7	General Elective	3
Dance HL	4, 5, 6, 7	General Elective	3
Dance SL	4, 5, 6, 7	General Elective	3
Design Technology HL	4, 5, 6, 7	General Elective	3
Design Technology SL	4, 5, 6, 7	General Elective	3
Economics SL	4, 5, 6, 7	Social Science Gen Ed Elective	3
Economics HL	4, 5, 6, 7	Social Science Gen Ed Elective	3
English A: Language & Literature HL	4, 5, 6, 7	LIT 113 & ENG 101	6
English A: Language & Literature SL	6, 7	ENG 101	3
English A: Language & Literature SL	4, 5	General Elective	3
English A: Literature & Performance HL	4, 5, 6, 7	ENG 101	3
English A: Literature & Performance SL	4, 5, 6, 7	General Elective	3
English A: Literature HL	4, 5, 6, 7	LIT 113	3
English A: Literature SL	4, 5, 6, 7	General Elective	3
Environmental Systems & Societies SL	4, 5, 6, 7	General Elective	3
Film HL	4, 5, 6, 7	FILM 115	3
Film SL	4, 5, 6, 7	General Elective	3
French A: Language & Literature HL	6, 7	FREN 202	4
French A: Language & Literature HL	4, 5	General Elective	4
French A: Language & Literature SL	4, 5, 6, 7	General Elective	4
French A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
French A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
French A: Literature HL	4, 5, 6, 7	General Elective	4
French A: Literature SL	4, 5, 6, 7	General Elective	4
Further Mathematics HL	4, 5	MATH 203	5
Further Mathematics HL	6	MATH 191 & 203 & 204	14
Further Mathematics HL	7	MATH 191 & 203 & 204 & 292	17
Geography HL	4, 5, 6, 7	GEOG 152	3
Geography SL	4, 5, 6, 7	General Elective	3
German A: Language & Literature SL	4, 5, 6, 7	General Elective	4
German A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
German A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
German A: Literature HL	4, 5, 6, 7	General Elective	4
German A: Literature SL	4, 5, 6, 7	General Elective	4
German: Language & Literature HL	6, 7	GERM 202	4
German: Language & Literature HL	4, 5	General Elective	4
Global Politics HL	4, 5, 6, 7	POL 270	3
Global Politics SL	4, 5, 6, 7	General Elective	3
History HL	4, 5, 6, 7	General Elective	3
History SL	4, 5, 6, 7	General Elective	3
Information Technology in a Global Society HL	4, 5, 6, 7	General Elective	3
Information Technology in a Global Society SL	4, 5, 6, 7	General Elective	3
Latin HL	4, 5, 6, 7	General Elective	4
Latin SL	4, 5, 6, 7	General Elective	4
Mathematical Studies SL	4, 5, 6, 7	General Elective	3

Subject Exam	Score	SWIC Equivalent Course	Credit Granted
Mathematics HL	4, 5	MATH 107 & MATH 112	8
Mathematics HL	6, 7	MATH 191 & MATH 203	9
Mathematics SL	4, 5	MATH 107 & MATH 112	8
Mathematics SL	6, 7	MATH 114 & MATH 191	7
Music HL	4, 5, 6, 7	MUS 101	3
Music SL	4, 5, 6, 7	MUS 101	3
Philosophy HL	4, 5, 6, 7	PHIL 150	3
Philosophy SL	4, 5, 6, 7	General Elective	3
Physics HL	4, 5, 6, 7	General Elective	4
Physics SL	4, 5, 6, 7	General Elective	4
Psychology HL	4, 5, 6, 7	PSYC 151	3
Psychology SL	4, 5, 6, 7	General Elective	3
Social & Cultural Anthropology HL	4, 5, 6, 7	ANTH 150	3
Social & Cultural Anthropology SL	4, 5, 6, 7	General Elective	3
Spanish A: Language & Literature HL	6, 7	SPAN 202	4
Spanish A: Language & Literature HL	4, 5	General Elective	4
Spanish A: Language & Literature SL	4, 5, 6, 7	General Elective	4
Spanish A: Literature & Performance HL	4, 5, 6, 7	General Elective	4
Spanish A: Literature & Performance SL	4, 5, 6, 7	General Elective	4
Spanish A: Literature HL	4, 5, 6, 7	General Elective	4
Spanish A: Literature SL	4, 5, 6, 7	General Elective	4
Sports, Exercise & Health Science SL	4, 5, 6, 7	General Elective	2
Theatre HL	4, 5, 6, 7	THEA 120	3
Theatre SL	4, 5, 6, 7	THEA 120	3
Visual Arts HL	4, 5, 6, 7	ART 101	3
Visual Arts SL	4, 5, 6, 7	ART 101	3
World Religions SL	6, 7	HIST 286	3
World Religions SL	4, 5	General Elective	3

College Level Examination Program

SWIC will grant credit for the successful completion of CLEP Tests under the following conditions:

- All college transcripts must be received by SWIC before CLEP credit will be awarded.
- CLEP Exams must be taken before completion of 15 semester credits of college-level work.
- A maximum of 30 semester credits 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.
- Credit will not be granted for math courses as a result of CLEP general or subject examinations.

SWIC will grant credit for CLEP examinations as specified in the following list. 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 (June 2001 and Prior)	**Score**	**SWIC Course Equivalent**	**Semester Credits Granted**
Humanities	500	General Humanities	3 hours
Natural Sciences	500	General Elective	4 hours
Social Sciences & History	500	Social Science	3 hours

CLEP General Examination (July 2001 – Present)	**Score**	**SWIC Course Equivalent**	**Semester Credits Granted**
Humanities	50	General Humanities	3 hours
Natural Sciences	50	General Elective	4 hours
Social Sciences & History	50	Social Science	3 hours

Subject Examination	**Score**	**SWIC Course Equivalent**	**Semester Credits Granted**
History of the United States I: Early Colonization to 1877	50	HIST 180	3 hours
Analyzing & Interpreting Literature	50	Humanities	3 hours
English Literature	50	Humanities	3 hours
French Level 1	50	FREN 101	4 hours
French Level 2	75	FREN 102	4 hours
German Level 1	50	GERM 101	4 hours
German Level 2	75	GERM 102	4 hours
Introductory Psychology	50	PSYC 151	3 hours
Introductory Sociology	50	SOC 153	3 hours
Principles of Macroeconomics	50	ECON 201	3 hours
Principles of Management	50	MGMT 214	3 hours
Principles of Marketing	50	MKT 126	3 hours
Principles of Microeconomics	50	ECON 202	3 hours
Principles of Supervision	50	MGMT 214	3 hours
Spanish Level 1	50	SPAN 101	4 hours
Spanish Level 2	75	SPAN 102	4 hours
Western Civilization I: Ancient Near East to 1648	50	HIST 101	3 hours
Western Civilization II: 1648 to the Present	50	HIST 102	3 hours

Note: Other educational institutions may require a higher score for certain subjects than what is required for credit at SWIC. In this situation, other institutions may not recognize college-level examination program credit issued from SWIC.

DANTES

SWIC may grant credit for the successful completion of DANTES Subject Standardized Tests. Subject Exams will be reviewed for possible credit if the score is at or above the 50th percentile.

Seal of Biliteracy

SWIC will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy. Students who have received a State Seal of Biliteracy must request course credit for their seal within three academic years after graduating from high school.

Veteran Service Transfer Credit

The law requires that appropriate credit is granted for all previous education, training or experience. It is your responsibility to ensure all applicable transcripts are received. Failure to have transcripts evaluated can result in termination of VA educational benefits retroactive to the beginning of the semester in which you entered SWIC or the beginning of the semester in which you requested a Change of Program, regardless of whether or not you are currently enrolled. Retroactive termination results in an overpayment of benefits that you may have to pay back to the Department of Veterans Affairs.

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 (HES 151 or HES 152) and two hours of credit for physical education upon submission of his or her form DD-214 or the equivalent thereof.

Eligibility for Transfer

Universities and colleges set standards of eligibility for admission of transfer students. Usually a student can transfer from SWIC 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 an academic advisor.

International Transcript Evaluation

Students who have completed coursework from a foreign institution may request that their credit be evaluated toward a degree or certificate. To request an evaluation, students must:

- Complete a Transfer Credit Evaluation Form via eSTORM Student Center.
- Submit an official transcript report in English from one of the following services:
  ECE/Education Credential Evaluators or WES/World Education Services. More information can be found at www.ece.org or www.wes.org. SWIC will utilize the report as a guideline for the evaluation of course credit and reserves the right to award appropriate credit.
- When all documents are received, your transcripts will be reviewed by an academic records evaluator to determine if any courses would apply toward your intended program. Additional information, such as course descriptions may be requested to determine the appropriate equivalency.
- Courses accepted for credit will be applied to your SWIC transcript.
- Check your student center "To Do List" for your final evaluation results.

Recommended Steps and Timeline to Transfer to Four-Year Institutions

Do you plan to transfer from SWIC to a four-year college or university?

Whether you are enrolling in your first SWIC course or applying to graduate, the Enrollment Services Office can help you prepare for a successful transfer. Please see an academic advisor for further information on these Steps to Transfer to Four-Year Institutions.

Step 1

Determine your transfer plans and major/career goals (0-16 semester credits)

- Meet with an academic advisor 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 requisites before you transfer.
- Visit the Career Activities and Employment Center to research careers and find a career mentor.

Step 2

Explore your transfer options (0-32 semester credits)

- Meet with an academic advisor to discuss admission requirements, course transferability, majors, size, location, diversity, cost, etc. of the transfer institutions you are considering.
- Visit the Enrollment Services Office to review catalogs and brochures from transfer institutions.
- Meet with college representatives visiting SWIC. See the Academic Advising website for a schedule.
- Attend Transfer Night. Meet with four-year college representatives to discuss issues related to the transfer process. Offered each fall.
- Attend the Metro East Baccalaureate College Fair in February at SWIC.
- Visit www.itransfer.org to research Illinois colleges and the Illinois Articulation Initiative (a statewide agreement that facilitates transfer between Illinois colleges and universities).
- Use the internet to research colleges:
  Peterson's 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 semester credits; 9-12 months in advance)

- Submit your SWIC Graduation Application
- 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 semester credits)

- Complete a FAFSA after Oct. 1 (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.collegezone.com
  www.collegeboard.org
  www.studentaid.ed.gov

Step 5

Choose your college or university and enroll (48-64 semester credits)

- 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 to an Illinois College or University

Illinois Articulation Initiative

SWIC is a participant in the Illinois Articulation Initiative, 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 freshman 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 requisite 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 an academic advisor for additional information and can access the IAI transfer information at 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 SWIC. The list of courses is effective as of November 2017; check with an academic advisor for updated information or check the IAI website for updated listings at SWIC and the 100-plus other Illinois institutions that are IAI participants.

Communication:
3 courses (9 semester credits)
A 2-course sequence in writing (6 semester credits)
1 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	Fundamentals of Public Speaking (IAI-C2 900)	3

Mathematics: 1 course (3 to 5 semester credits)

BUS	205	Economic & Business Statistics (IAI-M1 902)	4
MATH	106	Math for Elementary Teachers 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 for Bus & Soc Sci (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

Physical and Life Science: 2 courses (7 to 8 semester credits)
1 course selected from Life Sciences
1 course from Physical Sciences
At least 1 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 I (IAI-L1 910L)	4
*BIOL	102	Principles of Biology II (IAI-L1 910L)	4
**BIOL	106	Environmental Science (IAI-L1 905)	3
*BIOL	108	General Ecology (IAI-L1 905L)	4

**Does not include a lab component

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	114	Earth and the Environment (IAI-P1 908L)	4
*ES	180	Historical Geology (IAI-P1 907L)	4
*ES	250	Introduction to Meteorology (IAI-P1 905L)	4
*PHYS	101	General Physical Science (IAI-P9 900L)	4
*PHYS	151	College Physics I (IAI-P1 900L)	5
*PHYS	204	Physics-Mechanics (IAI-P2 900L)	4

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

Humanities

FREN	202	Intermediate French II (IAI-H1 900)	4
GERM	202	Intermediate German II (IAI-H1 900)	4
HIST	230	African-American History (IAI-H2 909D)	3
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–H3 903)	3
LIT	125	Drama as Literature (IAI-H3 902)	3
LIT	133	The Bible as Literature I (IAI-H5 901)	3
LIT	134	The Bible as Literature II (IAI-H5 901)	3
LIT	201	World Literature I (IAI-H3 906)	3
LIT	202	World Literature II (IAI-H3 907)	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	Contemp Multicultural American Literature (IAI-H3 910D)	3

LIT	216	African American Literature (IAI-H3 910D)	3
LIT	251	British Literature I (IAI-H3 912)	3
LIT	252	British 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	Intro Hist Phil I: Classic (IAI-H4 901)	3
PHIL	154	Intro Hist Phil II: Contemp (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 II (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	Art and Gender (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
THEA	120	Theatre Appreciation (IAI-F1 907)	3

Interdisciplinary Humanities and Fine Arts

FILM	225	Film and Literature (IAI-HF 908)	3

Social and Behavioral Science: 3 courses (9 semester credits)
Courses must be selected from at least 2 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 920N)	3
HIST	115	Mid-East History (IAI-S2 920N)	3
HIST	117	African History (IAI-S2 920N)	3
HIST	118	Asian History (IAI-S2 920N)	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

Major Core Classes

ACCT	110	Financial Accounting (IAI-BUS 903)	4
ACCT	111	Managerial Accounting (IAI-BUS 904)	4
AGRI	111	Animal Science (IAI-AG 902)	4
AGRI	121	Soil Science (IAI-AG 904)	4
AGRI	152	Agricultural Economics (IAI-AG 901)	3
AGRI	235	Crop Science (IAI-AG 903)	4
AOJ	100	Intro to Adm of Justice (IAI-CRJ 901)	3
AOJ	103	Intro to Corrections (IAI-CRJ 911)	3
AOJ	153	Juvenile Delinquency (IAI-CRJ 914)	3
AOJ	160	Criminology (IAI-CRJ 912)	3
ART	111	Basic Design I (IAI-ART 907)	3
ART	112	Basic Design II (IAI-ART 908)	3
ART	150	Drawing I (IAI-ART 904)	3
ART	250	Drawing II (IAI-ART 905)	3
BIOL	101	Principles of Biology I (IAI-BIO 910)	4
BIOL	102	Principles of Biology II (IAI-BIO 910)	4
BUS	205	Econ & Bus Statistics (IAI-BUS 901)	4
BUS	209	Bus Computer Systems (IAI-BUS 902)	3
CHEM	105	General Chemistry I (IAI-CHM 911)	5
CHEM	106	General Chemistry II (IAI-CHM 912)	5
CHEM	201	Organic Chemistry I (IAI -CHM 913)	5
CHEM	202	Organic Chemistry II (IAI-CHM 914)	5
ECE	112	Growth & Development of Children (IAI-ECE 912)	3
ECE	250	Child, Family and Community (IAI-ECE 915)	3
ENGR	103	Engineering Graphics (IAI-EGR 941)	4
ENGR	263	Analytical Mechanics-Statics (IAI-EGR 942)	3
ENGR	264	Analytical Mechanics-Dynamics (IAI-EGR 943)	3
ENGR	271	Electrical Circuits (IAI-EGR 931)	3
ENGR	275	Mechanics of Solids (IAI-EGR 945)	3
HORT	102	Introduction to Horticulture (IAI-AG 905)	3
JOUR	101	Introduction to Journalism (IAI-MC 919)	3
JOUR	110	Introduction to News Editing (IAI-MC 920)	3
MATH	170	Computer Science I-C++ (IAI-CS 911)	4
MATH	171	Computer Science I-JAVA (IAI-CS 911)	4
MATH	203	Analytic Geometry & Calculus I (IAI-MTH 901)	5
MATH	204	Analytic Geometry & Calculus II (IAI-MTH 902)	5
MATH	205	Analytic Geometry & Calculus III (IAI-MTH 903)	4
MATH	270	Computer Science II-C++ (IAI-CS 912)	4
MATH	271	Computer Science II-JAVA (IAI-CS 912)	4
MATH	290	Differential Equations (IAI-MTH 912)	3
MATH	292	Linear Algebra (IAI-MTH 911)	3

MCOM	201	Introduction to Mass Communication (IAI-MC 911)	3
MKT	242	Principles of Advertising (IAI-MC 912)	3
PHYS	204	Physics – Mechanics (IAI-PHY 911)	4
PHYS	205	Physics – Heat, Elect & Magnetism (IAI-PHY 912)	4
PHYS	206	Physics – Light & Modern Physics (IAI-PHY 914)	4
POLS	280	Political Theory (IAI-PLS 913)	3
PSYC	259	Abnormal Psychology (IAI-PSY 905)	3
PSYC	295	Social Psychology (IAI-PSY 908)	3
SPCH	155	Interpersonal Communication (IAI-MC 901)	3
SPCH	200	Oral Interpretation (IAI-TA 916)	3
SPCH	213	Introduction to Public Relations (IAI-MC 913)	3
THEA	256	Theatre Acting (IAI-TA 914)	3

SWIC 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, 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 SWIC'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 Transfer Credit Evaluation 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 SWIC general education requirements.
- Students who transfer to SWIC who have not completed the General Education Core must complete a minimum of 15 hours of the General Education Core at SWIC in order to be certified as having completed the core at SWIC.
- Courses completed at out-of-state or at nonparticipating in-state accredited colleges and universities will be evaluated upon receipt of the Transfer Credit Evaluation form and an official transcript from the accredited college or university.
- Courses which are accepted as equivalent to SWIC courses will be applied toward SWIC 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.
- SWIC will waive a fraction of a semester credit 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 credits overall to fulfill the core requirements.
- Credit awarded for SWIC proficiency exams, AP exams, IBDP exams, CLEP subject exams, and DANTES Subject Standardized Tests will result in credit towards the IAI General Education Core Curriculum if the credit awarded is for SWIC courses with IAI General Education codes. Official score reports must be submitted to verify AP, IBDP, CLEP, and DANTES scores.

Educational Guarantees

SWIC 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 the Enrollment Services office for programs covered by the educational guarantee.

College Transcripts

swic.edu/students/services/enrollment-services/registration/transcripts/

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript through the National Student Clearinghouse transcript ordering system or through the Enrollment Services office. Information and links regarding specific transcript ordering steps can be found through the SWIC website. Official transcript orders will have a $6 charge for each copy requested. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

Academic Regulations

Academic Standards

A minimum of a 2.0 cumulative grade point average is required for an associate degree or certificate at SWIC.

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- to 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
CR	Credit Awarded	0
PC	Proficiency Credit	0
SC	Service Credit	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 SWIC 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, PR, AU, CR, PC, SC and P was received. Note that courses numbered below 100 are not considered when calculating the SWIC cumulative grade point average regardless of the grade received.

*A grade of I can be assigned at the instructor's discretion. If a grade change is not submitted within 100 days after the class end date, the I will automatically roll to an F.

**The PR grade is an option only for ENG 91 Basic Reading, ENG 92 Intermediate Reading, ENG 95 Building Writing Strategies and ENG 96 Preparing for College Writing. 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 to 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.

- Full-time students who complete at least 12 or more college-level credits in the current semester and who earn grade point averages of 3.5 or higher will be named to the **Dean's List** for that semester.
- Part-time students who complete six or more college-level semester credits in the current semester and who earn grade point averages of 3.5 or higher will be named to the **Dean's List** for that semester.

Academic Standing

Academic Standing is based upon the student's cumulative SWIC grade point average at the conclusion of each semester. Students are placed on Academic Warning after failure to achieve a 2.0 cumulative grade point average. Students on Academic Warning status are encouraged to meet with an academic advisor to receive information about college resources and for individual intervention to develop strategies for academic success.

Suspension/Dismissal

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

Student Attendance

Students are expected to be present for all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For a 16-week course scheduled in the fall or spring semester, absences for more hours than the class meets per week may result in the student being dropped from class. When courses are offered in a more condensed format a student may be dropped by the instructor after missing more hours of class than the class would meet in one week if it was scheduled over 16 weeks. Any student dropped with an effective date prior to the midterm date of the class will receive a W. If the effective date of the withdrawal is after the midterm date of the class, the instructor may assign a W or WF grade.

Absences because of approved college purposes or pre-approved religious observances will result in no direct absence penalties. Students will be allowed to make up work missed as a result of approved absences or do alternate assignments. Absences due to other circumstances such as military deployment, jury duty, volunteer emergency service in accordance with Illinois law, or documented disability related needs should be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made or tuition refunds considered.

Student Email

Information sent through student email is considered official college correspondence to the student from the institution. Students are responsible for checking their own email account.

Unscheduled College Closing

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.

SWIC Alert Text/Email Notification

In the event that the college closes or implements the snow schedule, students subscribed to SWIC Alert will be notified with a text or email message. For more information, or to register for SWIC Alert, visit estorm.swic.edu.

SWIC Website and Social Media

Information about closure or delayed opening will be posted in the announcement box on swic.edu, on facebook.com/swic.edu and on twitter.com/swicedu.

TV and Radio

For students who don't subscribe to SWIC Alert or don't have internet access, or if the SWIC website is down, every effort will be made to provide the information through the following media:

Television	Radio
FOX 2 (KTVI)	KMOX-AM 1120
KMOV-TV Channel 4	WHCO-AM 1230
KSDK-TV Channel 5	WIL-FM 92.3

Snow Schedule Information

If the college chooses to use the snow schedule rather than close, campuses will open at 10 a.m. Students who would normally be in class at that time should report to those classes at 10 a.m. that day. *Exception: Instructors may choose to cancel classes scheduled to end at or before 10:30 a.m. Instructors affected by this exception should advise students of their intentions before inclement weather occurs.* Classes will be held for the remainder of their scheduled sessions. College staff should report in time for regular operations to begin at 10 a.m.

Evening Classes: Classes Starting at or after 5 p.m.

When SWIC is closed for day classes, students must NOT assume that evening classes are canceled. If road and weather conditions improve, campuses will reopen. A SWIC Alert will be sent if evening classes are canceled. Students not subscribed to SWIC Alert should check the listed media sources before leaving for evening classes.

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 swic.edu and ksdk.com. Students should check the listed media sources after 4:30 p.m. Friday for information regarding Saturday classes. Closings on Fridays do not necessarily guarantee closings on Saturdays.

Off-Campus Sites

When the college is closed, Off-Campus Site classes will also be canceled. If the college is open, Off-Campus Site coordinators may cancel classes independently for weather-related reasons at their respective sites. If an Off-Campus Site closes independently of SWIC, students will be notified by phone.

Smoking Policy

Effective July 1, 2015, Southwestern Illinois College became a smoke-free, tobacco-free, vapor free environment.

The Southwestern Illinois College Board of Trustees, in consideration of the provisions of the Smoke Free Illinois Act and the Illinois Smoke Free Campus Act, prohibits smoking and use of tobacco products, to include smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, in all college-owned buildings, on all college-owned property (grounds and parking lots), within all spaces leased by the college and in all college-owned, rented or leased vehicles.

Smoking includes the carrying, smoking, burning, inhaling or exhaling any kind of a lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment as well as non-tobacco products that are intended to deliver nicotine for human consumption, unless it has been approved by the FDA for tobacco-use cessation or other medical purposes.

Exception: This policy does not apply to persons in non-college-owned or leased vehicles while passing through campus or in personal vehicles parked on campus.

For information on how to quit smoking, visit the Illinois Tobacco Quitline at www.quityes.org, the American Lung Association at www.lung.org/stop-smoking/ and the American Cancer Society at www.cancer.org/healthy/stayawayfromtobacco/guidetoquittingsmoking/index.

Student Classification

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

Student Conduct Code

https://www.swic.edu/students/student-affairs/rights-conduct-code/

SWIC students 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.

SWIC is obligated to its residents and the state to provide an environment which is conducive to the academic and personal development of its students. This obligation requires SWIC to conduct its affairs in an orderly, uninterrupted manner. It is an expectation for SWIC students, staff, employees and visitors to uphold the decorum of the college environment at all times.

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:

- violation of Board policy;
- acts that interfere with the purposes, necessities and processes of the college community to include administrators, faculty, staff, students and visitors, or that deny the rights of members of the college community to include disruptions of classroom, shop, lab, studio or any other learning activities;
- 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 use or close imitation of the language, thoughts or work of another to include copying, quoting, paraphrasing, using another's creation, images or illustrations to represent them as your own work without proper acknowledgment of the source;
- 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 to include Title 17, United States Code, the Digital Millennium Copyright Act of 1998, and the Copyright Term Extension Act;
- trespass is defined as entering any area that is obviously forbidden, or remaining in a forbidden area after receiving notice; presenting false documents or falsely representing identity; and interfering with lawful use or enjoyment of any area including but not limited to accessing restricted/limited access areas, bypassing controls systems through improper means or system compromise;
- sexual harassment under Title IX, defined as any unwelcome attention, behavior or materials of sexual misconduct to include sexual harassment, sexual assault (sexual violence), domestic/dating violence or any form of retaliation. Sexual harassment is a violation of state and federal law, as well as college policy;
- stalking, bullying, intimidation or other means of harassment by verbal, written, physical or electronic means; using social media to communicate an indirect threat or creating an intimidating, hostile or offensive environment or interfering with educational or work performance;
- discrimination based on the person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status;
- nuisance activities such as the use of loud, abusive, or otherwise improper language; loitering; improper assembling; creating any hazard and/or safety concern to people or things; blocking access ways; improper disposal of rubbish; and lewd or obscene conduct as defined by law;
- disrespect to authority;
- possession, consumption and/or being under the influence of alcoholic beverages, except at Foundation-sponsored events and 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, distribution and/or being under the influence of marijuana to include medical marijuana or any other illicit or synthetic substance, including any controlled substance prescribed or not prescribed by a licensed physician;
- illegal gambling;
- loss, theft or damage of college property or property of members of the college community, including failure to return college supplies, equipment, software and library material and misuse of the MetroLink Ridership Program;
- 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 to include failure to identify, noncompliance and interference with reasonable verbal or written instructions;
- misuse of camera phones, to include but not limited to, electronic capture devices or unauthorized videotaping in an area where the expectation of privacy exists, to photograph copyrighted materials 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; failure to follow verbal/written directions/sanctions per discipline meetings or direction of SWIC officials.

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.

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 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.
- *No Contact Order:* May be issued to prohibit making contact (staying away) from the victim/complainant, to include no physical or nonphysical contact whether direct or indirect (including but not limited to, telephone calls, mail, email,

faxes, written notes or through other electronic means [social media], or through third parties who may know or may not know about the restriction).

- *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 SWIC.
- *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 (sexual violence) is a violation of federal, state and local law, and SWIC policy. 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 Title IX coordinator.

Disciplinary Proceedings

A student who is accused of violating the Student Conduct Code will be referred to the vice president for Student Development or designee, who will determine whether the student is guilty of the charge. If the student is found guilty using preponderance of the evidence, the vice president for Student Development 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 Hearing Board 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 Hearing Board 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 Hearing Board Committee comprised of three administrators appointed by the college president (one to be appointed chair), two faculty members appointed by the president of the Faculty Union and two students appointed by the Student Leadership Group at the Belleville Campus.

The Hearing Board 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 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 vice president for Student Development or designee to impose sanctions should be made available to each Hearing Board Committee member and the student prior to the hearing. A transcript should be taken of the hearing.

The written decision of the Hearing Board Committee will be communicated to the student and vice president for Student Development or designee. The Hearing Board 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.

SWIC's policy provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each has the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or preceding; however, the institution may establish restrictions regarding the extent which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard;
- The accuser and the accused will be notified simultaneously in writing of the results of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The accuser and accused each have the right to appeal the outcome of the hearing as described previously and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

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 head/coordinator, dean, vice president for Instruction and college president. At the Sam Wolf Granite City Campus, the executive director or associate dean of Instructional Services may be consulted. At the Red Bud Campus, contact the executive director.

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 Campus, the executive director or associate dean of Instructional Services may be consulted. At the Red Bud Campus, contact the executive director.

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 normally will be made to the grievant within 10 school days unless circumstances require additional time for consideration. Grievances may not be appealed to the SWIC 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 the person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 and older), disability or genetic information, or veteran status should be made to the affirmative action officer (director of Human Resources) who will handle the grievance. Specific college processes exist in conformance with state and federal statutes governing such cases.

Student Support Services

Enrollment Services/Academic Records/ Academic Advising

College Transcripts
swic.edu/students/services/enrollment-services/registration/transcripts

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript through the National Student Clearinghouse transcript ordering system or through the Enrollment Services Office. Information and links regarding specific transcript ordering steps can be found on the SWIC website. Official transcript orders will have a $6 charge for each copy requested. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

Academic Advising
swic.edu/students/services/advising

Academic Advising services are provided at the Belleville and Sam Wolf Granite City campuses as well as through advising@swic.edu.

Academic Advising services are designed to foster academic, personal and career success. Advisors will assist students in making educational and career decisions and plans compatible with their goals for completing an associate degree or certificate.

Academic Advising offers the following services to students:
- Identify the educational options available for students and assist with analysis of each option.
- Assist new, transfer and returning students in planning and implementing educational goals by providing academic and transfer advisement services.
- Guide students in the design and implementation of a successful academic plan by assisting in course selection of degree requirements.
- Identify and facilitate transferability options for those continuing to four-year degrees.
- Assist students with interpretation of college policies and procedures to facilitate student academic success.
- Refer students and serve as a liaison to other student support services as appropriate.

Wellness Services
swic.edu/students/services/support-services/wellness/

Wellness Advocates (licensed clinical social workers) assist students in becoming successful learners by helping them develop strategies to address issues that could potentially impede their success. Health and wellness services include personal counseling, crisis intervention, referral to campus and community resources, development of stress and time management techniques, wellness and positive lifestyles programs, and prevention programming.

Career Services
swic.edu/students/services/support-services/career-services

Career Services offers assistance leading to opportunities for career success. Students and alumni are welcome to use the Career Development Laboratory.

Career Services offers the following services to students and alumni:
- Career assessments
- Online job matching through College Central Network
- On-campus recruiting and job fairs
- Resume and portfolio, and social medial networking assistance
- Interview workshops and practice interviews
- Job search, resume, and interviewing workshops
- Internship assistance
- Leadership and career readiness training and development

Disability & Access Center
swic.edu/students/services/support-services/disability-access-center

The Disability & Access 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 the Disability & Access Center include students with disabilities and veteran students with disabilities, as well as vocational students with economic challenges, individuals preparing for nontraditional training and employment, single parents, displaced homemakers, and individuals with limited English proficiency.

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 Disability & Access Center 4-6 weeks prior to enrolling in classes;
3. Students eligible for and wanting accommodations must contact the Disability & Access Center <u>each</u> semester.

Accommodations/Support Services:
- Individual appointments to develop or update a Comprehensive Support Services Plan
- Community agency referrals
- Faculty consultations
- Agency and high school consultations
- Accommodation services for students with disabilities:
  - Accommodated testing labs and services
  - Adaptive technology lab and services
  - Alternative format textbooks/classroom materials
  - Readers/note takers/scribes
  - Sign language interpreters
  - Speech to text transcription
  - Early registration in conjunction with Enrollment Services

eSTORM Services

Registration, tuition payment and other student services are available 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.
- **Enroll in a Payment Plan**
- **1098-T** – students can view and print these tax forms.
- **Make a Payment** – students can make a tuition payment.
- **Course Schedule** – students can view and print current and past course schedules.
- **Final Grade Report** – students can view final grades online.
- **Register for Classes** – students can register and drop 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.
- **My SWIC share** – students have the ability to share select student information with others. Students can delegate access by clicking the Share My Information button on the home page of their eSTORM Student Center.

Advisement/Degree Progress Report

Students are able to check their degree progress at SWIC by completing an Advisement Report through their eSTORM services account. Degree Progress/Audit applies your 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 an academic advisor to confirm eligibility for graduation or course selection. To use Degree Progress, students must log in to their eSTORM Student Center and click Other Academic and select Advisement Report.

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 by 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 618-931-0600, ext. 7443.

Success Centers

swic.edu/students/services/support-services/success-center/

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 and peer tutors provide tutoring and support in a number of academic areas. Tutoring schedules are available in the Success Centers and on the SWIC website.

Workshops/Facilitated Study Groups: Workshops and facilitated student groups are available each semester on general and specific academic skills, and study skills. The Success Center staff facilitates the workshops. The workshop schedule is posted in the Success Center offices and on the SWIC website.

Computer Programs: Computer programs are available for educational support and internet access.

Online Writing Lab (OWL): The purpose of the OWL is to provide access to writing tutors for SWIC students who have difficulty coming to the Success Centers for face-to-face tutoring. Writing tutors provide analysis and suggestions for improvement of papers that are submitted online through eSTORM services.

For hours and locations, visit the Success Center on the SWIC website.

College Success Course

ED 101 College Success Strategies 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. This class is recommended for any new or second-semester freshmen. For more information on enrolling, contact Enrollment Services at 618-235-2700, ext. 5455.

Print Services, MC Room 0600

Print Services provides copy service for all general college printing such as fliers, newsletters, letterhead, forms, etc. Services available include color and black and white copies, engraved signs, photos, vinyl banners, posters, fax, scan to email, laminating and large format printing. Copying and printing services are available for employees and students at a nominal cost. For details, contact Robert Hall at 618-235-2700, ext. 5243 or Jeana Engelke at ext. 5379.

Media Services, MC Room 0500

Media Services supports the college by providing students and staff with instructional videos, 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 or ext. 5479.

Hours: Monday – Friday 8 a.m. to 4:30 p.m.

Hours are subject to change.

Bookstore Service

swic.edu/students/services/bookstore

Operated by Barnes & Noble, the bookstores at the Belleville and Sam Wolf Granite City campuses offer textbooks for purchase or rent, as well as classroom supplies and college logo gear. Hours of operation and details regarding textbooks, online purchases, refunds, buybacks, etc. are available on the website.

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 Café offers a full-service grill, hot entrees and soups, deli sandwiches, pizza, salads, snacks and desserts. A Starbucks coffee shop is located in the Liberal Arts Complex. For more information, call 618-235-6886.

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

Sam Wolf Granite City 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 email, the internet, Microsoft Office products, as well as certain course-related software.

Red Bud Campus (Room 112, ext. 8110)

Hours:	Monday – Thursday	8 a.m. to 9:30 p.m.
	Friday	8 a.m. to 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.

Library

swic.edu/students/services/library

SWIC libraries offer a full range of resources and services to meet student academic research needs on the Belleville, Red Bud and Sam Wolf Granite City campuses. The combined district-wide library resources consist of a substantial collection of more than journals, books, CDs, DVDs, online videos, newspapers, e-books and networked databases to support the college curriculum. Students may obtain resources from any of the three campus libraries 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 a variety of electronic databases provide subject indexing and full text access to a vast range of general interest and scholarly periodicals, newspapers, and other publications. The library's online catalog and databases may be accessed through the library's webpage. Librarians and library staff provide circulation, reference and interlibrary loan services. Other district-wide library services include printing, copying and scanning, 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
IS Room 1025, 618-235-2700, ext. 5204

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

Sam Wolf Granite City Campus Library
Room 455, 618-931-0600, ext. 7354

Video Conference Courses

Video conference courses offer students an opportunity to attend a convenient site when enrolling in a course at SWIC. 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.

Testing Centers

swic.edu/students/services/support-services/testing-centers

The mission of the Testing Centers at Southwestern Illinois College is to enhance student learning by providing comprehensive, accessible testing services. The Testing Centers strive to fulfill the needs of students and instructors by providing a quiet, secure, and efficient testing environment. The Testing Centers serve a wide variety of disciplines in the educational arena as well as support for instructional make-up tests, online courses, and the SWIC Placement Test.

- Appointments for instructional testing MUST be scheduled 24 hours in advance. Appointments are available on a first-come, first-served basis.
- The SWIC Placement Test is on a first-come, first-served walk-in basis. Hours vary by campus.
- A valid photo ID is required for all testing. A SWIC student ID number is also required for the SWIC Placement Test.

IMPORTANT: Appointment hours and walk-in services vary for the type of test you plan to take.

Belleville Campus
LAC Room 1331, 618-235-2700, ext. 5551

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

Sam Wolf Granite City Campus
(PearsonVUE Authorized Test Center)
Room 408, 618-931-0600, ext. 7364

Pearson VUE Testing Center

Provides certification tests for individuals seeking credentials for GED® (High School Equivalency) and professional certifications in sectors including IT, Health Care, Business, and Education. To sign up for an exam, visit http://home.pearsonvue.com/test-taker.aspx.

Belleville Campus
MC Room 0603, 618-235-2700, ext. 5928

Sam Wolf Granite City Campus
Room 408, 618-931-0600, ext. 7364

Hi-SET/Adult Education Testing Center

Offers the certification test for individuals seeking credentials for High School Equivalency. To sign up for an exam, visit http://hiset.ets.org/test_takers.

Belleville Campus
MC Room 0603, 618-235-2700, ext. 5928

Perkins

swic.edu/students/high-school-students/cte-programs-of-study/

Signed into law on Aug. 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. For more information, call 618-235-2700, ext. 7173.

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

Career Services
swic.edu/students/services/support-services/career-services/
Career and technical education students should contact the Career 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 SWIC students who are enrolled in or considering enrollment in career and technical education which leads to nontraditional careers. A nontraditional career is defined as one in which a particular gender comprises less than 25 percent of the individuals employed in that occupation. Examples of this would be men in nursing or women in computer-aided drafting.

Disability & Access Center
swic.edu/students/services/support-services/disability-access-center/
The center helps career and technical education students districtwide 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.

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

Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Human Resources office, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 2080, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5534.

Online Learning Opportunities

swic.edu/academics/online-learning

Online Instruction

Online courses are taught with instructor-led communications taking place electronically via the internet. Students enrolling in online courses can often complete coursework in the comfort of their own homes – 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.

Is an Online or Hybrid Course Right for You?

Answer yes or no to the following statements:

1. I have convenient and frequent access to a computer with an internet connection.
2. I am comfortable working with computers.
3. I am self-motivated and self-disciplined.
4. I manage my time well.
5. I am willing to commit six to 15 hours each week to an online or hybrid class.
6. I can communicate effectively through email, discussion boards and chat rooms.
7. I am comfortable with email, word processing and 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 an online course.

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. A 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, Red Bud and Sam Wolf Granite City campuses. Hours vary by location. Additional fees may also apply to online and hybrid courses.

Online Learning Support

For technical assistance with your online, hybrid or web-enhanced courses, you may contact the Instructional Technology Call Center: 618-235-2700, ext. 5737 or 866-942-SWIC (7942), ext. 5737, or send an email to onlinelearning@swic.edu.

Email members of the Instructional Technology staff at the following addresses:

Stefan Schoemehl – stefan.schoemehl@swic.edu
Dottie Bowers – dottie.bowers@swic.edu
Norma Irwin, Ph.D. – norma.irwin@swic.edu

Student Life

College Activities

swic.edu/students/services/student-life/college-activities

SWIC College Activities strives to meet the needs and interests of all students by providing various social, cultural educational and recreational activities district-wide. SWIC students will discover opportunities for interaction with other students, faculty, staff and the community. For a calendar of events and information about student organizations, visit the SWIC website.

Cyber Lounge

The College Activities Cyber Lounge at the Belleville Campus features 27 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 Information Desk

The Campus Information Desk is located inside the Cyber Lounge. A multitude of services are available including: Student IDs, printing from Cyber Lounge computers, first-level assistance with wireless access and eSTORM, campus information, and directions.

Clubs and Organizations

swic.edu/students/services/student-life/college-activities/student-clubs-organizations/

Clubs and organizations are organized at the Belleville, Red Bud and Sam Wolf Granite City campuses and the East St. Louis Community College Center as interest warrants. Membership in recognized clubs and organizations is open to all SWIC students.

If you are interested in forming a club or organization, contact the College Activities office at 618-235-2700, ext. 5561. Find out about joining a specific club by visiting their page on the SWIC website.

Belleville Campus

Act Two Theatre Club
Promotes the art of theatre with activities and productions

Anime Club
Promotes the appreciation of anime and anime subculture

Association for Information Technology Professionals
Promotes a better understanding of the role of computers in business

Black Affairs Council
Promotes community and success within the African-American culture and awareness programming

Blue Storm Pep Band
Brings school spirit with music at SWIC events

Civil Society
Promotes an open and free society predicated upon enlightened ideals of freedom of thought and rigorous debate.

College Activities Board
Plans educational and social events for students at SWIC

College Democrats
Promotes the principles of equality, opportunity, social justice and freedom.

Cru
Nondenominational Christian Organization for students

Eye of the Storm – Student Newspaper
Produces a free publication with news relevant to SWIC students

Fellowship of Christian Athletes
An interdenominational Christian sports ministry for student athletes and coaches

Head to Hand – Literary Magazine
Produces a website promoting the literary and other artistic efforts of SWIC students

History Club
For students who love to debate and study history

Horticulture Club
Promotes greater understanding of plant life on our campus, in the wild and in outdoor land laboratories

Koinonia
Promotes Christianity on college campuses

LATTE (Ladies Achieving Their True Excellence)
Provides positive role models and community engagement opportunities for young women

Newman Catholic Campus Ministry
Promotes Christianity and the teaching of the Catholic faith

Outdoor Adventure Club
Celebrates the joys of the outdoors through various outings

Phi Beta Lambda
Promotes the success of future business leaders

Phi Theta Kappa – Theta Epsilon Chapter
International honor society for two-year colleges that promotes scholastic achievement and community service

Physical Therapist Assistant Club
Promotes the success of future physical therapists

Progressive Radiographers Organization
Promotes the success of future radiographers

Q&A (Queers and Allies)
Promotes awareness and acceptance for all sexualities and gender identities

Respiratory Therapy Club
Promotes the success of students pursuing a career in respiratory therapy

Running Start Club
Promotes the success of Running Start students in their college careers

Scribbling, Inc.
For student authors and poets looking to share and develope their work.

Sign Language Club
Promotes the success of students pursuing a career in interpreting for the deaf and hard of hearing

Social Squad
For students that want to meet new people and make friends

Student Nurses Association
Promotes the success of students pursuing a career in the nursing field

Student Veterans of America
Promotes awareness of the issues facing veterans of the armed forces

Video Game Club
Brings students together through the love of video games

Visual Arts Club
Enriches the cultural lives of students at SWIC

Sam Wolf Granite City Campus

Anime Club
Promotes the appreciation of anime and anime subculture

College Activities Board
Plans educational and social events for students at SWIC

Culinary Arts Club
Promotes the success of Culinary Arts students

Gay-Straight Alliance
Promotes awareness and acceptance for all sexualities and gender identities

Phi Theta Kappa – Alpha Kappa Rho Chapter
International honor
Society for two-year colleges that promotes scholastic achievement and community service

Red Bud Campus

College Activities Board
Plans educational and social events for students at SWIC.

Phi Theta Kappa – Beta Iota Iota Chapter
International honor society for two-year colleges that promotes scholastic achievement and community service.

Insurance

Students are responsible for their own health and accident insurance coverage.

You can purchase accident and sickness insurance through a student insurance carrier. The college does not endorse any plan but makes information available to students. Visit www.healthcare.gov or www.ehealth.com for specifics. If you have questions, you may contact the assistant to the vice president for Administrative Services, Belleville Campus, Main Complex, Room 3360 or call 618-235-2700, ext. 5211.

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

swic.edu/students/student-affairs/ferpa/

In compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99), SWIC 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 SWIC 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.

SWIC considers the following to be a student's directory information: 1) name, 2) address, 3) enrollment status (full- or part-time), 4) dates of attendance at SWIC, 5) honors (including honor roll), 6) degree(s) conferred (including dates), 7) past and present sports participation, 8) 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 submitting a Request to Prevent Disclosure of Directory Information form 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.

SWIC retains the right to exercise discretion in determining the release of directory information.

Any student who has reason to believe that Southwestern Illinois College is not complying with the act or this policy should inform the dean of Enrollment Services in writing (Enrollment Services office, Belleville Campus, Information Sciences Building, Room 1050, 618-235-2700, ext. 5400. The right to file a complaint with the U.S. Department of Education may be exercised by contacting:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5901
202-260-3887 – Telephone
202-260-9001 – Fax
ferpa@ed.gov – Email

Student Optional Disclosure of Mental Health Information

In accordance with Illinois Public Ace 099-0278, the Student Optional Disclosure of Private Mental Health Act, Southwestern Illinois College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

Liability for Personal Property

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

Department of Public Safety

swic.edu/students/services/safety/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 SWIC 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 campus executive director administers the Public Safety program on the Red Bud Campus.

SWIC 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 and Higher Education Opportunity Act of 2008, the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety Report 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. The CSR/FSR also outlines the Public Safety department's authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses/sex offenses and follow-up services; counseling and treatment services; crime prevention programs; accessibility of campus facilities; and Substance Abuse Policy; and 2008 revisions of the Higher Education Opportunity Act with specific additions to hate crime reporting; emergency response and evacuation procedures; missing student notification; and fire safety issues for institutions that maintain an on-campus student house facility; and the Violence Against Women Act Reauthorization of 2013 amendments to the Clery Act, specifically addressing domestic violence, dating violence and stalking. The annual CSR/FSR can be accessed via the Southwestern Illinois College website at swic.edu/students/services/safety/campus-security-reports/, or a copy of the CSR/FSR can be obtained by contacting the Public Safety department at 618-235-2700, ext. 5221 or writing the director of Public Safety, 2500 Carlyle Ave., Belleville, IL 62221.

Services Provided: The Department of Public Safety provides the following services: vehicle registration (parking permits), Student ID cards, access to locked vehicles, vehicle jump starts, personal escorts on campus, first-aid, lost and found, engraving items for identification, crime prevention programs, and courtesy/emergency message delivery. SWIC does not assume any liability for personal property damage when providing requested services.

Sexual Assault Awareness Education: In Accordance with Public Act 95-0764/Violence Against Women Act Reauthorization:

Please use the links below to download and read the PDF fliers, "Being Safe on Campus" and "Domestic-Dating Violence." These fliers are intended to provide you with vital information about sexual assault, domestic and dating violence awareness and stalking. The fliers are being provided in accordance with Public Act 95-0764, Education-Sexual Assault Awareness and Violence Against Women Act (VAWA) Reauthorization of 2013. For additional information, feel free to call Public Safety at 618-235-2700, ext. 5221, or 866-942-SWIC (7942), ext. 5221.

- **Being Safe on Campus**:
swic.edu/students/services/safety/public-safety/sexual-assault/sexual-assault-awareness-education/
- **Domestic-Dating Violence:**
swic.edu/students/services/safety/public-safety/domestic-dating-violence/

New Online Training: The VAWA of 2013 introduced many changes to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Public Safety along with the Title IV coordinator developed and coordinated online training to fulfill the statutory requirements of Public Act 88-629 & 95-764 (Illinois) and the VAWA of 2013. The online training is directed at students and new employees. However, the information is valuable to all employees. The online training will take approximately 40 minutes to complete. To access training, go to your eSTORM account and look for the Violence Against Women Act Training.

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. Permits are free and are issued by the Public Safety departments on these campuses or through the Student Development Office at the Red Bud Campus. Students attending the East St. Louis Community College Center must obtain either a SWIC or SIUE parking permit for that site. SWIC parking permits can be obtained in Building A, Room 1003. SIUE parking permits are issued at the East St. Louis Community College office in Building B. A copy of the SWIC 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 SWIC 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: SWIC 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), the Student Development Office (RBC) and the SWIC Station Office at the East St. Louis Community College Center will issue Identification Cards. To obtain the ID card, the student must be enrolled in a credit or Adult Basic Education course.

Concealed Carry Weapon Act: Pursuant to Illinois Law, Public Act 098-0063-Firearm Concealed Carry Act, firearms of any kind, where carried openly or concealed, shall not be allowed on any Southwestern Illinois College building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized college-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the public college.

Athletics

swic.edu/students/services/student-life/athletics

Intercollegiate Sports

SWIC is affiliated nationally with the National Junior College Athletic Association. SWIC also belongs to the Great Rivers Athletic Conference. For information on intercollegiate athletics, visit the SWIC website or call the director of Athletics at 618-235-2700, ext. 5450, or visit the Belleville Campus – MC Room 0504.

Men's intercollegiate sports include baseball, basketball and soccer. Women's intercollegiate sports include volleyball, softball, basketball and soccer. Cheerleading is also available for men and women.

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

Degrees and Certificates

SWIC offers degrees in Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, and Associate in General Studies. SWIC also offers certificates in some career and technical programs.

Students planning to transfer a degree from SWIC into a bachelors degree program at a four-year college or university should contact an academic advisor for information on specific degree requirements. The following transfer degrees are offered at SWIC:

Degree
Associate in Arts
Associate in Fine Arts – Art
Associate in Fine Arts – Music Education
Associate in Fine Arts – Music Performance
Associate in Science
Associate in Engineering Science

A minimum grade of C is required in ENG 101 for all SWIC degrees.

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 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 advisor. A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution.

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 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 engineering or another closely related field.

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 an academic advisor, program coordinator and/or visit the SWIC website (swic.edu/students/services/advising/transfer-of-credit-and-articulation/) 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 or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science degree in selected programs by completing at least 27 semester credits of program related coursework. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the academic division and the vice president for Instruction. Only those courses completed at SWIC, 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.

Interdistrict Cooperative Agreements

SWIC 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 SWIC.

- Black Hawk College
- Carl Sandburg College
- College of DuPage
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Eastern Community College
- Illinois Valley Community College
- John A. Logan College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- McHenry County College
- Moraine Valley Community College
- Morton College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- Shawnee Community College
- Southeastern Community College
- South Suburban College
- Spoon River College
- Waubonsee Community College

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 SWIC at 866-942-SWIC (7942), ext. 5247. The secretary will coordinate the request with the vice president for Instruction for approval.

2 + 2 Articulation Agreements

SWIC has developed a number of 2+2 Articulation Agreements with four-year universities to allow for seamless transfer into specific majors. These agreements list coursework to be completed during the two years at SWIC which will guarantee entry at the junior level upon transfer. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Articulation Agreements.

Chamberlain = Chamberlain College of Nursing
EIU = Eastern Illinois University
Greenville = Greenville College
Maryville = Maryville University
McKendree = McKendree University
Park = Park University
SIUC = Southern Illinois University Carbondale
SIUE = Southern Illinois University Edwardsville
Webster = Webster University

College	SWIC Degree	Major	Dates in Effect
Chamberlain	AAS Nursing Education	BS Nursing	Jan 2015 - Dec 2019
EIU	AS	BS Geography	Aug 2018 - July 2022
EIU	AA	BS Geography	Aug 2018 - July 2022
EIU	AS	BS Geology	Aug 2018 - July 2022
EIU	AS	BS Mathematics - Applied Mathematics	Aug 2018 - July 2022
EIU	AS	BS Mathematics - Pure Mathematics	Aug 2018 - July 2022
EIU	AAS Administration of Justice	BA Criminology and Criminal Justice	Aug 2018 - July 2022
EIU	AAS Administration of Justice	BA Sociology	Aug 2018 - July 2022
Greenville	AA	BS Elementary Education	Fall 2015 - Term
Maryville	AAS Health Information Technology	BS Healthcare Practice Management	Aug 2016 - July 2020
Maryville	AAS Medical Assistant	BS Healthcare Practice Management	Aug 2016 - July 2020
Maryville	AAS Medical Billing & Coding	BS Healthcare Practice Management	Aug 2016 - July 2020
Maryville	AAS Physical Therapy Assistant	BS Healthcare Practice Management	Aug 2016 - July 2020
Maryville	AAS Radiologic Technology	BS Healthcare Practice Management	Aug 2016 - July 2020
Maryville	AAS Respiratory Care	BS Healthcare Practice Management	Aug 2016 - July 2020
McKendree	AAS Nursing Education	BS Nursing	Aug 2016 - Term
McKendree	AA	BA BioPsychology	Aug 2016 - July 2020
McKendree	AA	BA Criminal Justice	Aug 2016 - July 2020
McKendree	AA	BA Elementary Education	Aug 2016 - July 2020
McKendree	AA	BA Global Studies	Aug 2016 - July 2020
McKendree	AA	BA International Studies	Aug 2016 - July 2020
McKendree	AA	BA Political Science	Aug 2016 - July 2020
McKendree	AA	BA Psychology	Aug 2016 - July 2020
McKendree	AA	BA Social Work	Aug 2016 - July 2020
McKendree	AA	BA Sociology	Aug 2016 - July 2020
McKendree	AA	BBA Business Administration	Aug 2016 - July 2020
McKendree	AA	BBA Economics	Aug 2016 - July 2020
Park	AA	BS Criminal Justice	Aug 2016 - July 2020
Park	AA	BS Management	Aug 2016 - July 2020
Park	AS	BS Management	Aug 2016 - July 2020
Park	AA	BS Management/Human Resources	Aug 2016 - July 2020
Park	AS	BS Management/Human Resources	Aug 2016 - July 2020
Park	AAS Nursing Education	BS Nursing	Aug 2016 - July 2020
Park	AA	BS Social Psychology	Aug 2016 - July 2020
SIUC	AAS Network Design & Adm	BS Information Systems Technologies	Aug 2016 - July 2021
SIUC	AAS Aviation Maintenance	BS Aviation Technologies - Aircraft Maint	Aug 2017 - July 2022
SIUC	AAS Aviation Maintenance	BS Aviation Technologies - Aviation Electronics	Aug 2017 - July 2022
SIUC	AAS Aviation Maintenance	BS Aviation Technologies - Helicopter	Aug 2017 - July 2022
SIUC	AAS Horticulture	BS Horticulture	Aug 2017 - July 2022
SIUC	AAS Culinary Arts & Food Mgmt	BS Hospitality and Tourism Adm	Aug 2017 - July 2022
SIUC	AAS Baking & Pastry	BS Hospitality and Tourism Adm	Aug 2017 - July 2022
SIUC	AAS Computer Information Systems	BS Information Systems Technologies	Aug 2017 - July 2022
SIUC	AAS Fire Science - Fire Protection Adm	BS Public Safety Management	Aug 2017 - July 2022
SIUC	AAS Paramedicine	BS Public Safety Management	Aug 2017 - July 2022
SIUC	AAS Radiologic Technology	BS Radiologic Sciences - Diagnostic Medical Sonography	Aug 2017 - July 2022

2 + 2 Articulation Agreements (continued)

College	SWIC Degree	Major	Dates in Effect
SIUC	AAS Radiologic Technology	BS Radiologic Sciences - Education & Mgmt	Aug 2017 - July 2022
SIUC	AAS Radiologic Technology	BS Radiologic Sciences - MRI/CT	Aug 2017 - July 2022
SIUC	AAS Radiologic Technology	BS Radiologic Sciences - Radiation Therapy	Aug 2017 - July 2022
SIUC	Any AAS Degree	BS Technical Resource Management	Aug 2017 - July 2022
SIUC	AAS Aviation Management	BS Aviation Management	Aug 2018 - July 2023
SIUC	AAS Electronics Technology	BS Electrical Engineering Technology	Aug 2018 - July 2023
SIUC	AAS Electronics Technology	BS Industrial Management & Applied Engr	Aug 2018 - July 2023
SIUC	AAS Industrial Electricity	BS Electrical Engineering Technology	Aug 2018 - July 2023
SIUC	AAS Industrial Electricity	BS Industrial Management & Applied Engr	Aug 2018 - July 2023
SIUC	AAS Industrial Maintenance Mechanics	BS Industrial Management & Applied Engr	Aug 2018 - July 2023
SIUE	AFA/ART	BA Art Studio	Aug 2015 - Aug 2019
SIUE	AA	BS Elementary Education	Aug 2015 - July 2019
SIUE	AA	BS Special Education	Aug 2015 - July 2019
SIUE	AA	BA or BS Speech Pathology & Audiology	Aug 2016 - July 2020
SIUE	AA	BA English	Aug 2016 - July 2020
SIUE	AS	BS Biology - Ecology, Evolution & Environment	Aug 2016 - July 2020
SIUE	AS	BS Biology - Genetics & Cellular	Aug 2016 - July 2020
SIUE	AS	BS Biology - Integrative Studies	Aug 2016 - July 2020
SIUE	AS	BS Biology - Medical Sciences	Aug 2016 - July 2020
SIUE	AS	BS Chemistry	Aug 2016 - July 2020
SIUE	AS	BS Chemistry - ACS Certified Biochemistry	Aug 2016 - July 2020
SIUE	AS	BS Chemistry - ACS Certified Chemistry	Aug 2016 - July 2020
SIUE	AS	BS Chemistry - Biochemistry	Aug 2016 - July 2020
SIUE	AS	BS Chemistry - Medical Science	Aug 2016 - July 2020
SIUE	AA	BS Community Health Education	Aug 2016 - July 2020
SIUE	AA	BS Criminal Justice	Aug 2016 - July 2020
SIUE	AAS Administration of Justice	BS Criminal Justice	Aug 2016 - July 2020
SIUE	AAS Early Childhood Education	BS Early Childhood Education	Aug 2016 - July 2020
SIUE	AA	BS Early Childhood Education	Aug 2016 - July 2020
SIUE	AA	BS Geography	Aug 2016 - July 2020
SIUE	AS	BS Mathematics - Actuarial Science	Aug 2016 - July 2020
SIUE	AS	BS Mathematics - Applied	Aug 2016 - July 2020
SIUE	AS	BS Mathematics - Pure	Aug 2016 - July 2020
SIUE	AS	BS Mathematics - Statistics	Aug 2016 - July 2020
SIUE	AA	BS Nutrition	Aug 2016 - July 2020
SIUE	AA	BS Philosophy	Aug 2016 - July 2020
SIUE	AA	BS Exercise Science	Jan 2017 - July 2021
SIUE	AES	BS Civil Engineering	Feb 2017 - July 2021
SIUE	AES	BS Computer Engineering	Feb 2017 - July 2021
SIUE	AES	BS Electrical Engineering	Feb 2017 - July 2021
SIUE	AES	BS Industrial Engineering	Feb 2017 - July 2021
SIUE	AES	BS Mechanical Engineering	Feb 2017 - July 2021
SIUE	AES	BS Mechatronics and Robotics Engr	Feb 2017 - July 2021
SIUE	AS	BS Physics - Standard	Aug 2017 - July 2021
SIUE	AS	BS Physics - Astronomy	Aug 2017 - July 2021
SIUE	AS	BS Physics - Biomedical	Aug 2017 - July 2021
SIUE	AS	BS Physics - Photonics and Laser	Aug 2017 - July 2021
SIUE	AA	BA International Studies	Aug 2017 - July 2021
Webster	AA	BA Entrepreneurship	Aug 2017 - July 2022
Webster	AS	BA Entrepreneurship	Aug 2017 - July 2022
Webster	AA	BA Management	Aug 2017 - July 2022
Webster	AS	BA Management	Aug 2017 - July 2022

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 an academic advisor.

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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

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

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members are only required to earn 15 credits at SWIC.

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Agreements.

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: HIST 230, LIT 117, LIT 215, LIT 216
___ Social Science: HIST 180, HIST 181, HIST 292, POLS 150
___ Behavioral Science: PSYC 265, PSYC 295, SOC 153, SOC 203, SOC 230

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 101, HIST 102, HIST 114, HIST 115, HIST 117, HIST 118
___ Behavioral Science: ANTH 150

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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)

_____ FILM 225
_____ FREN 202
_____ GERM 202
_____ HIST 230
_____ **HIST 286**
_____ LIT 113
_____ LIT 117
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ LIT 215
_____ LIT 216
_____ 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**
_____ THEA 120

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 Communications, 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) The courses below are not included in the IAI General Education Core Curriculum.

_____ ANTH 210
_____ ED 252
_____ ED 293
_____ FREN 201
_____ GEOG 151
_____ GEOG 240
_____ GEOG 241
_____ GERM 201
_____ HIST 151
_____ HIST 160
_____ HIST 161
_____ HIST 232
_____ HIST 234
_____ HIST 250
_____ HIST 282
_____ HIST 288
_____ HIST 292
_____ LIT 219
_____ LIT 293
_____ MCOM 201
_____ MUS 103
_____ PHIL 156
_____ PHIL 171
_____ 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 270
_____ PSYC 277
_____ PSYC 280
_____ PSYC 288
_____ SOC 210
_____ SOC 222
_____ SOC 265
_____ SPAN 201
_____ SPCH 155
_____ SPCH 200
_____ THEA 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 102
_____ BIOL 108

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 114
_____ ES 180
_____ ES 250
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Human Well-Being (total of 2 semester credits) The courses below are not included in the IAI General Education Core Curriculum.

_____ HES 130
_____ HES 131
_____ HES 151
_____ HES 152
_____ HES 154
_____ HES 155
_____ HES 156
_____ HES 158
_____ HRO 150

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 an academic advisor 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 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 advisor. 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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

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

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members are only required to earn 15 credits at SWIC.

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/to learn more about 2+2 Agreements.

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: HIST 230, LIT 117, LIT 215, LIT 216
___ Social Science: HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230

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 101, HIST 102, HIST 114, HIST 115, HIST 117, HIST 118
___ Behavioral Science: ANTH 150

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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

_____ **ART 103**
_____ ART 110
_____ FILM 115
_____ FILM 215
_____ FILM 225
_____ FREN 202
_____ GERM 202
_____ **HIST 230**
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ **LIT 216**
_____ 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
_____ THEA 120

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 102
_____ BIOL 108

Physical Science
(total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 114
_____ ES 180
_____ ES 250
_____ 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)

_____ HES 130
_____ HES 131
_____ HES 151
_____ HES 152
_____ HES 154
_____ HES 155
_____ HES 156
_____ HES 158
_____ HRO 150

XXX Human Relations Classes **XXX** 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 advisor. Students pursuing 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 strongly 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 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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

Total Hours:
A minimum of 67 semester credits is required for this degree.

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members are only required to earn 15 credits at SWIC.

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Agreements.

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

___ Humanities: LIT 117, LIT 215, LIT 216
___ 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, HIST 286, LIT 205, PHIL 155

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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 6 semester credits)

_____ ART 101
_____ ART 102
_____ **ART 103**
_____ ART 104
_____ ART 105
_____ ART 106
_____ ART 110
_____ FILM 115
_____ FILM 215
_____ FILM 225
_____ FREN 202
_____ GERM 202
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ **LIT 216**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202
_____ THEA 120

Social Science (total of 3 semester credits-one of the following)

_____ **POLS 150** _____ **HIST 180** _____ **HIST 181**

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 102
_____ BIOL 108

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 114
_____ ES 180
_____ ES 250
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Music Theory (total of 16 semester credits)

_____ MUS 105
_____ MUS 106
_____ MUS 205
_____ 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 112
_____ MUS 213
_____ 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 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)

_____ HES 151

XXX Human Relations Classes XXX Non-Western Culture

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 advisor. Students pursuing 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 strongly 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 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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

Total Hours:
A minimum of 67 semester credits is required for this degree.

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members are only required to earn 15 credits at SWIC.

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, AES) are required to enroll in English 101 or (if applicable) an English 101 requisite within their first 24-30 semester credits of enrollment.

Transfer Resources:
Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Agreements.

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: HIST 230, LIT 117, LIT 215, LIT 216
___ Social Science: HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230

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 101, HIST 102, HIST 114, HIST 115, HIST 117, HIST 118
___ Behavioral Science: ANTH 150

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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
_____ FILM 225
_____ FREN 202
_____ GERM 202
_____ **HIST 230**
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ **LIT 216**
_____ LIT 251
_____ LIT 252
_____ LIT 290
_____ LIT 291
_____ PHIL 150
_____ PHIL 151
_____ PHIL 152
_____ PHIL 153
_____ PHIL 154
_____ **PHIL 155**
_____ PHIL 160
_____ SPAN 202
_____ THEA 120

Social or Behavioral Science (total of 3 semester credits)

_____ **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

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 102
_____ BIOL 108

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 100
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 114
_____ ES 180
_____ ES 250
_____ 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)

_____ HES 130
_____ HES 131
_____ HES 151
_____ HES 152
_____ HES 154
_____ HES 155
_____ HES 156
_____ HES 158
_____ HRO 150

XXX Human Relations Classes XXX Non-Western Culture

Accounting Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/business/accounting/

Department Chair: Dawn Peters
Faculty: Dawn Peters, CPA, Jessica Talleur, 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. The Accounting pre-major prepares students to transfer to a four-year college or university and continue for a baccalaureate degree.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Accounting 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 Accounting should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Business Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I OR MATH 213 – Calculus for Business & Social Sciences
   - PHIL 152 – Ethics
   - ECON 201 – Principles of Economics I (Macro)
   - ECON 202 – Principles of Economics II (Micro)
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Business Major Panel that you take the following classes:
   - ACCT 110 – Financial Accounting
   - ACCT 111 – Managerial Accounting
   - BUS 205 – Economic and Business Statistics
   - BUS 209 – Business Computer Systems
3. The additional courses recommended below may be applicable toward a baccalaureate Accounting major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BUS 215 – Business Law I
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in accounting including:
- Certified public accountant
- Internal auditor
- Controller
- Assistant controller
- Tax accountant
- Investment banker
- Management consultant
- Cost accountant
- Financial analyst
- IRS agent

Aerospace Studies (AS)

Dean: Richard Spencer

For information on the Air Force Reserve Officer Training Corps (AFROTC) and class schedules, please visit www.afrotc.com or 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 Saint Louis University and Southern Illinois University Edwardsville offers two- and four-year programs. Through an agreement, students register at SWIC 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 SWIC 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 is divided into two parts: the General Military Course, the freshman/sophomore-level curriculum, and the Professional Officer Course, the junior/senior-level curriculum. The GMC covers two main themes: The Air Force Today and The Air Force Way. Freshmen cadets will enroll in the AS 101/102 courses which take place at SLU on Wednesdays from 2-3 p.m. Cadets who enroll in AFROTC with only three years left until graduation will be enrolled as members of the AS 200 class and participate in field training preparation activities. 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 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

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

In conjunction with Aerospace Studies curriculum, leadership laboratory is taken two hours per week throughout the student's enrollment in the AFROTC and is both organized and lead by cadets enrolled in the professional officer course. 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, studying the environment of an Air Force officer; and learning about areas of opportunity available to commissioned officers. The last two years of the leadership laboratory involve planning and controlling of military activities of the cadet corps. LLAB is held at SLU on Wednesdays from 3:30-5:30 p.m. and is mandatory for all cadets in the AFROTC program.

Incoming freshmen can join by registering for the Aerospace Studies course title AS 101: Foundations of USAF 1. Students with three years or less left until graduation can join by contacting the Unit Admissions Officer at AFROTC Detachment 207 at 314-977-8772 or by visiting their website at parks.slu.edu/afrotc.

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, Maxwell Air Force Base, Alabama. 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. Angela Johnson

- 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.

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Agriculture Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/agriculture/

Program Coordinator: Kurt Range

Dean: Steve Holman

Agriculture in today's world is a business – planning, production and marketing of agriculture products and supplies. One 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, nontraditional 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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Agribusiness, Farm and Financial Management 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 Agribusiness, Farm and Financial Management should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Agriculture Major Panel recommends the following general education courses for this major:
   - BIOL 100 – General Biology: Ecology, Evolution & Genetics
   - CHEM 101 – Introductory Chemistry OR CHEM 105 – General Chemistry I
   - MATH 107 – General Education Statistics OR MATH 191 – Introduction to Statics
   - ECON 201 – Principles of Economics I (Macro)
   - ECON 202 – Principles of Economics II (Micro)
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Agriculture Major Panel that you take the following classes:
   - AGRI 152 – Agricultural Economics
   - AGRI 111 – Animal Science
   - AGRI 121 – Soil Science
   - AGRI 235 – Crop Science
3. The additional courses recommended below may be applicable toward a baccalaureate Agribusiness, Farm and Financial Management major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MATH 213 – Calculus for Business & Social Sciences
   - HORT 102 – Intro to Horticulture
   - ACCT 110 – Financial Accounting
   - ACCT 111 – Managerial Accounting
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Agricultural – Crop and Soil 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 Agricultural – Crop and Soil Science should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Agriculture Major Panel recommends the following general education courses for this major:
   - BIOL 101 – Principles of Biology I
   - CHEM 105 – General Chemistry I
   - MATH 107 – General Education Statistics OR MATH 191 – Introduction to Statistics
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Agriculture Major Panel that you take the following classes:
   - AGRI 121 – Soil Science
   - AGRI 235 – Crop Science
   - BIOL 102 – Principles of Biology II
   - CHEM 106 – General Chemistry II
3. The additional courses recommended below may be applicable toward a baccalaureate Agricultural – Crop and Soil Science major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - AGRI 152 – Agricultural Economics
   - AGRI 111 – Animal Science
   - MATH 203 – Analytic Geometry & Calculus I OR MATH 213 – Calculus for Business & Social Sciences
   - HORT 102 – Intro to Horticulture
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Anthropology Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/social-science/anthropology/

Department Chair: Catina Williams
Faculty: Karen Jobe

Dean: Richard Spencer

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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Behavioral Sciences department recommends the following general education courses for this major:
   - SOC 153 – Introductory Sociology
   - PSYC 151 – General Psychology
   - Foreign Language I & II
2. As you fulfill your degree requirements, it is **strongly recommended** by the Behavioral Sciences department that you take the following classes:
   - ANTH 150 – Cultural Anthropology
   - ANTH 160 – Physical Anthropology
   - ANTH 250 – Introduction to Archeology
3. The additional courses recommended below may be applicable toward a baccalaureate Anthropology major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - ANTH 210 – Native American Cultures
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in anthropology including:

- Anthropologist
- Archaeologist
- Paleontologist
- Cultural resource manager
- Historic preservationist
- Museum curator
- Community planner
- International human rights advocate
- Forensic anthropologist
- Cultural specialist for health care
- Corporate anthropology
- Law enforcement
- Social impact assessor
- Linguist

Art Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/arts-and-communications/art/

Department Chair Faculty: Paula McAteer
Faculty: Don Bevirt

Dean: Richard Spencer

Drawing and painting, photography, ceramics, graphics, sculpture and printmaking – all are important to art instruction at SWIC.

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.

2+2 Articulation Agreements

- SIUE – BA Art Studio

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001)
Art 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 Art should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Art Major Panel recommends the following general education courses for this major:
   - ART 104 – Art History I: Prehistoric-Gothic
   - ART 105 – Art History II: Renaissance-Modern
   - SOC 153 – Introductory Sociology
     OR PSYC 151 – General Psychology
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Art Major Panel that you take the following classes:
   - ART 111 – Basic Design I
   - ART 112 – Basic Design II
   - ART 150 – Drawing I
   - ART 250 – Drawing II
3. The additional courses recommended below may be applicable toward a baccalaureate Art major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   After completion of the Art Core Courses listed in No. 2 above, enroll in Media-specific Studio courses (e.g., painting, ceramics, sculpture, graphic design, etc.) Select studio courses from at least two media. Transfer students are encouraged to develop a portfolio of their work.
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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.

Associate in Fine Arts Degree – Art (0052)

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 advisor.

Associate in Fine Arts Degree – Art (0052)

Students who plan to earn an Associate in Fine Arts - Art degree and then transfer to a four-year college or university to major in Art should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.** A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution.

1. Since completion of the AFA. degree does not complete the Illinois General Education Core Curriculum (GECC), students will need to complete the general education requirements of the school to which they transfer. General Education course requirements may vary by transfer institution. Fulfill the General Education and other institutional **requirements** for the Associate in Fine Arts - Art degree listed on page 63 of this catalog. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Art Major Panel recommends the following general education courses for this major:
   - SOC 153 – Introductory Sociology
     OR PSYC 151 – General Psychology
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Art Major Panel that you take the following classes:
   - ART 104 – Art History I: Prehistoric-Gothic
   - ART 105 – Art History II: Renaissance-Modern
   - ART 111 – Basic Design I
   - ART 112 – Basic Design II
   - ART 150 – Drawing I
   - ART 250 – Drawing II
   - ART 252 - Life Drawing
3. The additional courses recommended below may be applicable toward a baccalaureate Art major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.

   After completion of the Art Core Courses listed in No. 2 above, enroll in Media-specific Studio courses (e.g., painting, ceramics, sculpture, graphic design, etc.). Select studio courses from at least two media. Transfer students are encouraged to develop a portfolio of their work.
4. Fulfill all other Associate in Arts degree requirements listed on page 62 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.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in art including:

- Freelance 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
- Art educator
- Set/costume designer
- Photographer
- Art therapist
- Art museum curator
- Art conservator
- Art consultant
- Art historian
- Sculptor

Business Administration Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/business/business-administration/

Department Chair: Dawn Peters
Faculty: Angelia Donovan, Stacy Martin, Paris Rosenberg, Dennis Shannon, Joseph Sobieralski

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.

2+2 Articulation Agreements

- McKendree University – BBA Business Administration
- Park University – BS Management
- Park University – BS Management/Human Resources
- Webster University – BA Entrepreneurship
- Webster University – BA Management

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Business Administration 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 Business Administration should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Business Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I OR MATH 213 – Calculus for Business & Social Sciences
   - PHIL 152 – Ethics
   - ECON 201 – Principles of Economics I (Macro)
   - ECON 202 – Principles of Economics II (Micro)
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Business Major Panel that you take the following classes:
   - ACCT 110 – Financial Accounting
   - ACCT 111 – Managerial Accounting
   - BUS 205 – Economic and Business Statistics
   - BUS 209 – Business Computer Systems
3. The additional courses recommended below may be applicable toward a baccalaureate Business Administration major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BUS 215 – Business Law I
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Criminal Justice Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/criminal-justice/

Coordinator/Faculty: Van Muschler, ext. 5653

Faculty: Bill Sax

Dean: Julie Muertz

Criminal justice is the system in which crimes and criminals are detected, detained, tried and punished. People who study criminal justice actually learn about all the different components and inner workings of the system. Three main components make up the criminal justice system: law enforcement, courts and corrections. They work together to prevent and punish deviant behavior.

2+2 Articulation Agreements

- McKendree University – BA Criminal Justice
- Park University – BS Criminal Justice
- SIUE – BS Criminal Justice

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Criminal Justice 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 Criminal Justice should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Criminal Justice Major Panel recommends the following general education courses for this major:
   - SOC 153 – Introductory Sociology
   - PSYC 151 – General Psychology
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Criminal Justice Major Panel that you take the following classes:
   - AOJ 100 – Intro to Administration of Justice
   - AOJ 103 – Introduction to Corrections
   - AOJ 153 – Juvenile Delinquency
   - AOJ 160 – Criminology
3. The additional courses recommended below may be applicable toward a baccalaureate Criminal Justice major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - SOC 203 – Social Problems
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

A variety of careers are open to students who graduate with a Bachelor's degree in criminal justice including:

- Probation officer
- DEA agent
- Correctional officer
- Private detective
- FBI agent
- Fraud investigator
- Secret Service agent

Early Childhood Education – Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/education/early-childhood-education/

Coordinator: Carolyn Beal

Dean: Richard Spencer

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**. NOTE: Check the Illinois State Board of Education website (www.isbe.net/licensure/default.htm) regularly for updates/changes to licensure requirements and grade levels associated.

2+2 Articulation Agreements

- SIUE – BS Early Childhood Education

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Early Childhood Education Major Panel recommends the following general education courses for this major:
   - MATH 105 and MATH 106 – Mathematics for Elementary Teachers I & II
   - CHEM 101 – Introductory Chemistry
     OR PHYS 101 – General Physical Science
   - ES 101 – Earth Science
     OR ATY 101 – Astronomy
   - BIOL 100 – General Biology: Ecology, Evolution, & Genetics
     OR BIOL 101 – Principles of Biology I
   - ART 101 – Art Appreciation
     OR MUS 101 – Music Appreciation
   - LIT 213 – American Literature I
     OR LIT 214 – American Literature II
   - LIT 251 – British Literature I
     OR LIT 252 – British Literature II
   - LIT 201 – World Literature I
     OR LIT 202 – World Literature II
   - PSYC 151 – General Psychology
   - POLS 150 – Intro to American Government
   - HIST 180 – U.S. History to 1865
     OR HIST 181 – U.S. History, 1865 to Present
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Early Childhood Education Major Panel that you take the following classes:
   - ECE 112 – Growth & Development of Children
   - ECE 116 – Children with Special Needs
   - ECE 250 – Child, Family and Community
3. The additional courses recommended below may be applicable toward a baccalaureate Early Childhood Education major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - ED 267 – Diversity in 21st Century Schools
   - ED 255 – Introduction to Education
   - ED 252 – Education Psychology
   - ED 265 – Introduction to Special Education
   - ED 293 – Children's Literature
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Economics Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/business/economics/

Department Chair: Dawn Peters
Faculty: Paris Rosenberg, Dennis Shannon, Joseph Sobieralski

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.

2+2 Articulation Agreements

- McKendree University – BBA Economics

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Economics 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 Economics should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Business Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I OR MATH 213 – Calculus for Business & Social Sciences
   - PHIL 152 – Ethics
   - ECON 201 – Principles of Economics I (Macro)
   - ECON 202 – Principles of Economics II (Micro)
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Business Major Panel that you take the following classes:
   - ACCT 110 – Financial Accounting
   - ACCT 111 – Managerial Accounting
   - BUS 205 – Economic and Business Statistics
   - BUS 209 – Business Computer Systems
3. The additional courses recommended below may be applicable toward a baccalaureate Economics major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BUS 215 – Business Law I
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Education – Elementary Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/education/elementary-education/

Coordinator/Faculty: Caroline Adams

Dean: Richard Spencer

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. Note: Check the Illinois State of Education website (www.isbe.net/licensure/default.htm) regularly for updates/changes to licensure requirements.

2+2 Articulation Agreements

- Greenville College – BS Elementary Education
- McKendree University – BA Elementary Education
- SIUE – BS Elementary Education

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 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, 1865 to Present
   - POLS 150 Intro to American Government
   - HES 151 Personal Health & Wellness
   - GEOG 152 World Regional Geography
   - BIOL 101 Principles of Biology I
   - PHIL 151 Introductory Logic
   - MATH 112 College Algebra (This is expected to become a new requirement for all teachers in the State of Illinois within the year.)
3. **Most** four-year colleges and universities will require the following classes as elementary education major credit:
   - ED 255 Introduction to Education *(20 hours observation)*
   - ED 252 Educational Psychology
   - ED 265 Introduction to Special Education *(30 hours observation)*
   - ED 267 Diversity in 21st Century Schools (required for SIUE)
   - ED 293 Children's Literature
4. The **optional** courses listed below may be applicable toward a bachelor's in elementary education (either as a required class or as an elective). To ensure acceptance toward your major, check with the four-year institution where you intend to transfer.
   - BIOL 100 General Biology: Ecology, Evoluation & Genetics
   - PHYS 101 General Physical Science
   - PSYC 251 Adolescent Development
   - ART 260 Art for the Elementary Teacher
   - HES 221 Elementary School Activities
5. Fulfill all other Associate in Arts degree requirements listed on page 60 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 2.75 or higher) to the institution and/or specific majors, so check with the transfer institution regarding its requirements.
8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), or the Praxis I (for most other states) is required for admission to a school of education program. Check with an advisor at the institution you plan to attend for specific details. NOTE: The state of Illinois now accepts ACT (with writing) scores. In place of TAP, the state will accept an ACT composite of 22 or higher with a writing score of 6 or higher. SAT of 1100-plus (composite) and 26-plus (writing/language) is also now accepted. It is highly suggested that students use this option.

Note: Enrollment in many transfer classes is based on your fulfillment of course requisites and/or your placement in Math and English classes.

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 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

swic.edu/academics/transfer-degrees/education/secondary-education/

Coordinator/Faculty: Caroline Adams

Dean: Richard Spencer

Education is the field of knowledge that deals with the various aspects of the teaching profession. 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). Note: Check the Illinois State of Education website (www.isbe.net/licensure/default.htm) regularly for updates/changes to licensure requirements.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 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, 1865 to Present
   - POLS 150 Intro to American Government
   - HES 151 Personal Health & Wellness
   - PSYC 251 Adolescent Development
   - Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155
   - MATH 112 College Algebra (This is expected to become a new requirement for all teachers in the state of Illinois within the year.)
3. **Most** four-year colleges and universities will require the following classes as secondary education major credit:
   - ED 255 Introduction to Education (20 hours observation)
   - ED 252 Educational Psychology
   - ED 267 Diversity in 21st Century Schools
4. The **optional** courses listed below may be applicable toward a baccalaureate secondary education major either as a required or elective class. To ensure acceptance toward your major, check with the four-year institution where you are intend to transfer.
   - ED 260 Introduction to Educational Technology
   - ED 265 Introduction to Special Education (30 hours observation)
   - *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 60 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 2.75 or higher)** to the institution and/or specific majors, so check with the transfer institution for its requirements.
8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a advisor at the institution you plan to attend for specific details. NOTE: The state of Illinois now accepts ACT (with writing) scores. In place of TAP, the state will accept an ACT composite of 22 or higher with a writing score of 6 or higher. SAT scores of 1100-plus (composite) and 26-plus (writing/language) are also now accepted. It is highly suggested that students use this option.

Note: Enrollment in many transfer classes is based on your fulfillment of course requisites and/or your placement in Math and English classes.

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 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

swic.edu/academics/transfer-degrees/education/special-education/

Coordinator/Faculty: Caroline Adams

Dean: Richard Spencer

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. Note: Check the Illinois State of Education website (www.isbe.net/licensure/default.htm) regularly for updates/changes to licensure requirements.

2+2 Articulation Agreements

- SIUE – BS Special Education

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 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
   - HES 151 Personal Health & Wellness
   - GEOG 152 World Regional Geography
   - BIOL 100 General Biology: Ecology, Evoluation & Genetics **OR** BIOL 101 Principles of Biology I
   - HIST 180 and HIST 181 U.S. History to 1865 and U.S. History, 1865 to Present
   - 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
   - MATH 112 – College Algebra (This is expected to become a new requirement for all teachers in the state of Illinois within the year.)
3. **Most** four-year colleges and universities require the following classes as special education major credit:
   - ED 255 Introduction to Education (20 hours observation)
   - ED 252 Educational Psychology
   - ED 265 Introduction to Special Education (30 hours observation)
   - ED 267 Diversity in 21st Century Schools
   - ED 293 – Children's Literature
4. The **optional** courses listed below **may be** applicable toward a baccalaureate special education major. To ensure acceptance toward your major, check with the four-year institution where you intend to transfer.
   - ECE 110 Introduction to Early Childhood Education
   - ED 260 Introduction to Educational Technology
   - ART 260 Art for the Elementary Teacher
   - HES 221 Elementary School Activities
5. Fulfill all other Associate in Arts degree requirements listed on page 60 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 **2.75 or higher**) to the institution and/or specific majors (check with the transfer institution for their requirements.
8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a advisor at the institution you plan to attend for specific details. NOTE: There is a five-attempt limit on TAP. (For help in preparing for education entrance tests, consider taking ED 257 – Education TAP Test Prep, a one-hour elective.) NOTE: The state of Illinois now accepts ACT (with writing) scores. In place of TAP, the state will accept an ACT composite of 22 or higher with a writing score of 6 or higher. SAT scores of 1100-plus (composite) and 26-plus (writing/language) are also now accepted. It is highly suggested that students use this option.

Note: Enrollment in many transfer classes is based on your fulfillment of course requisites and/or your placement in Math and English classes.

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 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

swic.edu/academics/transfer-degrees/arts-and-communications/english/

Department Chair/Faculty: Steve Moiles
Faculty: Dan Cross, Kyle Donaldson, Nicole Hancock, Monica Hatch, Tami Hughes, Cynthia Hussain, Winnie Kenney, Cory Lund, Matt McCarter, Natasha Moore, Alicia Morgan, Brad Nadziejko, Michael Oliver, Jerald Ross, Lynne Schwartzhoff, Dianna Shank, Nancy Wagner, Chantay White-Williams

Dean: Richard Spencer

The discipline of English is more than just the language that we speak every day. While it is difficult to define English, 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.

2+2 Articulation Agreements

- SIUE – BA English

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) English Major Panel recommends the following general education courses for this major:
   - LIT 120 – Introduction to Poetry
     OR LIT 125 – Drama as Literature
     OR Any General Education Humanities and Fine Arts classes not recommended for the major below.
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI English Major Panel that you take up to three of the following core survey courses:
   - LIT 251 – British Literature I
   - LIT 252 – British Literature II
   - LIT 213 – American Literature I
3. The additional courses recommended below may be applicable toward a baccalaureate English major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - LIT 214 – American Literature II
   - LIT 201 – World Literature I
   - LIT 215 – Contemporary Multicultural American Literature
   - ENG 107 – Creative Writing
   - ENG 207 – Advanced Creative Writing
   - Three to four semesters of the same Foreign Language depending on student's high school background. Two years in high school may substitute for the first two college semesters.
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

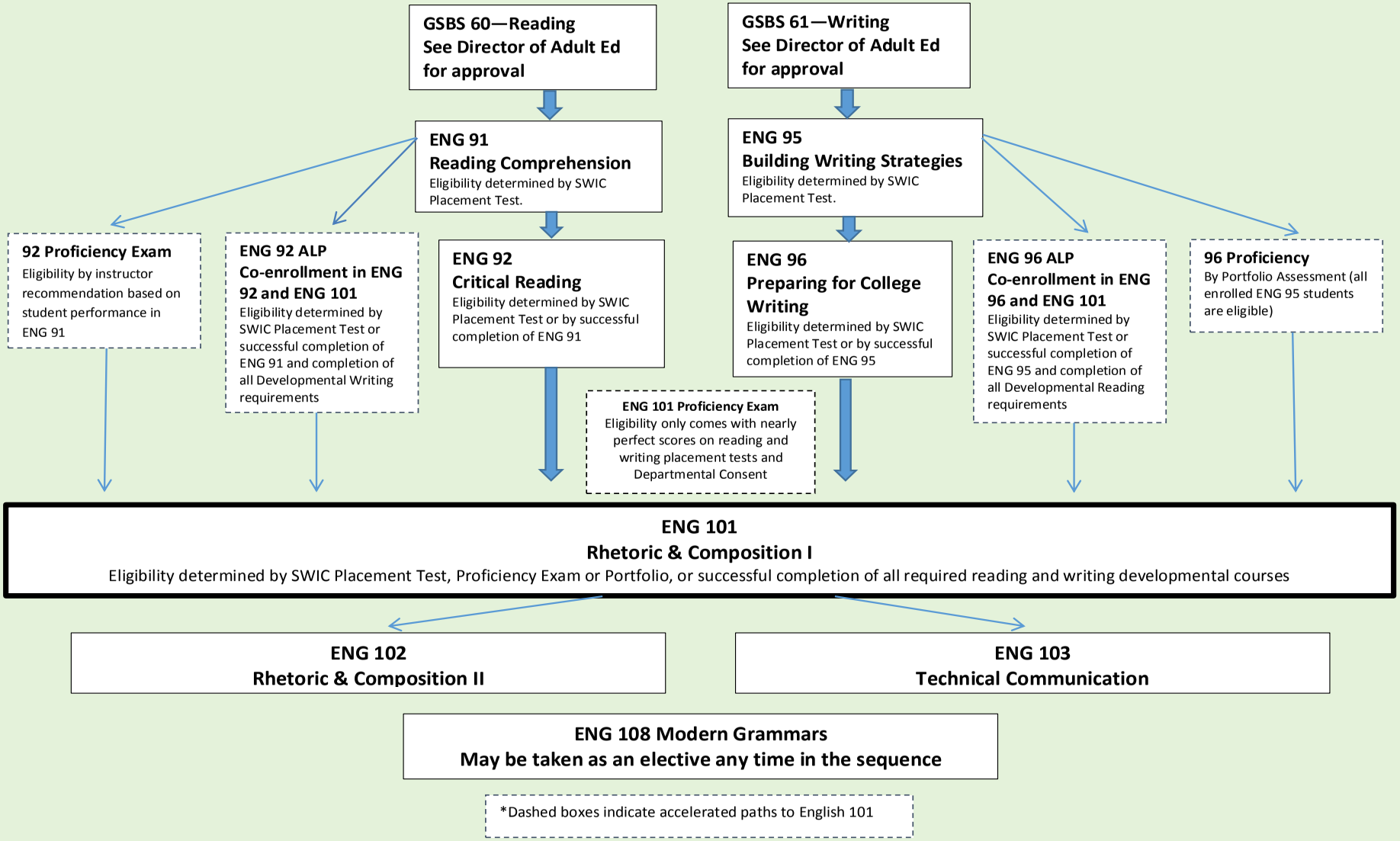
Because of the disciplines emphasis on critical thinking and reasoning and on achieving a level of sophistication and knowledge in both the reading and writing of texts, English majors are ideal candidates for the following jobs:

- Education
- Lawyer
- Educational technology
- Blogger
- Editor/writer
- Journalist/fact checker
- Technical writer
- Marketing/advertising/sales
- Non-profit/community organization

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

English courses are also requisites for many courses in other subjects.



Exercise Science Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/health-and-exercise/exercise-science/

Department Chair/Faculty: Garry Ladd
Faculty: Scott Wolf

Dean: Steve Holman

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.

2+2 Articulation Agreements

- SIUE – BS Exercise Science

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Exercise 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 Exercise Science should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Health & Exercise Science department recommends the following general education courses for this major:
   - BIOL 101 – Principles of Biology I
   - CHEM 101 – Introductory Chemistry
     OR CHEM 105 – General Chemistry I
   - PSYC 151 – General Psychology
   - HES 151 – Personal Health & Wellness
2. As you fulfill your degree requirements, it is **strongly recommended** by the Health & Exercise Science department that you take the following classes:
   - HES 170 – Introduction to Exercise Science
   - HES 130 – Physical Fitness I
   - HES 155 – Physical Fitness & Wellness
   - BIOL 157 – Human Anatomy & Physiology I
   - BIOL 158 – Human Anatomy & Physiology II
3. The additional courses recommended below may be applicable toward a baccalaureate Exercise Science major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - CHEM 103 – Intro Organic & Biological Chemistry
   - HES 152 – First Aid-Medical Self Help
   - HES 154 – Nutrition, Exercise & Weight Management
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Film Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/arts-and-communications/film/

Coordinator/Department Chair: Steve Moiles
Faculty: Dan Cross

Dean: Richard Spencer

Southwestern Illinois College is one of the only Illinois Community Colleges with a program in Film production (writing, shooting, and editing narrative movies). Students will gain experience with screenwriting, scheduling, shotlisting and storyboarding, operating cameras, directing actors, recording sound, and editing footage.

Students do not need any prior experience or need to have their own cameras. SWIC has a good-sized collection of film equipment (cameras, tripods, lights, microphones, and much more) which students can use in and out of class. There is also a studio with a greenscreen, sound recording booths, and a large computer lab for video editing. SWIC will provide students all needed materials to try their hand at moviemaking.

SWIC also offer several film studies courses (Film Appreciation, Film History, and Film and Literature) which fulfill the SWIC General Education requirement in Humanities.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Media and Communication Arts Major Panel recommends the following general education courses for the Film major:
   - No specific General Education courses recommended.
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Media and Communication Arts Major Panel that you take the following courses to prepare for transfer as a Film major:
   - FILM 115 – Film Appreciation
   - FILM 215 – Film History
   - FILM 225 – Film and Literature
   - MCOM 201 – Introduction to Mass Communication
3. The additional courses recommended below may be applicable toward a baccalaureate Film major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MCOM 255 – Broadcast Announcing
   - FILM 105 – Screenwriting I
   - FILM 140 – Video Editing I
   - FILM 150 – Moviemaking I
   - FILM 205 – Screenwriting II
   - FILM 230 – Sound Design
   - FILM 240 – Video Editing II
   - FILM 250 – Moviemaking II
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

After completing their degree, many SWIC film students transfer to four-year film schools, especially Southern Illinis Universtiy-Carbondale, Columbia College in Chicago, and Webster University in Webster Groves, Mo. Other SWIC film students have gone on to work in the film industry, video production, or television, and others have become self-employed, creating their own video production companies. Film is a tough business with few steady, secure, full time jobs. However, film production is exciting and enjoyable, and the skills students learn are increasingly valuable in many different fields including education, advertising, web design, and computer science.

Foreign Language Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/arts-and-communications/foreign-language/

Department Chair: Kristen Ruppert-Leach
Faculty: Adan Salinas

Dean: Richard Spencer

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 a second or third language will give them employment advantages over those who are monolingual.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 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 semester credits 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 academic advisor 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 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in foreign language including:

- Foreign service and diplomacy
- International aid organizations
- International business and trade
- Foreign news correspondent
- Bilingual/English as a second language teacher
- Foreign student advisor
- Travel and hospitality
- Health and medical professions
- Social work
- Interpreter and translator

Geography Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/social-science/geography/

Department Chair: Carolyn Myers
Faculty: Jeff Arnold

Dean: Richard Spencer

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 SWIC 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.

2+2 Articulation Agreements

- EIU – BS Geography
- SIUE – BS Geography

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Geography 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 Geography should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Social Sciences department recommends the following general education courses for this major:
   - ES 101 – Earth Science
   - SOC 153 – Introductory Sociology
2. As you fulfill your degree requirements, it is **strongly recommended** by the Social Sciences department that you take the following classes:
   - GEOG 152 – World Regional Geography
   - GEOG 202 – Economic Geography
3. The additional courses recommended below may be applicable toward a baccalaureate Geography major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - GEOG 151 – Geography of the United States and Canada
   - GEOG 240 – Geographic Info Systems I
   - GEOG 241 – Geographic Info Systems II
   - ES 250 – Introduction to Meteorology
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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/Physical Education Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/health-and-exercise/health-and-physical-education/

Department Chair/Faculty: Garry Ladd
Faculty: Scott Wolf

Dean: Steve Holman

The Health/Physical Education pre-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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Health & Exercise Science department recommends the following general education courses for this major:
   - BIOL 100 – General Biology: Ecology, Evolution, & Genetics
     OR BIOL 101 – Principles of Biology I
   - CHEM 101 – Introductory Chemistry
     OR CHEM 105 – General Chemistry I
   - PSYC 151 – General Psychology
   - HES 151 – Personal Health & Wellness
2. As you fulfill your degree requirements, it is **strongly recommended** by the Health & Exercise Science department that you take the following classes:
   - HES 170 – Introduction to Exercise Science
   - HES 155 – Physical Fitness & Wellness
   - HES 130 – Physical Fitness I
   - HES 152 – First Aid-Medical Self Help
   - HES 158 – Consumer Health
3. The additional courses recommended below may be applicable toward a baccalaureate Health/Physical Education major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BIOL 157 – Human Anatomy & Physiology I
   - HES 154 – Nutrition, Exercise & Weight Management
   - ED 252 – Educational Psychology
   - ED 255 – Introduction to Education
   - PSYC 270 – Health Psychology
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Health Science/Safety Education Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/health-and-exercise/health-science-safety-education/

Department Chair/Faculty: Garry Ladd
Faculty: Scott Wolf

Dean: Steve Holman

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.

2+2 Articulation Agreements

- SIUE – BS Community Health Education
- SIUE – BS Nutrition

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Health Science/Safety 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 Science/Safety Education should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Health & Exercise Science department recommends the following general education courses for this major:
   - BIOL 101 – Principles of Biology I
   - CHEM 101 – Introductory Chemistry
   - PSYC 151 – General Psychology
   - HES 151 – Personal Health & Wellness
   - SOC 153 – Introductory Sociology
2. As you fulfill your degree requirements, it is **strongly recommended** by the Health & Exercise Science department that you take the following classes:
   - HES 152 – First Aid-Medical Self Help
   - HES 154 – Nutrition, Exercise & Weight Management
   - HES 158 – Consumer Health
3. The additional courses recommended below may be applicable toward a baccalaureate Health Science/Safety Education major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BIOL 105 – Human Biology
     OR BIOL 157 – Human Anatomy & Physiology I
   - BIOL 250 - Microbiology
   - PSYC 270 – Health Psychology
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

History Pre-Major
Associate in Arts Degree

swic.edu/academics/transfer-degrees/social-science/history/

Department Chair: Carolyn Myers
Faculty: Steve Gaumer, Kevin Monroe, Van Plexico, Ray Webb

Dean: Richard Spencer

To understand the present and prepare for the future, we must understand the past. The study of history provides a solid foundation of knowledge which equips us to better comprehend our world. The 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 Latin America, Asia, Africa and the Middle East. An associate degree with an emphasis on history provides a basic overview of the discipline and prepares you to transfer to a four-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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) History Major Panel recommends the following general education courses for this major:
   - Two to four semesters of the same Foreign Language depending on student's high school background and requirements at school to which student plans to transfer.
   - Students pursuing history as a major are advised to take non-history courses to fulfill the GECC Humanities and Social and Behavioral Sciences general education requirements.
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI History Major Panel that you take the following classes:
   - HIST 180 – U.S. History to 1865
   - HIST 181 – U.S. History, 1865 to Present
   - HIST 101 – World Civilization I
   - HIST 102 – World Civilization II
3. The additional courses recommended below may be applicable toward a baccalaureate History major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - HIST 114 – Latin American History
   - HIST 115 – Mid-East History
   - HIST 117 – African History
   - HIST 118 – Asian History
   - HIST 152 – European Civilization II
   - HIST 230 – African-American History
   - HIST 286 – History of Religion
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your fulfillment of course requisites and/or your placement in Math and English classes.

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

swic.edu/academics/transfer-degrees/social-science/international-studies/

Department Chair/Faculty: Carolyn Myers
Faculty: Jeff Arnold, Steve Gaumer, Kevin Monroe, Van Plexico, Ray Webb

Dean: Richard Spencer

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 two 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.

2+2 Articulation Agreements

- McKendree University – BA Global Studies
- McKendree University – BA International Studies
- SIUE – BA International Studies

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 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 (two semesters)
3. It is **recommended** that you take the following classes:
   Economic Perspective
   - ECON 201 Macroeconomics
   - GEOG 202 Economic Geography

   Historical Perspective
   - HIST 232 United States at War **OR** HIST 292 US Since 1945
   - 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 U.S. 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 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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
- Journalism
- International travel

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 academic advisor 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 61 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 (two semesters)
3. It is **recommended** that you take 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
   - 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 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 U.S. 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 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

swic.edu/academics/transfer-degrees/arts-and-communications/journalism/

Department Chair: Steve Moiles

Dean: Richard Spencer

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), copyediting, 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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Journalism 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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Media and Communication Arts Major Panel recommends the following general education courses for Journalism majors:
   - No specific General Education courses recommended.
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Media and Communication Arts Major Panel that you take the following courses to prepare for transfer as a Journalism major:
   - MCOM 201 – Introduction to Mass Communication
   - JOUR 101 – Introduction to Journalism
   - JOUR 110 – Introduction to News Editing
3. The additional courses recommended below may be applicable toward a baccalaureate Journalism major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - JOUR 150 – Introduction to Newspaper Publication
   - MCOM 240 – Writing for Media
   - ART 116 – Photography I
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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, journalism majors are ideal candidates for the following jobs:

- Education
- Blogger
- Reporter
- Editor/writer
- Journalist/fact checker
- Technical writer
- Marketing/advertising/sales
- Communications specialist

In addition, a journalism 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

swic.edu/academics/transfer-degrees/arts-and-communications/literature/

Department Chair/Faculty: Steve Moiles
Faculty: Dan Cross, Kyle Donaldson, Nicole Hancock, Monica Hatch, Tami Hughes, Cynthia Hussain, Winnie Kenney, Cory Lund, Matt McCarter, Natasha Moore, Alicia Morgan, Brad Nadziejko, Michael Oliver, Jerald Ross, Lynne Schwartzhoff, Dianna Shank, Nancy Wagner, Chantay White-Williams

Dean: Richard Spencer

Literature is one of the great creative and universal means of communicating the emotional, spiritual, and 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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 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
   - Two years of a Foreign Language
3. **Most** four-year colleges and universities will accept the following class as literature major credit:
   - LIT 214 American Literature II
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 semester credits 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 academic advisor regarding their applicability.
   - LIT 117 Literature by Women
   - LIT 201 World Literature I
   - LIT 205 Literature of Non-Western Culture
   - LIT 215 Contemporary Multicultural American Literature
5. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in literature including:

- Education
- Public relations
- Publishing
- Print and digital content development
- Technical writer
- Writer/author
- Editor
- Reporter
- Critic (drama, program)/reviewer

Mass Communication Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/arts-and-communications/mass-communication/

Department Chair: Kristen Ruppert-Leach
Faculty: Thomas (Mac) Chamblin, Mary (Peggy) Oulvey, Julie Willis

Dean: Richard Spencer

Mass Communication is one of the most competitive of fields, yet the growth of digital technologies and the emergence of new media are providing a wide range of career opportunities for those skilled in media arts and the technologies that connect diverse audiences.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Mass Communication 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 Mass Communication should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Media and Communication Arts Major Panel recommends the following general education courses for this major:
   - FILM 115 – Film Appreciation
   - FILM 215 – Film History
   - FILM 225 – Film & Literature
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Media and Communication Arts Major Panel that you take the following classes:
   - MCOM 201 – Introduction to Mass Communication
3. The additional courses recommended below may be applicable toward a baccalaureate Mass Communications major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MCOM 255 – Broadcast Announcing
   - MCOM 230 – Introduction to Radio Production
   - MCOM 240 – Writing for Media
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

Mass communication majors are frequently employed in areas such as:

- Animation
- Community relations
- Copywriting
- Digital audio and video production
- Education
- Internet and computer technology
- Journalism
- Media management and leadership
- Media law
- Public relations and advertising
- Social media
- Training
- Voiceover
- Web design and development

Military Science – Army ROTC (MSC)

swic.edu/academics/transfer-degrees/military-science-army-rotc/

Dean: Richard Spencer

For information on the Army ROTC and class schedules, call 618-650-2503. Classes may be held at a SWIC campus or Southern Illinois University 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. SWIC students who do not participate in the four-year or community college transfer option are eligible for enrollment at Southern Illinois University Edwardsville. Basic requisites for entering the two-year option are:
   a. Students must be accepted at Southern Illinois University 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 provide $100 monthly for the academic year (four-year institution only). These scholarships cover periods of four years, three years, and in some circumstances two years. SWIC 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 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 credits (four-year option) or 12 semester credits (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

swic.edu/academics/transfer-degrees/arts-and-communications/music/

Department Chair/Faculty: Ed Jacobs
Faculty: Adam Hucke, Andrew Jensen, Diana Umali

Dean: Richard Spencer

SWIC 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 four semesters of Music Theory, Ensemble, and Private Applied Instruction, respectively. Music majors should also be able to demonstrate piano proficiency at the MUS 214 (fourth 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.

Associate in Fine Arts Degree (0050) – 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 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 advisor. Transfer requirements vary by receiving institution.

First Year

Fall Semester	**Semester Credits**
MUS 105 Music Theory I******	4
Music Performance Ensemble	1
Music Private Applied****	2
Class Instruction in Piano*****	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 **OR** Behavioral Science Course***	3
Music Performance Ensemble	1
Music Private Applied****	2
Class Instruction in Piano*****	2
ENG 102 Rhetoric and Composition II*	3
Humanities Course***	3
Total Semester Credits	**18**

Second Year

Fall Semester	**Semester Credits**
MUS 205 Music Theory III	4
Music Performance Ensemble	1
Music Private Applied****	2
SPCH 151 Fundamentals of Public Speaking	3
Humanities Course***	3
Life Science Course	4
Total Semester Credits	**17**

Apply for Graduation Now

Spring Semester	**Semester Credits**
MUS 206 Music Theory IV	4
Music Performance Ensemble	1
Music Private Applied****	2
Human Well-Being Elective	2
MUS 103 Music Literature	3
Physical Science Course	4
Total Semester Credits	**16**

*Enrollment in ENG 101 is based on your English placement. A minimum grade of C is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your math placement and requisite.

***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 eight 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. The requirement for this degree is two courses in sequence. See Music department chair for piano placement.

******Students should contact Music department chair to arrange for the fundamentals test if they have not completed MUS 104 with a grade of C or better.

Associate in Fine Arts Degree (0051) – 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 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 advisor. Transfer requirements vary by receiving institution.

First Year

Fall Semester		**Semester Credits**
MUS 105	Music Theory I******	4
Music Performance Ensemble		1
Music Private Applied****		2
Class Instruction in Piano*****		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 **OR**	
POLS 150	Intro to American Government	
Music Performance Ensemble		1
Music Private Applied****		2
Class Instruction in Piano*****		2
ENG 102	Rhetoric and Composition II*	3
Humanities Course***		3
Total Semester Credits		**18**

Second Year

Fall Semester		**Semester Credits**
MUS 205	Music Theory III	4
Music Performance Ensemble		1
Music Private Applied****		2
SPCH 151	Fundamentals of Public Speaking	3
Life Science Course		4
Humanities Course		3
Total Semester Credits		**17**

Apply for Graduation Now

Spring Semester		**Semester Credits**
MUS 206	Music Theory IV	4
Music Performance Ensemble		1
Music Private Applied****		2
HES 151	Personal Health & Wellness	2
MUS 103	Music Literature	3
Physical Science Course		4
Total Semester Credits		**16**

*Enrollment in ENG 101 is based on your English placement. A minimum grade of C is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your math placement and requisite.

***Minimum of three-semester credit course in Third World or Non-Western Culture is required in the Humanities category (ART 103, HIST 286, LIT 205, PHIL 155).

****Students are advised to take their eight 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. The requirement for this degree is two courses in sequence. See Music department chair for piano placement.

******Students should contact Music department chair to arrange for the fundamentals test if they have not completed MUS 104 with a grade of C or better.

Associate in Arts Degree (0001)

Transfer requirements vary by receiving institution.

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 or Behavioral 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 or General Humanities Course***		3
Total Semester Credits		**17**

(Music Private Applied**** – strongly recommended-2)

Second Year

Fall Semester		**Semester Credits**
Music Performance Ensemble		1
MUS 205	Music Theory III	4
PSYC 151	General Psychology	3
Life Science Course		4
Humanities **OR** Social/Behavioral Science Course***		3
Total Semester Credits		**15**

(Music Private Applied**** – strongly recommended-2)

Apply for Graduation Now

Spring Semester		**Semester Credits**
MUS 206	Music Theory IV	4
Music Performance Ensemble		1
Human Well-Being Elective		2
Art 101	Art Appreciation	3
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 English placement. A minimum grade of C is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your math placement and requisite.

***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 eight 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.

*****Students should contact Music department chair to arrange for the fundamentals test if they have not completed MUS 104 with a grade of C or better.

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 required for the Recording Technology Certificate as elective credit toward the Associate in Arts degree.

Students who are interested in pursuing an Associate in Applied Science in Music Technology or a certificate in Recording Technology should refer to the *Programs that Lead Directly to Employment* section of the catalog (blue pages).

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

Philosophy Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/social-science/philosophy/

Department Chair: Kristen Ruppert-Leach
Faculty: Michael Oliver, Darrell Russell, Ph.D., Katherine Witzig, Ph.D.

Dean: Richard Spencer

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 significant questions in life. It probes into issues that range from those about who we are to those 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.

2+2 Articulation Agreements

- SIUE – BS Philosophy

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Philosophy department recommends the following general education courses for this major:
   - PHIL 150 – Introduction to Philosophy
2. As you fulfill your degree requirements, it is **strongly recommended** by the Philosophy department that you take the following classes:
   - PHIL 151 – Introductory Logic
   - PHIL 152 – Ethics
   - PHIL 155 – Non-Western Philosophy
   - PHIL 160/171/ELEC – Intro to Phil of Religion/Aesthetics/ELEC
3. The additional courses recommended below may be applicable toward a baccalaureate Philosophy major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - PHIL 156 – Biomedical Ethics
   - PHIL 153 – Intro to History of Phil I: Classical Thought
   - PHIL 154 – Intro to History of Phil II: Contemporary Thought
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

swic.edu/academics/transfer-degrees/social-science/political-science/

Department Chair/Faculty: Carolyn Myers
Faculty: Steve Gaumer, Kevin Monroe, Van Plexico

Dean: Richard Spencer

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.

2+2 Articulation Agreements

- McKendree University – BA Political Science

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Political Science Major Panel recommends the following general education courses for this major:
   - POLS 150 – Intro to American Government
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Political Science Major Panel that you take three of the following classes:
   - POLS 262 – American Government (State & Local)
   - POLS 270 – International Relations
   - POLS 240 – Comparative Politics
   - POLS 280 – Political Theory
3. The additional courses recommended below may be applicable toward a baccalaureate Political Science major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - HIST 180 – U.S. History to 1865
   - HIST 181 – U.S. History, 1865 to the Present
   - Other Political Science courses
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Pre-Chiropractic Pre-Major
Associate in Arts Degree

Dean: Steve Holman

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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Pre-Chiropractic Pre-Major

Students who plan to earn an Associate in Arts degree, transfer to a four-year college or university, 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 academic advisor 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 Arts degree listed on page 61 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 Chemistry 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 semester credits 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 academic advisor regarding their applicability.
   - PSYC 151 General Psychology
   - BIOL 250 Microbiology
5. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Pre-Law

swic.edu/academics/transfer-degrees/pre-professional/pre-law/

Dean: Richard Spencer

The Association of American Law Schools believes that the effectiveness of pre-legal 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 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

swic.edu/academics/transfer-degrees/social-science/psychology/

Department Chair/Faculty: Catina Williams
Faculty: Laura Billings, Carla Bills, Barbara Hunter, Kathy Kufskie, Traci Sachteleben, Andrew Wheeler

Dean: Richard Spencer

The goal of the psychologist is to understand, explain, predict and control people's behavior. Those who major in psychology often go on to pursue graduate study in psychology, which leads to careers in teaching, research or 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.

2+2 Articulation Agreements

- McKendree University – BA BioPsychology
- McKendree University – BA Psychology
- Park University – BS Social Psychology

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Psychology Major Panel recommends the following general education courses for this major:
   - PSYC 151 – General Psychology
   - MATH 107 – General Education Statistics OR MATH 191 – Introduction to Statistics
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Psychology Major Panel that you take the following classes:
   - PSYC 259 – Abnormal Psychology
   - PSYC 295 – Social Psychology

   Also, take one of the following depending upon the area of study within Psychology that you wish to study:
   - PSYC 210 – Life-Span Development
   - PSYC 250 – Child Development
   - PSYC 251 – Adolescent Development
   - PSYC 253 – Adult Development and Aging

   Note: The IAI Panel recommends that students take no more than three psychology courses beyond General Psychology at the two-year institution.
3. The additional courses recommended below may be applicable toward a baccalaureate Psychology major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MATH 213 – Calculus for Business & Social Sciences OR MATH 113 – Finite Math for Business & Social Sciences
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

swic.edu/academics/transfer-degrees/social-science/social-work/

Coordinator/Faculty: Susan Holbrook

Dean: Richard Spencer

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. Baccalaureate 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.

2+2 Articulation Agreements

- McKendree University – BA Social Work

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Social Sciences department recommends the following general education courses for this major:
   - MATH 107 – General Education Statistics OR MATH 191 – Introduction to Statistics
   - SOC 153 – Introductory Sociology
   - BIOL 100 – General Biology: Ecology, Evolution & Genetics
   - POLS 150 – Introduction to American Government
   - PSYC 151 – General Psychology
2. As you fulfill your degree requirements, it is **strongly recommended** by the Social Sciences department that you take the following classes:
   - SOC 203 – Social Problems
   - SOC 222 – Survey of Social Work
   - SOC 230 – Race & Ethnicity in the U.S.
   - SOC 255 – The Family
3. The additional courses recommended below may be applicable toward a baccalaureate Social Work major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - ECON 201 – Principles of Economics (Macro)
   - PHIL 152 – Ethics
   - SOC 265 – Aging & Society
   - ANTH 150 – Cultural Anthropology
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

Bachelor's 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

swic.edu/academics/transfer-degrees/social-science/sociology/

Department Chair: Catina Williams
Faculty: Susan Holbrook, Karen Jobe

Dean: Richard Spencer

Sociology is the study of human behavior within the context of society. It explores the impact of groups on individual behavior and how the actions of people affect society. This discipline covers everything from interactions in small groups to the structures of whole societies. Areas of focus include social change, race and ethnicity, inequality, gender, social problems, family life and crime. Understanding how society impacts behavior prepares the sociology major for a wide range of occupations dealing with people, analyzing social information and addressing social problems.

2+2 Articulation Agreements

- McKendree University – BA Sociology

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Sociology Major Panel recommends the following general education courses for this major:
   - SOC 153 – Introductory Sociology
   - ANTH 150 – Cultural Anthropology
   - MATH 107 – General Education Statistics
     OR MATH 113 – Finite Math for Business & Social Sciences
     OR MATH 191 – Introduction to Statistics
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Sociology Major Panel that you take the following classes:
   - SOC 203 – Social Problems
   - SOC 255 – The Family
   - SOC 230 – Race & Ethnicity in the United States
3. The additional courses recommended below may be applicable toward a baccalaureate Sociology major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - PHIL 152 – Ethics
   - PSYC 151 – General Psychology
   - PSYC 295 – Social Psychology
   - Other Sociology courses
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

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:

- Sociologist
- Community organizer
- Social services worker
- Community planner
- Public administrator
- Gerontologist
- Public health specialist
- Public opinion researcher
- Law enforcement
- Counselor
- Public relations specialist
- Social worker
- Criminologist
- Human resources specialist

Additionally, they may use their knowledge and skills in writing, editing, teaching and other communication fields.

Speech Communication Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/arts-and-communications/speech-communication/

Department Chair: Kristen Ruppert-Leach
Faculty: Thomas (Mac) Chamblin, Mary (Peggy) Oulvey, Julie Willis

Dean: Richard Spencer

Speech Communication 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 theatre to be invaluable to success. The Speech Communication degree is applicable to a variety of career paths including but not limited to business, law and education. Speech and business as a combination may significantly enhance your chances for success in the business world.

2+2 Articulation Agreements

- SIUE – BA or BS in Speech Pathology & Audiology

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Speech Communication 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 should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Media and Communication Arts Major Panel recommends the following general education courses for this major:
   - No specific General Education courses recommended
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Media and Communication Arts major Panel that you take the following classes:
   - SPCH 155 – Interpersonal Communication
3. The additional courses recommended below may be applicable toward a baccalaureate Speech Communication major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - SPCH 200 – Oral Interpretation
   - THEA 256 – Theatre Acting
   - SPCH 213 – Introduction to Public Relations
   - THEA 120 – Theatre Appreciation
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

Speech communication majors are frequently employed in areas such as:

- Business management
- Advertising and marketing
- Broadcast media
- Public relations
- Sales
- Theatre
- Trial attorney

Theatre Arts Pre-Major

Associate in Arts Degree

swic.edu/academics/transfer-degrees/arts-and-communications/theatre/

Department Chair: Kristen Ruppert-Leach
Faculty: Thomas (Mac) Chamblin, Mary (Peggy) Oulvey, Julie Willis

Dean: Richard Spencer

Theatre 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 who work in people-oriented fields will find a good background in theatre to be invaluable to success. Theatre majors are frequently employed in the broadcast media, and they often continue for further training in drama. Theatre 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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Arts Degree (0001) – Theatre Arts 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 Theatre Arts should follow the steps listed below. I**t is strongly recommended that you confer with a SWIC academic advisor 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 61 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Theatre Arts Major Panel recommends the following general education courses for this major:
   - No specific General Education courses recommended.
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Theatre Arts Major Panel that you take the following courses:
   - THEA 150 – Stagecraft
   - THEA 256 – Theatre Acting
   - SPCH 100 – Oral Interpretation
3. The additional courses recommended below may be applicable toward a baccalaureate Theatre Arts major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - THEA 120 – Theatre Appreciation
   - LIT 125 – Drama as Literature
   - THEA 251 – Theatre Production
   - THEA 161, 162, 261, 262 (Theatre Acting Labs)
   - MCOM 220 – Voiceover: Vocal Development
   - MCOM 221 – Voiceover: Characterization
4. Fulfill all other Associate in Arts degree requirements listed on page 60 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

Theatre majors are frequently employed in areas such as:

- Acting
- Stage and lighting design
- Education
- Announcing
- Producing
- Directing

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 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 an academic advisor.

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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

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

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members are only required to earn 15 credits at SWIC.

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Agreements.

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: HIST 230, LIT 117, LIT 215, LIT 216
___ Social Science: HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230

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 101, HIST 102, HIST 114, HIST 115, HIST 117, HIST 118
___ Behavioral Science: ANTH 150

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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 230**
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ **LIT 216**
_____ 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
_____ FILM 225
_____ MUS 101
_____ MUS 102
_____ **MUS 110**
_____ THEA 120

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 8 semester credits)

_____ MATH 113
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 213
_____ MATH 290
_____ MATH 292
_____ BUS 205

Life Science (total of 4 semester credits)

_____ BIOL 100
_____ BIOL 101
_____ BIOL 102
_____ BIOL 108

Physical Science (total of 4 semester credits)

_____ ATY 101
_____ CHEM 101
_____ CHEM 105
_____ ES 101
_____ ES 102
_____ ES 114
_____ ES 180
_____ ES 250
_____ PHYS 101
_____ PHYS 151
_____ PHYS 204

Additional Science (Select at least 3 additional semester credits from Life Science, Physical Science, or courses listed below.)

_____ BIOL 106
_____ CHEM 106
_____ CHEM 201
_____ CHEM 202
_____ CHEM 253
_____ PHYS 152
_____ PHYS 205
_____ PHYS 206

Additional Math or Science (Select 4 additional semester credits from either Mathematics, Life Science, Physical Science, Additional Science, or from the following. Note: Not all are IAI General Education or IAI Major Courses.)

_____ BIOL 105
_____ BIOL 110
_____ BIOL 151
_____ BIOL 157
_____ BIOL 158
_____ BIOL 204
_____ BIOL 250
_____ BIOL 270
_____ CHEM 103
_____ ENGR 263
_____ MATH 170
_____ MATH 171
_____ MATH 210
_____ MATH 270
_____ MATH 271

Human Well-Being (total of 2 semester credits)

Courses listed below are not included in the IAI General Education Core Curriculum.

_____ HES 130
_____ HES 131
_____ HES 151
_____ HES 152
_____ HES 154
_____ HES 155
_____ HES 156
_____ HES 158
_____ HRO 150

Transfer Major/Minor Fields and Electives (total of 18 semester credits)
Applicable elective courses are identified in the Course Description Guide as "T" type classes. See an academic advisor 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** Non-Western Culture

Associate in Engineering Science
Program Code: AES1

Description:
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 engineering. 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 an academic advisor.

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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

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

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members are only required to earn 15 credits at SWIC.

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Agreements.

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: HIST 230, LIT 117, LIT 215, LIT 216
___ Social Science: HIST 180, HIST 181, POLS 150
___ Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230

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 101, HIST 102, HIST 114, HIST 115, HIST 117, HIST 118
___ Behavioral Science: ANTH 150

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 15

Associate in Engineering Science

Degree Requirements Checklist

(Required by all Engineering Specialties)

Communications (6 semester credits) A minimum grade of "C" is required for ENG 101 & ENG 102

_____ ENG 101 _____ ENG 102

Mathematics (17 semester credits)

_____ MATH 203 _____ MATH 204 _____ MATH 205 _____ MATH 290

Physical Science (13 semester credits)

_____ CHEM 105 _____ PHYS 204 _____ PHYS 205

Human Well-Being (2 semester credits) Courses listed in this section are not IAI courses.

_____ HES 130 _____ HES 131 _____ HES 151 _____ HES 152

Select Engineering Specialty

Mechanical Engineering
Aeronautical Engineering
Manufacturing Engineering
Engineering Mechanics
(21 semester credits)

_____ ENGR 103
_____ ENGR 263
_____ ENGR 264
_____ ENGR 271
_____ ENGR 275
_____ Electives-5 semester credits
(Select from elective courses below)

Chemical Engineering
(21 semester credits)

_____ CHEM 106
_____ CHEM 201
_____ CHEM 202
_____ Electives-6 semester credits
(Select from elective courses below)

Computer Engineering
(21 semester credits)

_____ ENGR 271
_____ MATH 170 OR MATH 171
_____ MATH 270 OR MATH 271
_____ Electives-10 semester credits
(Select from elective courses below)

Electrical Engineering
(21 semester credits)

_____ ENGR 271
_____ MATH 170 OR MATH 171 OR MATH 210
_____ Electives-14-15 semester credits
(Select from elective courses below)

Civil Engineering
(21 semester credits)

_____ ENGR 103
_____ ENGR 263
_____ ENGR 264
_____ ENGR 275
_____ Electives-8 semester credits
(Select from elective courses below)

Industrial Engineering
(21 semester credits)

_____ ENGR 103
_____ ENGR 263
_____ ENGR 264
_____ ENGR 275
_____ Electives-8 semester credits
(Select from elective courses below)

Electives: This degree requires 11 to 16 semester credits of electives selected from the lists below. Students may not count completed credit from above. Please check with your transfer institution for suggested electives.

Math/Engineering/Physical & Life Sciences (0-10 semester credits)

_____ ATY 101
_____ BIOL 100
_____ BIOL 101
_____ BIOL 102
_____ BIOL 106
_____ BIOL 108
_____ CHEM 106
_____ ENGR 103
_____ ENGR 263
_____ ENGR 264
_____ ENGR 271
_____ ENGR 275
_____ ES 102
_____ ES 114
_____ ES 250
_____ MATH 170
_____ MATH 171
_____ MATH 191 or BUS 205
_____ MATH 210
_____ MATH 270
_____ MATH 271
_____ MATH 292
_____ PHYS 206

Communications, Humanities and Fine Arts (0-9 semester credits) Note: Some engineering programs require SPCH 155.

_____ ART 101
_____ ART 102
_____ **ART 103**
_____ ART 104
_____ ART 105
_____ ART 106
_____ ART 110
_____ FILM 115
_____ FILM 215
_____ FILM 225
_____ FREN 202
_____ GERM 202
_____ **HIST 230**
_____ **HIST 286**
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ **LIT 205**
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ **LIT 216**
_____ 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 151
_____ SPCH 155
_____ THEA 120

Social and Behavioral Sciences (0-9 semester credits) Note: Many engineering programs require ECON 201.

_____ **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

This degree requires successful completion of one Human Relations class and one Non-Western Culture class.

XXX Human Relations Classes XXX Non-Western Culture

Biology Pre-Major

Associate in Science Degree

swic.edu/academics/transfer-degrees/math-and-science/biology/

Department Chair/Faculty: Randi Papke
Faculty: Jessica Baack, Corinne Carey, Michael Dyer, Brett Egger, Mike Marlen, Cinnamon VanPutte, Bob Weck

Dean: Steve Holman

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 areas such as pre-dentistry, pre-pharmacy, pre-medicine or pre-veterinary; or education degrees such as elementary, secondary or college science teaching.

2+2 Articulation Agreements

- SIUE – BS Biology-Ecology, Evolution & Environment
- SIUE – BS Biology-Genetics & Cellular
- SIUE – BS Biology-Integrative Studies
- SIUE – BS Biology-Medical Sciences

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Biological Sciences Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I
   - BIOL 101 – Principles of Biology I
   - CHEM 105 – General Chemistry I
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Biological Sciences Major Panel that you take the following classes:
   - BIOL 102 – Principles of Biology II
   - CHEM 106 – General Chemistry II
   - CHEM 201 – Organic Chemistry I
   - CHEM 202 – Organic Chemistry II
3. The additional courses recommended below may be applicable toward a baccalaureate Biology major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BIOL 108 – General Ecology
   - BIOL 151 – Fundamental Botany
   - BIOL 204 – Vertebrate Zoology
   - BIOL 270 – Genetics
   - PHYS 151 – College Physics I
     OR PHYS 204 – Physics-Mechanics
   - PHYS 152 – College Physics II
     OR PHYS 205 – Physics-Heat, Electricity & Magnetism
   - MATH 191 – Introduction to Statistics
4. Fulfill all other Associate in Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Chemistry Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/math-and-science/chemistry/

Department Chair: Joy Branlund
Faculty: Linda Dawkins, Theodore Dolter, Steve Gentemann, Mitchell Robertson

Dean: Steve Holman

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 biology.

2+2 Articulation Agreements

- SIUE – BS Chemistry
- SIUE – BS Chemistry-ACS Certified Biochemistry
- SIUE – BS Chemistry-ACS Certified Chemistry
- SIUE – BS Chemistry-Biochemistry
- SIUE – BS Chemistry-Medical Science

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Chemistry Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I
   - MATH 204 – Analytic Geometry & Calculus II
   - PHYS 204 – Physics-Mechanics
   - PHYS 205 – Physics-Heat, Electricity & Magnetism
   - BIOL 101 – Principles of Biology I
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Chemistry Major Panel 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. The additional courses recommended below may be applicable toward a baccalaureate Chemistry major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - BIOL 102 – Principles of Biology II
   - MATH 191 – Introduction to Statistics
   - PHYS 206 – Physics-Light & Modern Physics
   - MATH 205 – Analytic Geometry & Calculus III
4. Fulfill all other Associate in Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in chemistry including:

- Pharmacologist
- 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

swic.edu/academics/transfer-degrees/math-and-science/computer-science/

Department Chair: Keven Hansen
Faculty: David Collins Jr., Christopher Farmer

Dean: Steve Holman

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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Computer Science Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I
     OR MATH 213 – Calculus for Business & Social Sciences
     OR MATH 113 – Finite Math for Business & Social Sciences
   - PHYS 204 – Physics-Mechanics
   - ECON 115 – Introduction to Economics
     OR ECON 201 – Principles of Economics I (Macro)
     and ECON 202 – Principles of Economics II (Micro)
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Computer Science Major Panel that you take the following classes:
   - MATH 171 – Computer Science I – Java
   - MATH 271 – Computer Science II – Java
3. The additional courses recommended below may be applicable toward a baccalaureate Computer Science major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MATH 292 – Linear Algebra
   - MATH 191 – Introduction to Statistics
4. Fulfill all other Associate in Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

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

Earth Science Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/math-and-science/earth-science/

Department Chair/Faculty: Joy Branlund
Faculty: Stanley Hatfield

Dean: Steve Holman

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.

2+2 Articulation Agreements

- EIU – BS Geology
- EIU – BS Geography

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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, Meteorology, Astronomy, or Oceanography should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 111 of this catalog. General Education course preferences may vary by transfer institution. For students who do not know where they plan to transfer, the Physical Sciences department recommends the following general education courses for these majors:
   - MATH 191 – Introduction to Statistics
   - SOC 153 – Introductory Sociology
   - GEOG 152 – World Regional Geography
   - ES 101 – Earth Science
2. As you fulfill your degree requirements, it is strongly recommended by the Physical Sciences department that you take the following classes for the listed majors:

Geology Major
ES 102 – Physical Geology
ES 180 – Historical Geology
MATH 203 – Analytic Geometry & Calculus I
CHEM 105 – General Chemistry I
CHEM 106 – General Chemistry II

Meteorology Major
ES 250 – Introduction to Meteorology
MATH 203 – Analytic Geometry & Calculus I
CHEM 105 – General Chemistry I
CHEM 106 – General Chemistry II

Astronomy Major
ATY 101 – Astronomy
MATH 203 – Analytic Geometry & Calculus I
CHEM 105 – General Chemistry I
CHEM 106 – General Chemistry II

Oceanography Major
ES 102 – Physical Geology
MATH 203 – Analytic Geometry & Calculus I
CHEM 105 – General Chemistry I
CHEM 106 – General Chemistry II

3. The additional courses recommended below may be applicable toward the indicated majors. Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.

Geology or Oceanography Major
PHYS 151 – College Physics I
PHYS 152 – College Physics II

Astronomy or Meteorology Major
MATH 204 – Analytic Geometry & Calculus II
PHYS 204 – Physics-Mechanics
PHYS 205 – Physics-Heat, Electricity & Magnetism

4. Fulfill all other Associate in Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

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
- Meteorologist
- Teacher
- Astronomer
- Economic geologist
- Paleontologist
- Park naturalist
- Hydrologist
- Solar energy engineer
- Seismologist
- Agricultural scientist
- Environmental engineer
- Soil scientist
- Forest ranger
- Volcanologist

Engineering Pre-Major

Associate in Engineering Science Degree

swic.edu/academics/transfer-degrees/engineering/

Department Chair: Joy Branlund
Faculty: David Collins Jr., Linda Dawkins, Lee Brendel, Theodore Dolter, Steve Gentemann, Tim Grant, Keven Hansen, Mitchell Robertson, Carmen Shepard, Jennifer Simonton

Dean: Steve Holman

IMPORTANT NOTE TO STUDENTS: The Illinois Articulation Initiative (IAI) Engineering Major Panel recommends students planning to pursue an engineering major upon transfer should complete the Associate in Engineering Science degree instead of the Associate in Arts or Associate in Science degree. If these students instead choose to complete the full general education package in the AA or AS degree, it is likely that they will either have too many hours in transfer and/or will miss important prerequisites and major courses that will prolong the time it takes to obtain the bachelor's degree. This is why the AES degree is the best option for students seeking a bachelor's degree in Engineering.

Note that different engineering specialties require a unique set of courses.

2+2 Articulation Agreements

- SIUE – BS Civil Engineering
- SIUE – BS Computer Engineering
- SIUE – BS Electrical Engineering
- SIUE – BS Mechanical Engineering
- SIUE – BS Industrial Engineering
- SIUE – BS Mechatronics and Robotics Engineering

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Engineering Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 of this catalog. The Illinois Articulation Initiative (IAI) Engineering Major Panel recommends the following general education and prerequisite courses for all engineering majors:
   - MATH 203 – Analytic Geometry & Calculus I
   - MATH 204 – Analytic Geometry & Calculus II
   - MATH 205 – Analytic Geometry & Calculus III
   - MATH 290 – Differential Equations
   - CHEM 105 – General Chemistry I
   - PHYS 204 – Physics-Mechanics
   - PHYS 205 – Physics-Heat, Electricity & Magnetism
2. As you fulfill your degree requirements, it is strongly recommended by the IAI Engineering Major Panel that you take the following classes for the listed Engineering Specialties:

Mechanical Engineering, Aeronautical Engineering, Manufacturing Engineering, and Engineering Mechanics:
ENGR 103 – Engineering Graphics
ENGR 263 – Analytical Mechanics-Statics
ENGR 264 – Analytical Mechanics-Dynamics
ENGR 271 – Electrical Circuits
ENGR 275 – Mechanics of Solids

Civil Engineering
ENGR 103 – Engineering Graphics
ENGR 263 – Analytical Mechanics-Statics
ENGR 264 – Analytical Mechanics-Dynamics
ENGR 275 – Mechanics of Solids

Electrical Engineering
ENGR 271 – Electrical Circuits
MATH 170 – Computer Science I-C++
OR MATH 171 – Computer Science I-Java

Computer Engineering
MATH 170 – Computer Science I-C++
OR MATH 171 – Computer Science I-Java
MATH 270 – Computer Science II-C++
OR MATH 271 – Computer Science II-Java
ENGR 271 – Electrical Circuits

Chemical Engineering
CHEM 106 – General Chemistry II
CHEM 201 – Organic Chemistry I
CHEM 202 – Organic Chemistry II

Industrial Engineering
ENGR 103 – Engineering Graphics
ENGR 263 – Analytical Mechanics-Statics
ENGR 264 – Analytical Mechanics-Dynamics
ENGR 275 – Mechanics of Solids
ECON 202 – Principles of Economics II (Micro)

3. The additional courses recommended below may be applicable toward a baccalaureate Engineering major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - ENGR 103 – Engineering Graphics
   - ECON 202 – Principles of Economics II (Micro)
   - MATH 170 – Computer Science I-C++
   - OR MATH 171 – Computer Science I-Java
   - OR MATH 210 – Computer Programming for Engineers
4. Fulfill all other Associate in Engineering Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

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
- Quality engineer

Mathematics Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/math-and-science/mathematics/

Department Chair/Faculty: Keven Hansen
Faculty: Lee Brendel, David Collins Jr., Trent Crews, Christopher Farmer, Timothy Grant, Jaime Manche, Michael McClure II, Julie Muniz, Connie Park, Melissa Rossi, Jennifer Simonton, Rajeev Talkad, Robert Wachtel, Kirsten Webb

Dean: Steve Holman

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.

2+2 Articulation Agreements

- EIU – BS Mathematics-Applied Mathematics
- EIU – BS Mathematics-Pure Mathematics
- SIUE – BS Mathematics-Actuarial Science
- SIUE – BS Mathematics-Applied Mathematics
- SIUE – BS Mathematics-Pure Mathematics
- SIUE – BS Mathematics-Statistics

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Mathematics Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I
   - PHYS 204 – Physics-Mechanics
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Mathematics Major Panel that you take the following classes:
   - MATH 204 – Analytic Geometry & Calculus II
   - MATH 205 – Analytic Geometry & Calculus III
   - MATH 292 – Linear Algebra
   - MATH 290 – Differential Equations

3. The additional courses recommended below may be applicable toward a baccalaureate Mathematics major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MATH 191 – Introduction to Statistics
   - MATH 170 – Computer Science I - C++
     OR MATH 171 – Computer Science I – JAVA
     OR MATH 210 – Computer Programming for Engineers
   - PHYS 205 – Physics-Heat, Electricity & Magnetism
4. Fulfill all other Associate in Science degree requirements listed on page 110 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.

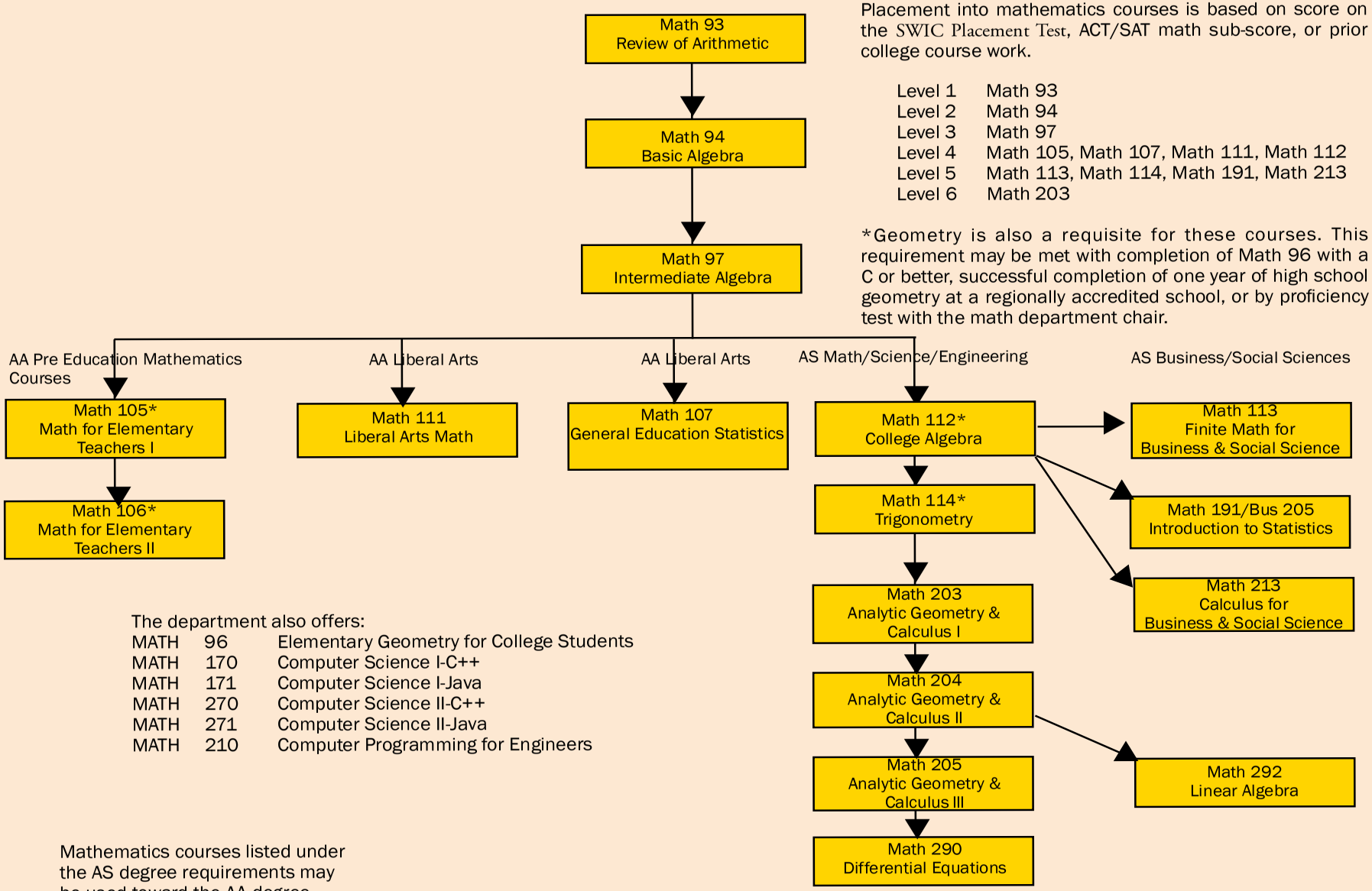
Note: Enrollment in many transfer classes is based on your fulfillment of course requisites and/or your placement in Math and English classes.

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



Implementation

Placement into mathematics courses is based on score on the SWIC Placement Test, ACT/SAT math sub-score, or prior college course work.

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 is also a requisite for these courses. This requirement may be met with completion of Math 96 with a C or better, successful completion of one year of high school geometry at a regionally accredited school, or by proficiency test with the math department chair.

The department also offers:

MATH	96	Elementary Geometry for College Students
MATH	170	Computer Science I-C++
MATH	171	Computer Science I-Java
MATH	270	Computer Science II-C++
MATH	271	Computer Science II-Java
MATH	210	Computer Programming for Engineers

Mathematics courses listed under the AS degree requirements may be used toward the AA degree mathematics requirements.

To enroll in any of the above mathematics classes you must complete or place out of all the courses listed prior to it in the sequence.

Physics Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/math-and-science/physics/

Department Chair: Joy Branlund
Faculty: Carmen Shepard

Dean: Steve Holman

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.

2+2 Articulation Agreements

- SIUE – BS Physics-Standard
- SIUE – BS Physics-Astronomy
- SIUE – BS Physics-Biomedical
- SIUE – BS Physics-Photonics and Laser

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:

- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

Associate in Science Degree (0002) – Physics 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 Physics should follow the steps listed below. **It is strongly recommended that you confer with a SWIC academic advisor 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 111 of this catalog. General Education course **preferences** may vary by transfer institution. For students who do not know where they plan to transfer, the Illinois Articulation Initiative (IAI) Physics Major Panel recommends the following general education courses for this major:
   - MATH 203 – Analytic Geometry & Calculus I
   - MATH 204 – Analytic Geometry & Calculus II
   - CHEM 105 – General Chemistry I
2. As you fulfill your degree requirements, it is **strongly recommended** by the IAI Physics Major Panel that you take the following classes:
   - PHYS 204 – Physics-Mechanics
   - PHYS 205 – Physics-Heat, Electricity & Magnetism
   - PHYS 206 – Physics-Light & Modern Physics
3. The additional courses recommended below may be applicable toward a baccalaureate Physics major. **Please keep in mind that most transfer institutions limit the number of semester credits 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 academic advisor regarding their applicability.
   - MATH 205 – Analytic Geometry & Calculus III
   - MATH 290 – Differential Equations
   - MATH 292 – Linear Algebra
   - CHEM 106 – General Chemistry II
4. Fulfill all other Associate in Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

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-Dentistry Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/pre-professional/pre-dentistry/

Dean: Steve Holman

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 necessary, 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 throughout their careers.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 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 semester credits 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 academic advisor 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 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

Pre-Medicine Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/pre-professional/pre-medicine/

Dean: Steve Holman

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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 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 semester credits 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 academic advisor 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 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

Pre-Pharmacy Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/pre-professional/pre-pharmacy/

Dean: Steve Holman

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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 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 semester credits 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 academic advisor regarding their applicability.
   - ECON 201 Principles of Economics I (Macro) or other ECON class
   - BIOL 151 Fundamental Botany
5. Fulfill all other Associate in Science degree requirements listed on page 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

Pre-Veterinary Medicine Pre-Major
Associate in Science Degree

swic.edu/academics/transfer-degrees/pre-professional/pre-veterinary-medicine/

Dean: Steve Holman

A veterinarian's responsibilities cover a wide range of functions in animal health maintenance, including both acute care and preventive care approaches. These responsibilities 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 requisites, which may be necessary 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 academic advisor and use the transfer guide of the four-year institution you plan to attend.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

If you DON'T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC academic advisor.
- The **Associate in Arts Degree Requirement Checklist** (page 61) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to *Recommended Steps and Timeline to Transfer to Four-Year Institutions* on page 37.

Please view additional transfer resources at swic.edu/students/services/advising/transfer-of-credit-and-articulation/.

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 academic advisor 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 111 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
   - 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 semester credits 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 academic advisor 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 110 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 fulfillment of course requisites and/or your placement in Math and English classes.

PROGRAMS THAT LEAD DIRECTLY TO

EMPLOYMENT

ASSOCIATE IN APPLIED SCIENCE

Southwestern Illinois College offers, but is not limited to, the following degree and certificate programs

- ■ Degree
- ☐ Degree & Certificate Program
- • Certificate

- ☐ Accounting Program
  - ■ Accounting AAS
    - • Bookkeeping Certificate
- ☐ Administration of Justice Program
  - ■ Administration of Justice AAS
    - • Administration of Justice Certificate
    - • Armed Private Security Certificate
    - • Unarmed Private Security Certificate
    - • Police Academy Certificate
- ☐ Automotive Collision Repair Technology Program
  - ■ Automotive Collision Repair Technology AAS
    - • Automotive Refinishing Certificate
    - • Mechanical Systems Certificate
    - • Non-Structural Repair Certificate
    - • Structural Repair Certificate
- ☐ Aviation Maintenance Technology Program
  - ■ Aviation Maintenance Technology AAS
    - • Airframe & Powerplant Certificate
    - • Airframe Certificate
    - • Powerplant Certificate
  - ■ Aviation Management AAS
    - • Aircraft Dispatcher Certificate
- ☐ Aviation Pilot Training Program
  - ■ Aviation Pilot Training - Airplane/Helicopter AAS
    - • Aviation Pilot Training Certificate
    - • Private Pilot Certificate
- ☐ Commercial Maintenance Mechanics Program
  - ■ Commercial Maintenance Mechanics AAS
    - • Commercial Maintenance Mechanics Certificate
- ☐ Computer Aided Drafting Program
  - ■ Computer Aided Drafting AAS
    General, Architecture/Structural Detail or Machine Specialization
    - • Computer Aided Drafting Certificate
- ☐ Computer Information Systems Program
  - ■ Computer Information Systems AAS
  - ■ Computer Management Information Systems AAS
  - ■ Database Development & Management AAS
  - ■ Software Development AAS
  - ■ CIS Tech Support/Help Desk AAS
    - • C# Programming Certificate
    - • C++ Programming Certificate
    - • Computer Technology
    - • Database Administration Certificate
    - • Database Development Certificate
    - • Java Programming Certificate
    - • Visual Basic Programming Certificate
- ☐ Construction Apprenticeship Training Programs
  - ■ Construction Bricklayer AAS
    - • Bricklayer Apprentice Certificate
  - ■ Construction Carpentry AAS
    - • Carpentry Apprentice Certificate
  - ■ Construction Cement Mason AAS
    - • Construction Cement Mason Certificate
  - ■ Construction Electrical Specialist AAS
    - • Construction Electrical Lineman Certificate
    - • Construction Electrical Residential Certificate
    - • Construction Electrical Telecom Certificate
    - • Construction Electrical Wireman Certificate
  - ■ Construction Ironworker AAS
    - • Ironworker Apprentice Certificate
  - ■ Construction Painting and Decorating AAS
    - • Painting and Decorating Apprentice Certificate
  - ■ Construction Sheetmetal AAS
    - • Construction Sheetmetal Apprentice Certificate
- ☐ Construction Management Technology Program
  - ■ Construction Management Technology AAS
    - • Building Performance Certificate
    - • Building Information Modeling Certificate
    - • CMT Certificate
    - • Building Trades Safety
- ☐ Culinary Arts and Food Management Program
  - ■ Culinary Arts and Food Management AAS
    - • Culinary Arts Certificate
    - • Food Service Certificate
    - • Food Service and Management Certificate
  - ■ Baking & Pastry AAS
    - • Baking & Pastry Certificate
- ☐ Early Childhood Education Program
  - ■ Early Childhood Education AAS
    - • Early Childhood Education Certificate
- ☐ Electrical/Electronics Technology Program
  - ■ Electronics Technology AAS
    - • Electronics Technology Certificate
    - • Automated Manufacturing Systems Certificate
    - • Microcomputer Hardware Maintenance Certificate
  - ■ Industrial Electricity AAS
    - • Electrical Technology Certificate
    - • Industrial Electricity Certificate
- • Emergency Medical Technician Certificate
- ☐ Fire Science Program
  - ■ Fire Science AAS
    - • Confined Space Rescue I & II Certificate
    - • Fire Apparatus Engineer Certificate
    - • Fire Fighter I & II Certificate
    - • Fire Service Instructor I Certificate
    - • Fire Service Instructor II Certificate
    - • Fire Service Officer I Certificate
    - • Fire Service Officer II Certificate
    - • Haz Mat First Responder Certificate
    - • Rope Rescue I & II Certificate
    - • Trench Rescue I & II Certificate
    - • Vehicle Rescue Operations Certificate
    - • Water Rescue I & II Certificate

- ■ Degree
- ☐ Degree & Certificate Program
- • Certificate

- ☐ Graphic Communications Program
  - ■ Graphic Communications AAS
    - • Graphic Design Certificate
- ■ Health Information Technology AAS
- ☐ Heating, Ventilation, Air Conditioning and Refrigeration Program
  - ■ Heating, Ventilation, Air Conditioning and Refrigeration AAS
    - • HVAR Certificate
- ☐ Horticulture Program
  - ■ Horticulture AAS
    General Horticulture, Turf Management, Floral Design, Nursery and Landscaping, Greenhouse, or Fruits and Vegetables specialization
    - • Horticulture Certificate
    - • Floral Design Certificate
- ☐ Human Services Technology Program
  - ■ Human Services Technology AAS
    Youth Care, Elder Care or Criminal Justice Social Services Specialization
    - • Psychiatric Rehabilitation Certificate
- ☐ Industrial Maintenance Mechanics Program
  - ■ Industrial Maintenance Mechanics AAS
    - • Industrial Maintenance Mechanics Certificate
    - • Stationary Engineering Certificate
- ☐ Management Program
  - ■ Management AAS
    - • Management Certificate
- ☐ Marketing Program
  - ■ Marketing AAS
    - • Digital Marketing Certificate
    - • Marketing Certificate
    - • Social Media/E-Marketing Certificate
- ☐ Massage Therapy Program
  - ■ Massage Therapy AAS
    - • Massage Therapy Certificate
    - • Neuromuscular Therapy Certificate
- ☐ Medical Assistant Program
  - ■ Medical Assistant AAS
    - • Medical Assistant Certificate
- ■ Medical Billing & Coding
- ☐ Medical Laboratory Technology Program
  - ■ Medical Laboratory Technology AAS
    - • Phlebotomy Certificate
- ☐ Music Technology Program
  - ■ Music Technology AAS
    - • Recording Technology Certificate
- ☐ Network Design and Administration Program
  - ■ Network Design and Administration AAS
    - • Network Associate Certificate
    - • Cybersecurity Specialist
- • Nurse Assistant Certificate
- ■ Nursing Education AAS
- ☐ Office Administration and Technology Program
  - ■ Office Administration AAS
  - ■ Office Technology Specialist AAS
    - • Administrative Office Support Certificate
    - • Microsoft Office Specialist Certificate
    - • Office Support Technology Certificate
    - • Office Technology Assistant I Certificate
    - • Office Technology Assistant II Certificate
    - • Virtual Assistant Certificate
- ■ Paralegal Studies AAS
- ☐ Paramedic/Paramedicine Program
  - ■ Paramedicine AAS
    - • Paramedic Certificate
- ■ Physical Therapist Assistant AAS
- ☐ Precision Machining Technology Program
  - ■ Precision Machining Technology AAS
    - • Precision Machining Technology Certificate
    - • CNC Machining Certificate
    - • Mastercam Certificate
    - • Solid Works Certificate
    - • Advanced CNC Programming Certificate
- ■ Radiologic Technology AAS
- ■ Respiratory Care AAS
- ☐ Sign Language Studies: Interpreter Program
  - ■ Sign Language Studies: Interpreter AAS
    - • Sign Language/Basic Communication Certificate
- • Warehousing and Distribution Certificate
- ☐ Web Technologies Program
  - ■ Web Technologies AAS
    Web Designer and Web Development specialization
    - • Web Coding Certificate
    - • Web Design Certificate
    - • Java Programming Certificate
- ☐ Welding Technology Program
  - ■ Welding Technology AAS
    - • Welding Technology Certificate
    - • Welding Technology Advanced Certificate
    - • Welding Technology Specialized Certificate
    - • Advanced Welding Manufacturing Certificate

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 Health Sciences 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: Health Information Technology, Medical Assistant, Medical Billing & Coding, Medical Laboratory Technology, Nursing Education, Paramedic, Physical Therapist Assistant, Radiologic Technology and Respiratory Care.

Terms:
Students have six years to complete the requirements required for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

The above terms do not apply to the following Health Sciences programs: Health Information Technology, Medical Assistant, Medical Billing & Coding, Massage Therapy, Medical Laboratory Technology, Nursing Education, Paramedicine, 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.

General Education Degree Requirements:
Students are required to complete a minimum of 15 semester credits of General Education coursework which can include coursework in Communication, Arts and Humanities, Social and Behavioral Sciences, and Mathematics and Science. Reference the adjacent blue page to determine the general education courses that are classified as: Communication, Humanities, Social Science, Mathematics, Life Science and Physical Science, Human Well-Being and Human Relations requirements.

A minimum grade of C is required for ENG 101.

Residency:
Fifteen of the last 24 credits or an accumulation of 36 credits must be completed at SWIC. Active duty U.S. armed forces and reserve service members must earn only 15 credits at SWIC.

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

SWIC 2+2 Agreements:
SWIC has developed a number of 2+2 Agreements with four-year universities to allow for seamless transfer into specific majors. These articulations list recommended coursework to prepare SWIC graduates for entry at the junior level. Please visit swic.edu/students/services/advising/transfer-of-credit-and-articulation/ to learn more about 2+2 Agreements.

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:** HIST 230, LIT 117, LIT 215, LIT 216
_____ **Social Science:** HIST 180, HIST 181, HIST 292, POLS 150
_____ **Behavioral Science:** PSYC 265, PSYC 295, SOC 153, SOC 203, SOC 230

Math and English Course Placement:
All degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:
Beginning students are encouraged to enroll in ED 101 College Success Strategies. For information regarding this course, 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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. Students must complete at least 15 semester hours of General Education requirements. This page is a reference for general education courses in the areas of Communications, Humanities, Social/Behavioral Science, Mathematics, Life/Physical Science, Human Well-Being electives and the Human Relations requirement.

Specific Program Requirements

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.

All students must complete at least 15 semester credit hours of general education credit to earn an Associate in Applied Science (AAS) degree. Required general education coursework includes:

ENG 101 with a minimum grade of "C" – 3 semester credits
Human Well-Being course(s) – 2 semester credits
Human Relations course – 3 semester credits

Additional general education coursework may be chosen from the following categories:

Communications

____ CHIN 101	____ ENG 207	____ GERM 102	_____ RUSS 101	____ SPCH 155
____ CHIN 102	____ FILM 105	____ GERM 201	_____ RUSS 102	____ SPCH 170
____ ENG 102	____ FREN 101	____ GERM 202	_____ SPAN 101	____ SPCH 180
____ ENG 103	____ FREN 102	____ JOUR 101	_____ SPAN 102	____ SPCH 200
____ ENG 106	____ FREN 201	____ JOUR 110	_____ SPAN 201	____ SPCH 213
____ ENG 107	____ FREN 202	____ MCOM 201	_____ SPAN 202	
____ ENG 108	____ GERM 101	____ OAT 261	_____ SPCH 151	

Humanities

____ ART 101	____ FILM 225	____ LIT 201	_____ LIT 290	____ PHIL 153
____ ART 102	____ **HIST 230**	____ LIT 202	_____ LIT 291	____ PHIL 154
____ ART 103	____ HIST 286	____ LIT 205	_____ LIT 293	____ PHIL 155
____ ART 104	____ HUM 200	____ LIT 213	_____ MUS 101	____ PHIL 156
____ ART 105	____ LIT 113	____ LIT 214	_____ MUS 102	____ PHIL 160
____ ART 106	____ **LIT 117**	____ **LIT 215**	_____ MUS 103	____ PHIL 171
____ ART 110	____ LIT 120	____ **LIT 216**	_____ MUS 110	____ THEA 120
____ ED 293	____ LIT 125	____ LIT 219	_____ PHIL 150	
____ FILM 115	____ LIT 133	____ LIT 251	_____ PHIL 151	
____ FILM 215	____ LIT 134	____ LIT 252	_____ PHIL 152	

Social/Behavioral Sciences

____ ANTH 150	____ GEOG 241	____ HIST 232	_____ PSYC 151	____ PSYC 270
____ ANTH 160	____ HIST 101	____ HIST 234	_____ PSYC 200	____ PSYC 277
____ ANTH 210	____ HIST 102	____ HIST 250	_____ PSYC 210	____ PSYC 280
____ ANTH 250	____ HIST 114	____ HIST 282	_____ PSYC 225	____ PSYC 288
____ ECON 115	____ HIST 115	____ HIST 288	_____ PSYC 250	____ **PSYC 295**
____ ECON 201	____ HIST 117	____ **HIST 292**	_____ PSYC 251	____ **SOC 153**
____ ECON 202	____ HIST 118	____ **POLS 150**	_____ PSYC 252	____ **SOC 203**
____ ED 252	____ HIST 151	____ POLS 240	_____ PSYC 253	____ SOC 210
____ GEOG 143	____ HIST 152	____ POLS 262	_____ PSYC 254	____ SOC 222
____ GEOG 151	____ HIST 160	____ POLS 270	_____ PSYC 259	____ **SOC 230**
____ GEOG 152	____ HIST 161	____ POLS 289	_____ PSYC 260	____ SOC 255
____ GEOG 202	____ **HIST 180**	____ POLS 290	_____ **PSYC 265**	____ SOC 265
____ GEOG 240	____ **HIST 181**	____ POLS 292	_____ PSYC 266	

Human Well-Being (2 semester credits required)

____ HES 130	____ HES 151	____ HES 154	_____ HES 156	____ HRO 150
____ HES 131	____ HES 152	____ HES 155	_____ HES 158	

Mathematics

____ MATH 107	____ MATH 112	____ MATH 114	_____ MATH 203	____ MATH 213
____ MATH 111	____ MATH 113	____ MATH 191	_____ MATH 204	____ BUS 205

Life Science/Physical Science

____ ATY 101	____ BIOL 108	____ BIOL 250	_____ ES 101	____ PHYS 101
____ BIOL 100	____ BIOL 151	____ BIOL 270	_____ ES 102	____ PHYS 151
____ BIOL 101	____ BIOL 157	____ CHEM 100	_____ ES 114	____ PHYS 152
____ BIOL 105	____ BIOL 158	____ CHEM 101	_____ ES 180	____ PHYS 204
____ BIOL 106	____ BIOL 204	____ CHEM 105	_____ ES 250	

XXX Human Relations Classes

Accounting

swic.edu/academics/career-degrees/business-management/accounting-aas/

Department Chair: Dawn Peters, ext. 5487
Faculty: Jessica Talleur

Dean: Janet Fontenot

The Accounting AAS program prepares students for a variety of jobs including entry-level accounting positions, or for a career as a full-charge bookkeeper. The curriculum includes ACCT 212 Certified Bookkeeper Review. Upon successful completion of the course, students may choose to sit for the Certified Bookkeeper exam, administered by an independent provider and scheduled by the student. This program does not prepare a student to sit for the CPA exam. Individuals who intend to transfer upon graduation to a four-year institution for an undergraduate degree in accounting should review the Associate in Arts degree curriculum for business transfer (Accounting) before selecting the AAS degree program. Course availability varies from semester to semester. Students must pay close attention to the requisites for each course. **Contact an academic advisor or the program coordinator for more information about this degree program including the master course schedule.**

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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
BUS	102	Business Mathematics **OR**	
MGMT	102	Business Mathematics	3
ACCT	110	Financial Accounting	4
OAT	175	Electronic Spreadsheets	3
ECON	201	Principles of Economics I (Macro)	3
Total Semester Credits			**16**

Spring Semester			**Semester Credits**
ACCT	111	Managerial Accounting	4
ACCT	106	Introduction of QuickBooks	3
ACCT	211	Intermediate Accounting I	3
SPCH	151	Fundamentals of Public Speaking	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

Second Year

Fall Semester			**Semester Credits**
Accounting Elective			3
ACCT	206	Individual/Business Tax **OR**	
MGMT	206	Individual/Business Tax	3
BUS	215	Business Law	3
OAT	261	Business Communications	3
Human Relations Elective			3
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
ACCT	212	Certified Bookkeeper Review	3
ACCT	215	Accounting for Small Business	3
Specified or Accounting Elective			3
BUS	209	Business Computer Systems	3
Human Well-Being Elective			2
Total Semester Credits			**14**

Total Program Credits	**61**

Accounting Electives:

ACCT	210	Cost Accounting	3
ACCT	269	Accounting Internship	3

Specified Electives:

BUS	241	Fundamentals of Finance	3
ECON	202	Principles of Economics II (Micro)	3
MGMT	213	Human Relations in the Workplace	3
MGMT	214	Principles of Management	3
OAT	156	Microsoft Office Suite I	3
OAT	180	Word Processing	3
OAT	230	Advanced Electronic Spreadsheet	3

Internships

Internships can enhance a student's résumé, particularly if the student does not have experience in his or her chosen field of study. You do not need to be registered in a class to participate in an internship although you have the option to choose one under the Specified Electives requirement. If you do not choose to take the course, you may still receive advice about finding a suitable internship position from the degree program coordinator. Students should have a minimum of nine semester credits of Accounting coursework completed before beginning an accounting internship.

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 credits of program-related coursework. 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 SWIC, 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.

Bookkeeping Certificate (049F)

The Bookkeeping Certificate prepares students for entry-level accounting support staff positions. The certificate provides the foundation for a career as a full-charge bookkeeper. Those with experience in the bookkeeping field who lack formal education will find the certificate useful in quantifying their experience for prospective employers and/or clients.

ACCT	106	Introduction to Quickbooks	3
ACCT	110	Financial Accounting	4
ACCT	111	Managerial Accounting	4
ACCT	210	Cost Accounting	3
ACCT	211	Intermediate Accounting I	3
ACCT	212	Certified Bookkeeper Review	3
ACCT	215	Accounting for Small Businesses	3
MGMT	206	Individual and Business Income Tax **OR**	3
ACCT	206	Individual and Business Income Tax	
OAT	175	Electronic Spreadsheet	3
Total Credits			**29**

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: www.bls.gov/oco/.

Phi Beta Lambda-Abe Small Chapter

Phi Beta Lambda is a nonprofit educational association of students preparing for careers in business. All SWIC students are welcome to join.

Contact the Business Division at 618-235-2700, ext. 5313, for more information.

Administration of Justice

swic.edu/academics/career-degrees/administration-of-justice/

Coordinator/Faculty: Van Muschler, ext. 5653
Faculty: Bill Sax

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 bachelor's degree in criminal justice. **See the program coordinator or an academic advisor for more information.**

2+2 Articulation Agreements

- EIU – BA Criminology and Criminal Justice
- EIU – BA Sociology
- SIUE – BS Criminal Justice

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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**

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** Approved Computer Course			3
Total Semester Credits			**15**

Spring Semester			**Semester Credits**
EMS	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**

Total Program Credits **65**

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, 258, 278, 280 and HS 100; Corrections: 103, 106, 111, 250, 252, 261 and 278. Students with no criminal justice work experience or not planning to transfer to a senior institution should participate in a work-experience internship (AOJ 278) after completing 24 semester credits of AOJ-prefixed coursework and ENG 102 with a grade of C or better.

**EMS 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 128, 130, 131, 132, 133, 146, 155, 156, 164, 165, 170, 171, 172, 175, 180, 185, 190, 225, 230, 240 and 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.

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**

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

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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

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 program is 14 weeks (560 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 swicpa.com.

Certificate Programs

Police Academy Certificate (029A)

This certificate program is for individuals enrolled in the Police Academy as a full-time peace officer or accepted academy intern. Interns must successfully complete application requirements per the State of Illinois Intern Training Act.

AOJ	104	Police Officer Proficiencies	4.5
AOJ	120	Foundations of Law Enforcement	3
AOJ	150	Police Officer's Patrol Functions	3
AOJ	152	The Police Function & Human Behavior	3.5
AOJ	201	Law for Patrol Officers	4
AOJ	206	Police Traffic & Crash Management	2
AOJ	257	Patrol Investigations	2.5
FS	280	Haz Mat Awareness	.5
HES	130	Physical Fitness I	1
Total Credits			**24**

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 at least 18 years of age and possess a Firearm Owners Identification card.

AOJ	144	Security Officer Certification	2
AOJ	145	Introduction to Firearms	1

Unarmed Private Security Certificate (029C)

This course prepares graduates for employment as unarmed security guards/officers. It is approved by the Illinois Department of Professional Regulation.

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

swic.edu/academics/career-degrees/automotive-collision-repair-technology/

Coordinator/Faculty: Claude Heimburger, ext. 7314
email: claude.heimburger@swic.edu

Dean: Bradley Sparks

The Automotive Collision Repair Technology program consists of an Associate in Applied Science degree and four different certificates of proficiency.

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 advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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 & 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**	4
MATH	112	College Algebra **OR** higher level Math	
HES	151	Personal Health and Wellness **OR**	2
HES	152	First Aid-Medical Self Help	
ACRT	201	Automotive Repair – Internship	4
Total Semester Credits			**19**

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**

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Spring Semester			**Semester Credits**
ACRT	142	Steering & Suspension II	3
ACRT	132	Automotive Refinishing II	3
Human Relations Course			3
ACRT	222	ACRT Advanced Welding	3
ACRT Option Courses*			4
Total Semester Credits			**16**

Total Program Credits **68**

*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.

Certificate Programs

Non-Structural Repair Certificate (081A)

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)

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)

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**

Mechanical Systems Certificate (081D)

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**

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

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. The local and statewide job market for auto collision repair technicians is strong, which is indicated by an annual growth rate of 25 percent. A graduate of the Automotive Collision Repair Technology program is prepared to work as a(n):

- Repair technician
- Insurance assessor
- Detailer
- Customer service manager
- Owner and manager for auto dealerships or their own collision repair business.

Aviation Maintenance Technology

swic.edu/academics/career-degrees/aviation/aviation-maintenance-technology/

Coordinator/Faculty: Robert Beckett, ext. 7361
email: robert.beckett@swic.edu
Faculty: Matthew Harter

Dean: Bradley Sparks

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 you 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 you to obtain the A&P Certificate (core courses) in 50 weeks (eight hours per day). The two-year format allows you to complete the A&P Certificate or Associate in Applied Science degree taking classes four hours per day. **See the program coordinator or an academic advisor for more information.**

2+2 Articulation Agreements

- SIUC – BS Aviation Technologies-Aircraft Maint
- SIUC – BS Aviation Technologies-Aviation Electronics
- SIUC – BS Aviation Technologies-Helicopter

Associate in Applied Science Degree (0009)

Core Courses			Semester Credits
AVMT	121	Instrument and Navigation Systems	3
AVMT	122	Fuel Systems, Inspection & Aircraft Rigging	3
AVMT	126	Aircraft Non-metallic Structures	3
AVMT	127	Aircraft Metallic Structures	3
AVMT	131	Aircraft Electrical Systems	3
AVMT	132	Charging Systems & Environmental Systems	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 & Components	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 Program 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, Inspection & Aircraft Rigging	3
AVMT	126	Aircraft Non-metallic Structures	3
AVMT	127	Aircraft Metallic Structures	3
AVMT	131	Aircraft Electrical Systems	3
AVMT	132	Charging Systems & Environmental Systems	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 & Components	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, Inspection & Aircraft Rigging	3
AVMT	126	Aircraft Non-metallic Structures	3
AVMT	127	Aircraft Metallic Structures	3
AVMT	131	Aircraft Electrical Systems	3
AVMT	132	Charging Systems & Environmental Systems	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**

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 & Components	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.

Test Prep Courses
Although these courses do not count toward the AVMT Associate in Applied Science degree or one of the certificates, individuals with sufficient aviation industry experience to obtain a sign-off from the FAA to take the written examination for the Aircraft Mechanic Airframe or Powerplant certificate may find them beneficial as they prepare for the exams.

AVMT	106	FAA Test Prep – Airframe	4
AVMT	107	FAA Test Prep – General	4
AVMT	108	FAA Test Prep – Powerplant	4

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: EET 260 and EET 264.

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

The FAA license is necessary for the student to pursue career opportunities as a(n):

- Powerplant mechanic
- Airframe mechanic
- Combination airframe & powerplant mechanic (A&P mechanic)

Aviation Management

swic.edu/academics/career-degrees/aviation/aviation-management-degree/

Coordinator/Faculty: Keith Mueller, ext. 5683
email: keith.mueller@swic.edu

Dean: Bradley Sparks

The Aviation Management program provides students with an excellent foundation for a wide variety of well-compensated aviation-related career paths. The SWIC Aviation Management and Aviation Pilot Training programs have industry partnerships and internships available with locally based airlines to provide students with hands-on industry standard training and job placement.

The program includes an option to complete the Federal Aviation Administration-approved Aircraft Dispatcher certificate along with the associate degree in Aviation Management. Graduates of all SWIC Aviation AAS degree programs have the opportunity to transfer directly to the Southern Illinois University Carbondale Bachelor of Science degree in Aviation Management program. The SIUC classes are offered in a weekend format at the SWIC Belleville Campus.

Aviation management personnel work in a high-tech environment and are highly valued in many career paths within the aviation field. These roles include: aircraft dispatchers, air traffic control, airline operations, government flight operations, corporate aviation, airport operations, logistics, military aviation and manufacturing positions.

Aviation is a global industry and continues to expand significantly meeting the requirements of domestic and international air travel. Aviation is also a strategically vital link to national defense, the military and national security. The FAA forecasts that domestic air travel alone will increase 30 percent to more than 1 billion passengers carried annually within the U.S. by domestic airlines by 2025. The expansion of international flight operations continues to grow at a similar rate to the domestic operation.

Contact the program coordinator or an academic advisor for additional information.

2+2 Articulation Agreements

- SIUC – BS Aviation Management

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

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
AVIA	133	Human Factors in Aviation	3
Total Semester Credits			**17**

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	Technical Communication Writing **OR** Communications Elective	3
MGMT	213	Human Relations in the Workplace **OR**	
AVIA	201	Instrument Flight Theory**	3
Human Well-Being Elective			2
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester Credits**
AVIA	105	Introduction to Civil Aviation **OR**	
AVIA	240	Aircraft Dispatcher Practical I**	3
AVIA	261	Aviation Management II	3
BUS	215	Business Law I **OR**	
AVIA	241	Aircraft Dispatcher Practical II**	3
AVIA	264	Mgmt of Aircraft Maintenance	3
Math*			4
Total Semester Credits			**16**

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Spring Semester			**Semester Credits**
AVIA	266	Airport Planning and Management	3
AVIA	280	Internship	3
Human Relations Elective			3
PSYC	151	General Psychology	3
MGMT	217	Human Resource Management **OR**	
MGMT	213	Human Relations in the Workplace	3
Total Semester Credits			**15**

Total Program Credits **65**

*GT 105 or Math 112 – Please check for transferability.
**Required for the Aircraft Dispatcher option
NOTE: AVIA 101, 131, 141, 201 and 260 must be completed prior to enrolling in AVIA 240 and AVIA 241

Aircraft Dispatcher Certificate (008A)

First Semester			**Semester Credits**
AVIA	101	Private Pilot Flight Theory	3
AVIA	260	Aviation Meteorology	3

Second Semester			**Semester Credits**
AVIA	131	Air Traffic Control Systems***	3
AVIA	141	Federal Aviation Regulations***	3
AVIA	201	Instrument Flight Theory	3

Third Semester			**Semester Credits**
AVIA	240	Aircraft Dispatcher Practical I	3
AVIA	241	Aircraft Dispatcher Practical II	3

Total Credits **21**

Program can be entered in the fall or spring semester.
***Courses can also be accomplished in first semester.

Aviation Pilot Training – Airplane/Helicopter

swic.edu/academics/career-degrees/aviation/pilot-training/

Coordinator/Faculty: Keith Mueller, ext. 5683
email: keith.mueller@swic.edu

Dean: Bradley Sparks

SWIC offers a Federal Aviation Regulation-approved two-year curriculum leading to an Associate in Applied Science degree in Aviation Pilot Training. Options are available for either the Airplane (Fixed Wing) or Helicopter (Rotorcraft) program.

For Airplane, ground and simulator programs are offered under FAR Part 141, flight is conducted under FAR part 61. The successful graduate holds a Commercial Pilot Certificate with Single-Engine, Multi-Engine and Instrument Rating. An optional Flight Instructor certificate is also available.

A one-year Aviation Pilot Training certificate program is also available for airplanes. This program is designed to provide the minimum Federal Aviation Administration pilot certificates and ratings for students to obtain an entry-level position in commercial aviation.

The SWIC Aviation Pilot Training Airplane program is partnered through an airline industry professional agreement that provides students with an opportunity to obtain a direct path to an airline flight officer career.

For Helicopter, both ground and flight training programs are conducted under FAR Part 141. The successful graduate holds a Rotorcraft Commercial Pilot certificate with an Instrument Rating. An optional flight instructor certificate is also available.

Graduates of all SWIC Aviation AAS degree programs have the opportunity to transfer directly to the Southern Illinois University Carbondale Bachelor of Science degree in Aviation Management program. The SIUC classes are offered in a weekend format at the SWIC Belleville Campus.

Students should check the class schedules for times and locations, and 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.

Contact the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0012)

First Year

Fall Semester			**Semester Credits**
AVIA	101	Private Pilot Flight Theory (Airplane) **OR**	
AVIA	111	Private Pilot Flight Theory Helicopter	3
AVIA	102	Flight Training Private Part 1 (Airplane) **OR**	
AVIA	112	Flight Training Private Helicopter Part I	2
AVIA	103	Simulator Private (Airplane) **OR**	
AVIA	113	Simulator Private Helicopter	1
AVIA	260	Aviation Meteorology	3
ENG	101	Rhetoric & Composition I	3
AVIA	122	Systems and Components	2
Total Semester Credits			**14**

Spring Semester			**Semester Credits**
AVIA	104	Flight Training Private Part ll (Airplane) **OR**	
AVIA	114	Flight Training Private Helicopter Part II	2-3
AVIA	201	Instrument Flight Theory (Airplane) **OR**	
AVIA	211	Instrument Flight Theory Helicopter	3
ENG	103	Technical Communications **OR**	
Communications Elective			3
AVIA	153	Simulator Intermediate (Airplane) **OR**	
AVIA	163	Simulator Intermediate Helicopter	1
AVIA	131	Air Traffic Control Systems	3
GT	105	Intro to Technical Math **OR**	
MATH	112	College Algebra	4
(Check for transferability)			
Total Semester Credits			**Airplane-17/Helicopter-16**

Summer Semester			**Semester Credits**
AVIA	202	Flight Training Instrument (Airplane) **O**R	
AVIA	212	Flight Training Instrument Helicopter	3
AVIA	203	Simulator Instrument **OR**	
AVIA Elective (Helicopter)			1
AVIA	151	Commercial Pilot Flight Theory **OR**	
AVIA	161	Commercial Pilot Flight Theory Helicopter	3
Total Semester Credits			**7**

Second Year

Fall Semester			**Semester Credits**
Humanities **OR** Social Science Elective			3
AVIA	133	Human Factors in Aviation	3
AVIA	154	Flight Training Commercial Part I **OR**	
AVIA	263	Flight Training Commercial Helicopter Part 1	2-3
AVIA	Electives		6
Total Semester Credits			**Airplane-15/Helicopter-14**

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Spring Semester			Semester Credits
AVIA	155	Flight Training Commercial ll (Airplane) **OR**	
AVIA	265	Flight Training Commercial Helicopter Part II	2
AVIA	269	Multi Engine Flight Theory (Airplane) **OR**	
AVIA Elective (Helicopter Option)			1
AVIA	270	Flight Training Multi-Engine (Airplane) **OR**	
AVIA Elective (Helicopter)			1
AVIA Elective			4
Human Well-Being Elective			2
Human Relations Elective			3
Total Semester Credits			**13**

Total Program Credits **Airplane-66 /Helicopter-64**

Airplane Core Course: AVIA 101, AVIA 102, AVIA 103, AVIA 104, AVIA 201, AVIA 153, AVIA 202, AVIA 203, AVIA 151, AVIA 154, AVIA 155, AVIA 269. AVIA 270
Helicopter Core Courses: AVIA 111, AVIA 112, AVIA 113, AVIA 114, AVIA 211, AVIA 163, AVIA 212, AVIA 161, AVIA 263 and AVIA 265. Elective courses AVIA 271, AVIA 272, AVIA 273 and AVIA 274 are taught by Midwest Helicopter.

Aviation Electives

Airplane or Helicopter electives – not all courses are available every semester. Several are part of the AAS degree in Aviation Management program and are offered on a rotational basis.

Course			Semester Credits
AVIA	105	Introduction to Civil Aviation	3
AVIA	108	Aviation History	3
AVIA	141	Federal Aviation Regulations	3
AVIA	160	Aviation Management I	3
AVIA	240	Aircraft Dispatcher Practical l	3
AVIA	241	Aircraft Dispatcher Practical ll	3
AVIA	261	Aviation Management II	3
AVIA	262	High Altitude Meteorology	3
AVIA	266	Airport Planning and Management	3
AVIA	280	Internship	3

Helicopter Electives (Available all Semesters)

AVIA	271	Flight Instructor Helicopter Theory	3
AVIA	272	Flight Training Helicopter Instructor	2
AVIA	273	Flight Instructor Helicopter Instrument Theory	2
AVIA	274	Flight Training Helicopter Instrument Instructor	1

ALL FEDERAL AND STATE VETERAN STUDENTS SHOULD CONSULT WITH THE SWIC VETERANS SERVICES OFFICE BEFORE ENROLLING IN ANY AVIATION COURSES.

Certificate Programs

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 Credits			**12**

Spring Semester			Semester Credits
AVIA	133	Human Factors in Aviation	3
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	269	Multi-Engine Flight Theory	1
Total 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 Credits			**7**

Total Semester Credits **33**

Private Pilot Certificate (012F)

An individual certificate is available for Private Pilot. A certificate will be issued upon completion of:

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.

Additional Simulator Courses:

AVIA	205	Garmin GNS 430 VFR Operations
AVIA	207	Garmin G 1000 System Training
AVIA	208	Simulator-Garmin GNS 1000 VFR
AVIA	209	Simulator-Garmin GNS 1000 IFR
AVIA	213	Instrument Training-Part I
AVIA	216	Advanced Instrument Approaches
AVIA	217	Instrument Departures and Arrivals
AVIA	220	Instrument Currency and Review

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Aviation Pilot Training program is prepared to work as a(n):

- Airplane pilot, commercial airlines
- Airplane pilot, private
- Corporate pilot
- Flight instructor
- Agricultural pilot
- Aerial mapping
- Aircraft charter pilot

Commercial Maintenance Mechanics

swic.edu/academics/career-degrees/maintenance-mechanics/commercial/

Coordinator: Mark Bosworth, ext. 7457
email: mark.bosworth@swic.edu

Faculty: Lou Marino

Dean: Bradley Sparks

The Commercial Maintenance Mechanics program 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 equipment 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 maintenance technicians are hired to keep the facilities running.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (053K)

Program Requisite			Semester Credits
PMT	100	Precision Machining Introduction	.5

First Year

Fall Semester			Semester Credits
PMT	101	Intro to the Machine Trades	4
EET	101	Intro to Electricity/Electronics	5
IML	120	Mechanical Blueprint Reading I	3
GT	104	Math for Electronics	4
HES	151	Personal Health and Wellness	2
Total Semester Credits			**18.5**

Spring Semester			Semester Credits
EET	200	Digital Electronic Circuits I	3
HVAR	100	Fitting, Fusion and Fabrication	4
HVAR	103	Basic Electrical Controls & Systems	4
ENG	101	Rhetoric & Composition I	3
Social Science Course			3
Total Semester Credits			**17**

Summer Semester			
EET	243	NEC for Industrial/Commercial	3

Second Year

Fall Semester			Semester Credits
HVAR	101	Refrig. & A.C. Principles I	4
HVAR	202	Commercial Refrigeration I	4
IDP	116	Industrial Pipefitter A	4
Communication Course			3
Total Semester Credits			**15**

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Spring Semester			Semester Credits
IDP	126	Industrial Pipefitter B	4
HVAR	153	Heating Fundamentals	4
HVAR	205	Commercial Icemakers and Water Treatment	3
EET	235	Programmable Logic Controllers	3
Human Relations Course			3
Total Semester Credits			**17**

Total Program Credits **70.5**

Commercial Maintenance Mechanics Certificate (054K)

EET	101	Intro to Electricity and Electronics	5
EET	200	Digital Electronic Circuits I	3
EET	243	NEC for Industrial/Commercial	3
EET	235	Programmable Logic Controllers	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 & Water Treatment	3
IDP	116	Industrial Pipefitter A	4
GT	104	Math for Electronics	4
Total Credits			**45**

Career Opportunities

Graduates of the Commercial Maintenance Mechanics program will have many opportunities with a wide variety of companies. A graduate of the Commercial Maintenance Mechanics program is prepared to work as a:

- Plant maintenance mechanic
- Heating, air conditioning and refrigeration technician
- Facilities maintenance technician

Computer Aided Drafting

swic.edu/academics/career-degrees/information-technology-degrees/computer-aided-drafting/

Coordinator/Faculty: Shauna Scribner, Ph.D., CMfgT, CD, MI
ext. 5376
email: shauna.scribner@swic.edu

Dean: Bradley Sparks

The Computer Aided Drafting program develops the skills that will prepare students for employment as CAD operators. The houses we live in, the buildings we work in, the cars we drive, or the roads we drive on, all started as concepts. The role of the computer aided drafter is to communicate by way of pictorial drawings the concepts of engineers and architects.

The CAD program is Curriculum Certified through the American Design Drafting Association International. This certification provides recognition in the areas of design drafting and signifies to employers that the SWIC CAD program meets the standards established and approved by an international organization for designers, drafters, architects, illustrators, and technical artists.

Students who wish to complete the architectural/structural detail specialization or mechanical specialization are required to complete the Certified Drafter Architectural/Mechanical exam. Exam for the architectural specialization should be taken during the last semester of the two year program. The mechanical specialization exam can be taken after completing the first four drafting courses in the program (CAD 120 Introductory CAD, CAD 101 Basic Drafting, CAD 102 Intermediate Drafting and CAD 200 Manufacturing Processes & CAD Drawings). Students interested in the Structural Detail Specialization will be required to take the ADDA Mechanical exam.

Professional certification through the ADDA allows CAD operators to show their knowledge of drafting concepts and nationally recognized standards and practices. Becoming a Certified Drafter enhances credibility as a professional and gives a competitive edge in the workforce. ADDA membership is not required in order to take the exam or to become a Certified Drafter. For more information about ADDA, visit www.adda.org.

The CAD program offers a specialization in General, Architecture, Machine **OR** Structural Detail drafting. After completing the first year of requirements, the student may select to specialize in one of the four areas. Under each specialization area is listed the courses required to complete the degree.

See the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

ADDA
A Legacy of Excellence

Associate in Applied Science Degree (0035)

First Year

Fall Semester			**Semester Credits**
CAD	120	Introductory CAD	4
CAD	101	Basic Drafting	4
ENG	101	Rhetoric & Composition I	3
GT	105	Intro to Technical Math **OR**	
MATH	112	College Algebra	4
Total Semester Credits			**15**

Spring Semester			**Semester Credits**
CAD	102	Intermediate Drafting	4
CAD	220	Advanced CAD I	3
CAD	221	Advanced CAD II	4
Humanities **OR** Social Science Elective			3
SPCH	151	Fundamentals of Public Speaking **OR**	3
SPCH	155	Interpersonal Communication	
Total Semester Credits			**17**

Summer Semester			**Semester Credits**
CAD	292	Supervised Internship III*	3
Human Well-Being Course			2
Total Semester Credits			**5**

Second Year

Fall Semester		**Semester Credits**
CAD	Architecture/Structural Detail **OR** Machine **OR** General CAD Specialization Courses	16
Total Semester Credits		**16**

Apply for Graduation Now

Spring Semester		**Semester Credits**
CAD	Architecture/Structural Detail **OR** Machine **OR** General CAD Specialization Courses	12
CAD 222	Machine CAD POST Assessment **OR**	
CAD 231	Architectural CAD POST Assessment	1
Human Relations Course		3
Total Semester Credits		**16**

Total Program Credits	**69**

Students must take either CAD 222-Machine CAD Post Assessment or CAD 231-Arch CAD Post Assessment depending on their specialization. Students taking the General specialization must take CAD 222-Machine CAD Post Assessment.

*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.

Computer Aided Drafting Specializations

General CAD

CAD	200	Manufacturing Processes & CAD Drawings **OR**	4
CAD	201	Introduction to Architectural Drafting	2
CAD	202	Structures Drafting	3
CAD	203	Civ Eng Drafting	3
CAD	204	Manufacturing Drafting	3
CAD	206	E & I Drafting	3
CAD	210	HVAC/EL/Plumb Drafting	3
CAD	225	MicroStation CAD	3
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	2
CAD	230	3D Architectural CAD	2
CAD	232	Structural Detail Material, Codes, Standards	2
CAD	233	Structural Detail CAD	3
CAD	234	Basic Structural Detail Drafting	3
CAD	290	Supervised Internship I	1-6
CAD	291	Supervised Internship II	1-6
CAD	292	Supervised Internship III	1-6

Architecture/Structural Detail

CAD	201	Introduction to Architectural Drafting (required)	2
CAD	202	Structures Drafting	3
CAD	203	Civ Eng Drafting	3
CAD	210	HVAC/EL/Plumb Drafting	3
CAD	225	MicroStation CAD	3
CAD	230	3D Architectural CAD	2
CAD	231	Arch CAD Post Assessment (structural detail focus)	1
CAD	232	Structural Detail Mtl Cd Std (structural detail focus)	2
CAD	233	Structural Detail CAD (structural detail focus)	3
CAD	234	Basic Structural Detail Drafting (structural detail focus)	3
WLDT	101	Introduction to Welding (structural detail focus)	6
MATH	114	Trigonometry	3
CAD	290	Supervised Internship I	1-6
CAD	291	Supervised Internship II	1-6
CAD	292	Supervised Internship III	1-6
ENGR	251	Surveying	4

Twenty-eight semester credits of CAD specialization courses must be completed for the Architecture CAD degree. Only two CAD Supervised Internship courses may be taken to fulfill specialization requirements.

Machine

CAD	200	Manufacturing Processes & CAD Drawings (required)	4
CAD	204	Manufacturing Drafting	3
CAD	206	E & I Drafting	3
CAD	225	MicroStation CAD	3
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	2
CAD	232	Structural Detail Mtl Cd Std	2
CAD	233	Structural Detail CAD	2
CAD	234	Basic Structural Detail Drafting	3
CAD	290	Supervised Internship I	1-6
CAD	291	Supervised Internship II	1-6
CAD	292	Supervised Internship III	1-6
MATH	114	Trigonometry	3
WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3

Twenty-eight semester credits of CAD specialization courses must be completed for the Machine CAD degree. Only two CAD Supervised Internship courses may be taken to fulfill specialization requirements.

Certificate (035D)

CAD	120	Introductory CAD	4
CAD	101	Basic Drafting	4
CAD	102	Intermediate Drafting	4
CAD	200/201	Manufacturing Prcs & CAD **OR** Introduction to Architectural Drafting	2-4
CAD	220	Advanced CAD I	3
CAD	221	Advanced CAD II	4
CAD	222	Machine CAD Post Assessment **OR**	
CAD	231	Architectural CAD Post Assessment	1
CAD	225	MicroStation CAD	3
CAD	226	Intro to Geo Dim & Tolerance (CD&T)	2
MATH	112	College Algebra **OR**	
GT	105	Intro to Technical Mathematics	4
Architecture/Structural Detail **OR** Machine **OR** General CAD Specialization Courses			4-6
Total Credits			**37**

Career Opportunities

More than 90 percent of the SWIC Computer Aided Drafting graduates find drafting technology jobs with career opportunities such as:

- Junior Drafter (entry-level position)
- Drafting Technician (education and experience)
- Design Drafter (advanced education and experiences)
- Mechanical Drafter
- CAD Operator

SWIC graduates pursue a range of drafting fields from manufacturing, to civil, to electrical and instrumentation, to pipe, to structural drafting.

SWIC graduates are employed by companies such as Anheuser-Busch InBev, Monsanto, Sverdrup Corp., IDOT and Ameren.

Computer Information Systems

swic.edu/academics/career-degrees/information-technology-degrees/computer-information-systems/

For more computer classes, see:
Graphic Communications
Network Design & Administration
Office Administration & Technology
Web Technologies

Coordinator/Faculty: Tim Brown, ext. 5502
Faculty: Lawrence Appelbaum, Charles Hannon, Mary Lutz, Matt Swinford

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.

2+2 Articulation Agreements

- SIUC – BS Information System Technologies

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degrees

Computer Information Systems (0010)

First Year

Fall Semester			**Semester Credits**
MATH	107	General Education Statistics (or higher)	4
CIS	180	Introduction to Programming	3
CIS	181	Operating System/Windows	3
CIS	185	Introduction to Information Technology	3
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective			2
Total Semester Credits			**18**

Spring Semester			**Semester Credits**
CIS	164	Internet Essentials	3
CIS	174	Web Fundamentals I	3
CIS	184	Visual Basic Programming I	3
OAT	175	Electronic Spreadsheet	3
NETW	101	Introduction to Networking	3
SPCH	155	Interpersonal Communications **OR**	3
SPCH	151	Fundamentals of Public Speaking	
Total Semester Credits			**18**

Second Year

Fall Semester			**Semester Credits**
EET	256	Preparation for A+ Certification	3
CIS	195	Introduction to Databases	3
CIS	246	Systems Development & Designs I	3
CIS	252	C# Programming I	3
OAT	185	Database Applications	3
CIS Approved Electives			3
Total Semester Credits			**18**

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Spring Semester			**Semester Credits**
ECON	201	Principles of Economics I (Macro)	3
CIS	275	SQL	3
CIS	297	Information Technology Internship	3
CIS Approved Electives			3
Human Relations Elective			3
Total Semester Credits			**15**

Total Program Credits **69**

CIS Electives (0010)

			Semester Credits
CIS	165	Python Programming	3
CIS	177	Web Development I	3
CIS	178	Administrative Scripting	3
CIS	179	Computer User Support	3
CIS	187	Web Programming I	3
CIS	212	Web Development II	3
CIS	241	Visual Basic for Applications	3
CIS	250	C++ Programming I	3
CIS	256	Web Server Programming	3
CIS	260	C++ Programming II	3
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3
CIS	265	Windows Mobile Development	3
CIS	266	Database Design	3
CIS	274	Mobile Application Development	3
CIS	277	jQuery	3
CIS	284	Visual Basic Programming II	3
CIS	287	Web Programming II	3
CIS	288	Web Server Programming II	3

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

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 credits of program-related coursework. 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 SWIC, 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
- Applications programmer
- Customer support specialist
- Software specialist
- Information specialist
- Software developer

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	107	General Education Statistics (or higher)	4
NETW	101	Introduction to Networking	3
CIS	181	Operating System/Windows	3
CIS	185	Introduction to Information Technology	3
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective			2
Total Semester Credits			**18**

Spring Semester			**Semester Credits**
CIS	180	Introduction to Programming	3
CIS	179	Computer User Support	3
NETW	188	Windows Server I	3
OAT	175	Electronic Spreadsheet	3
OAT	180	Word Processing	3
SPCH	155	Interpersonal Communication	3
Total Semester Credits			**18**

Second Year

Fall Semester			**Semester Credits**
NETW	271	Network Security	3
CIS	178	Administrative Scripting	3
OAT	128	Microsoft Outlook	1
OAT	165	Presentation Graphics	2
OAT	185	Database Applications	3
EET	256	Preparation for A+ Certification	3
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
ECON	201	Principles of Economics I (Macro)	3
CIS Electives			6
CIS	297	Information Technology Internship	3
Human Relations Elective			3
Total Semester Credits			**15**

Total Program Credits	**66**

CIS Electives (010A)			**Semester Credits**
CIS	165	Python Programming	3
CIS	174	Web Fundamentals I	3
CIS	177	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	195	Introduction to Databases	3
CIS	212	Web Development II	3
CIS	246	System Development and Design	3
CIS	275	SQL Programming	3
MGMT	213	Human Relations in the Workplace	3
CISC	106	Introduction to Cybersecurity	1
NETW	182	Linux Operating System	3
SPCH	151	Fundamentals of Public Speaking	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 credits of program-related coursework. 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 SWIC, 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.

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Tech Support/Help Desk 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

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	Operating System Basics	1
CIS	180	Introduction to Programming	3
CIS	185	Introduction to Information Technology	3
CIS	195	Introduction to Databases	3
ENG	101	Rhetoric & Composition I	3
OAT	185	Database Applications	3
Total Semester Credits			**16**

Spring Semester			**Semester credits**
CIS	184	Visual Basic Programming I	3
CIS	246	Systems Development & Design I	3
CIS	275	SQL	3
MATH	107	General Education Statistics (or higher)	4
SPCH	151	Fundamentals of Public Speaking	3
Human Well-Being Elective			2
Total Semester Credits			**18**

Second Year

Fall semester			**Semester Credits**
CIS	252	C# Programming I	3
CIS	266	Database Design	3
CIS	281	Database Programming	3
ECON	201	Principles of Economics I (Macro)	3
Human Relations Elective			3
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
CIS	263	Data Access	3
CIS	283	Database Administration	3
CIS	297	Information Technology Internship	3
CIS Approved Electives			6
Total Semester Credits			**15**

Total Program Credits	**64**

CIS Electives (010B)			**Semester Credits**
CIS	174	Web Fundamentals I	3
CIS	187	Web Programming I	3
CIS	212	Web Development II	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	282	Database Application Development	3
CIS	284	Visual Basic Programming II	3
CIS	287	Web Programming II	3
CIS	288	Web Server Programming II	3
NETW	101	Introduction to Networking	3

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

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 credits of program-related coursework. 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 SWIC, 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	112	College Algebra or higher	4
CIS	125	Operating System 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			**17**

Spring Semester			**Semester Credits**
CIS	174	Web Fundamentals I	3
CIS	184	Visual Basic Programming I	3
CIS	275	SQL	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**

Second Year

Fall Semester			**Semester Credits**
CIS	252	C# Programming I	3
CIS	177	Web Development I	3
CIS Approved Electives			6
Human Relations Elective			3
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3
CIS	246	Systems Development & Design I	3
CIS	297	Information Technology Internship	3
Total Semester Credits			**15**

Total Program Credits **64**

CIS Electives (010C)			**Semester Credits**
CIS	165	Python Programming	3
CIS	187	Web Programming I	3
CIS	212	Web Programming II	3
CIS	241	Database Programming I	3
CIS	250	C++ Programming I	3
CIS	256	Web Server Programming I	3
CIS	260	C++ Programming II	3
CIS	265	Windows Mobile Development	3
CIS	274	Mobile Application Development	3
CIS	277	jQuery	3
CIS	281	Database Programming	3
CIS	282	Database Application Development	3
CIS	284	Visual Basic Programming II	3
CIS	287	Web Programming II	3
CIS	288	Web Server Programming II	3

Requisites may be required for some courses. Refer to the Course Description Guide beginning on page 244.

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 credits of program-related coursework. 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 SWIC, 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

Computer Management Information Systems (0116)

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 students with the requisite 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.

Program Requisite			**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	Introductory Logic	3
CIS	185	Introduction to Information Technology	3
HIST	250	20th Century Western Civilization	3
IAI Literature			3
Total Semester Credits			**18**

Spring Semester			**Semester credits**
CIS	184	Visual Basic Programming I	3
MATH	213	Calculus for Business & Social Science	4
ECON	201	Principles of Economics I (Macro)	3
IAI Lab Science (Physical Sciences)			4
ENG	102	Rhetoric and Composition II	3
Total Semester Credits			**17**

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**

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Spring Semester			**Semester Credits**
ACCT	110	Financial Accounting	4
CIS	187	Web Programming I	3
CIS	252	C# Programming I	3
Human Well-Being Elective			2
POL	150	Introduction to American Government	3
IAI Fine Arts			3
Total Semester Credits			**18**

Total Program Credits **70**

Enrollment in any math class is based on your score on the assessment placement test and proper requisite. Refer to the *Course Description Guide* beginning on page 244.

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 in Applied Science degree program prepares students for work as a:

- Software developer
- Computer programmer
- Software engineer
- Computer specialist
- Computer support specialist

Certificate Programs

Database Development (010D)

With many industries discovering the benefits of gathering and analyzing data, the demand for database developers is high. The Database Development certificate will provide the skills needed by database developers.

OAT	185	Database Applications	3
CIS	180	Introduction to Programming	3
CIS	195	Introduction to Databases	3
CIS	275	SQL	3
CIS	241	Visual Basic for Applications	3
CIS	252	C# Programming I	3
CIS	263	Data Access	3
CIS	281	Database Programming	3
Total Credits			**24**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Database Administration (010K)

The demand for database administration skills is also projected to be in high in coming years. The Database Administration certificate will provide the skills needed by database administrators.

OAT	185	Database Applications	3
CIS	180	Introduction to Programming	3
CIS	195	Introduction to Databases	3
CIS	275	SQL	3
CIS	266	Database Design	3
CIS	281	Database Programming	3
CIS	283	Database Administration	3
Total Credits			**21**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

C++ Programming (010E)

The C++ Programming Certificate will prepare students for employment as C++ programmers.

CIS	250	C++ Programming I	3
CIS	260	C++ Programming II	3
Total Credits			**6**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Visual Basic Programming (010F)

The Visual Basic Programming Certificate will prepare students for employment as Visual Basic programmers.

CIS	184	Visual Basic Programming I	3
CIS	284	Visual Basic Programming II	3
Total Credits			**6**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Computer Technology (010G)

The Computer 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 requirements for survival today in most organizations and industries. Completion of this certificate will ensure a basic understanding of the most used computer skills necessary for employment.

CIS	120	Introduction to the PC	1
CIS	125	Operating System Basics	1
CIS	164	Internet Essentials	3
CISC	106	Introduction to Cybersecurity	1
MGMT	240	Ethics in the Workplace	1
NETW	101	Introduction to Networking	3
OAT	127	Workplace Skills	1
OAT	128	Microsoft Outlook	1
OAT	146	Computer Applications for the Office	3
OAT	164	Introduction to Keyboarding	1
Total Credits			**16**

C# Programming (010J)

The C# Programming certificate will prepare students for employment as C# programmers.

CIS	252	C# Programming I	3
CIS	262	C# Programming II	3
Total Credits			**6**

Java Programming (011F)

The Java Programming certificate will prepare students for employment as Java programmers.

CIS	187	Web Programming I	3
CIS	287	Web Programming II	3
Total Credits			**6**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Construction Apprenticeship Training Programs

Apprenticeship Coordinator: Jim Moore, ext. 7458
email: jim.moore@swic.edu

Dean: Bradley Sparks

Students seeking admission to an apprenticeship program must meet the admission requirements of the trade union of choice, Office of Apprenticeship, U.S. Department of Labor, and SWIC. For further information concerning apprentice training, contact Jim Moore, director of Apprenticeship Training, SWIC.

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 SWIC 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 trades.

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 in 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 in Applied Science degree and offers the Bachelor of Science in technology.

All students entering any of the ***degree*** *programs* ***must*** *complete the SWIC Placement Test* ***before*** *enrolling in any construction technology course.* ***Students shall meet all institutional requirements to earn an 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.
NOTE: For those students who have not been admitted to the electrical apprenticeship program and who would like to pursue training in the electrical and electronics field, please see the *Electrical/Electronics Technology* section of this catalog (page 163).

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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 Bricklayer Apprentice II*	4
CMT	102	Construction Blueprints & Specifications	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 Bricklayer Apprentice III*	4
BLA	148	Construction Bricklayer Apprentice IV*	4
CMT	244	Occupational Safety & Health I	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating – Cost Accounting	3
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester Credits**
BLA	258	Construction Bricklayer Apprentice V*	4
BLA	268	Construction Bricklayer Apprentice VI*	4
MGMT	221	Fundamentals of Labor Relations	3
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

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Spring Semester			**Semester Credits**
CIS	120	Introduction to PC	1
CIS	125	Operating System Basics	1
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
CMT	257	Construction Planning & Scheduling	3
Technical Elective**			3
Human Relations Course			3
Total Semester Credits			**13**
Total Program Credits			**64**

*A Bricklayer Apprentice Certificate will be given after the completion of the six courses marked with asterisks.

**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	116	Health & Safety I*	2
CCA	117	Shop Orientation*	2
CCA	118	Concrete Formwork I*	2
CCA	119	Concrete Formwork II*	2
MGMT	221	Fundamentals of Labor Relations	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Spring Semester			**Semester Credits**
CCA	126	Residential Framing I*	2
CCA	127	Residential Framing II*	2
CCA	128	Interior Systems Framing I*	2
CCA	129	Interior Systems Framing II*	2
CCA	165	Construction Carpentry Internship I	4
CMT	244	Occupational Safety & Health I	3
Total Semester Credits			**15**

Second Year

Fall Semester			**Semester Credits**
CCA	236	Millwright Basics I*	2
CCA	237	Millwright Basics II*	2
CCA	238	Carpentry Welding Basics I*	2
CCA	239	Carpentry Welding Basics II*	2
CCA	270	Construction Carpentry Internship II	4
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**18**

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Spring Semester			**Semester Credits**
CCA	246	Safety Orientation I*	2
CCA	247	Safety Orientation II*	2
CCA	248	Interior/Exterior Trim*	2
CCA	249	Intermediate Prints*	2
CCA	290	Construction Carpentry Internship III	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
Total Semester Credits			**17**
Total Program Credits			**64**

*A Carpentry Apprentice Certificate will be given after the completion of the 16 courses marked with asterisks.

Construction Cement Mason Associate in Applied Science Degree (039A) and Construction Cement Mason Certificate (040A)

First Year

Fall Semester			**Semester Credits**
CMA	113	Construction Cement Mason Apprentice I*	4
CMT	244	Occupational 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	Construction Cement Mason Apprentice II*	4
MGMT	221	Fundamental of Labor Relations	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating - Cost Accounting	3
Communications Course			3
Total Semester Credits			**16**

Second Year

Fall Semester			**Semester Credits**
CMA	133	Construction Cement Mason Apprentice III*	4
CMA	245	Construction Carpentry Apprentice IV*	4
MGMT	213	Human Relations in the Workplace	3
ENGR	251	Surveying	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Apply for Graduation Now

Spring Semester			**Semester Credits**
CMA	255	Construction Cement Mason Apprentice V*	4
CMA	265	Construction Cement Mason Apprentice VI*	4
BUS	101	Introduction to Business	3
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
Total Semester Credits			**16**
Total Program Credits			**65**

*A Construction Cement Mason Apprentice Certificate will be given after the completion of the six courses marked with asterisks.

Construction Electrical Specialist*** Associate in Applied Science Degree (039E)

First Year

Fall Semester			**Semester Credits**
IEW Certificate Courses**			8
CMT	258	Contracts & Claims	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**14**

Spring Semester			**Semester Credits**
IEW Certificate Courses**			8
MGMT	221	Fundamentals of Labor Relations	3
Communications Course			3
CIS Elective (requires coordinator approval)			3
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester Credits**
IEW Certificate Courses**			8
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
CMT	257	Construction Planning & Scheduling	3
Total Semester Credits			**16**

Apply for Graduation Now

Spring Semester			Semester Credits
IEW Certificate Courses**			8
CMT	103	Construction Materials & Methods I	3
CMT	153	Construction Estimating-Cost Accounting I	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**
Total Program Credits			**64**

***For those students not admitted to the apprenticeship program and who would like to pursue training in the electrical/electronics field, please see the *Electrical/Electronics Technology* section of this catalog.

Construction Electrical Wireman Certificate (040E)

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			**48**

Construction Electrical Residential (040H)

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			**32**

Construction Electrical Telecom (040I)

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			**32**

Construction Electrical Lineman (040J)

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			**32**

* All IEW courses 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	Construction 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 Apprentice 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
ENGR	251	Surveying	3
IWA	249	Construction Ironworker Apprentice IV*	4
Total Semester Credits			**7**

Second Year

Fall Semester			Semester Credits
IWA	259	Construction Ironworker Apprentice V*	4
IWA	269	Construction Ironworker Apprentice VI*	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**16**

Apply for Graduation Now

Spring Semester			Semester Credits
IWA	279	Construction Ironworker Apprentice VII*	4
IWA	289	Construction Ironworker Apprentice VIII*	4
BUS	101	Introduction to Business	3
Human Relations Course			3
Total Semester Credits			**14**
Total Program Credits			**65**

*An Ironworker Apprentice Certificate will be given after the completion of the eight courses marked with asterisks.

Students shall meet all institutional requirements for the Associate in Applied Science degree.

Construction Painting and Decorating Associate in Applied Science Degree (039F) and Painting and Decorating Apprentice Certificate (040F)

First Year

Fall Semester			**Semester Credits**
PDA	117	Painting & Decorating Apprentice I*	4
PDA	127	Painting & Decorating Apprentice II	4
Human Relations Course			3
CMT	102	Construction Blueprints & Specifications	3
CMT	103	Construction Materials & Methods I	3
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
PDA	137	Painting & Decorating Apprentice III*	4
PDA	257	Painting & Decorating Apprentice V*	4
ACCT	105	Basic Accounting Procedures	3
MGMT	213	Human Relations in the Workplace	3
CMT	153	Construction Estimating - Cost Accounting	3
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester Credits**
PDA	267	Painting & Decorating Apprentice VI*	4
MGMT	221	Fundamentals of Labor Relations	3
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Total Semester Credits			**13**

Apply for Graduation Now

Spring Semester			**Semester Credits**
PDA	278	Painting & Decorating Apprentice VII*	4
PDA	288	Painting & Decorating Apprentice VIII*	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Communications Course			3
Total Semester Credits			**13**

Total Program Credits **60**

*A Painting & Decorating Apprentice Certificate will be given after the completion of the six courses marked with asterisks.

Construction Sheetmetal Associate in Applied Science Degree (039B) and Sheetmetal Apprentice Certificate (040B)

First Year

Fall Semester			**Semester Credits**
SMA	114	Construction Sheetmetal Apprentice I*	4
SMA	124	Construction Sheetmetal Apprentice II*	4
CMT	102	Construction Blueprints & Specifications	3
CMT	103	Construction Materials & Methods I	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
SMA	134	Construction Sheetmetal Apprentice III*	4
SMA	144	Construction Sheetmetal Apprentice IV*	4
CMT	244	Occupational Safety & Health I	3
CMT	152	Construction Materials & Methods II	3
CMT	153	Construction Estimating - Cost Accounting	3
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester Credits**
SMA	254	Construction Sheetmetal Apprentice V*	4
SMA	264	Construction Sheetmetal Apprentice VI*	4
MGMT	221	Fundamentals of Labor Relations	3
Communications Course			3
Humanities **OR** Social Science Course			3
Total Semester Credits			**17**

Apply for Graduation Now

Spring Semester			**Semester Credits**
SMA	274	Construction Sheetmetal Apprentice VII*	4
SMA	284	Construction Sheetmetal Apprentice VIII*	4
HES	152	First Aid-Medical Self Help **OR**	2
HES	151	Personal Health and Wellness	
Human Relations Course			3
Total Semester Credits			**13**

Total Program Credits **64**

*A Sheetmetal Apprentice Certificate will be given after the completion of the eight courses marked with asterisks.

Requisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

Completing an apprenticeship in building trades is not a dead-end goal. Building trades offer many opportunities for the Associate in Applied Science degree graduate.

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

swic.edu/academics/career-certificates/construction/construction-management-technology/

Coordinator/Faculty: Charles "Jim" Laing, ext. 5209
email: charles.laing@swic.edu

Dean: Bradley Sparks

The Construction Management Technology program at Southwestern Illinois College prepares students for careers in the construction industry. Upon graduation, students are qualified for several entry-level positions in the construction management career field.

Employers value a balanced technical curriculum and graduates with solid presentation and communication skills. They know graduates can function well in real-world settings, develop required skills and handle lifelong learning required of today's construction managers.

SWIC's CMT program is built on four core areas – safety, quality control, estimating and scheduling. Courses supporting these areas integrate software commonly used in the construction industry including Autodesk Revit, Navisworks, Recap, Remake, Bluebeam, MS Excel and MS Project. Software skills applied to construction management areas of project control give students an upper hand in a competitive marketplace.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0039)

First Year

Fall Semester			**Semester Credits**
CMT	100	Introduction to Construction*	3
CMT	102	Construction Documents	3
CMT	105	Computer Applications for Construction	4
GT	105	Introduction to Technical Math **OR**	
MATH	112	College Algebra	4
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
CMT	244	Occupational Safety and Health I	3
CMT	103	Materials & Methods I	3
CMT	153	Construction Estimating (Spring Only)	3
ACCT	105	Basic Accounting Procedures	3
Communications Course			3
HES	152	First Aid-Medical Self Help	2
Total Semester Credits			**17**

Summer Semester			**Semester Credits**
CMT	150	Internship I**	3
CMT	152	Materials and Methods II (Summer Only)	3
Total Semester Credits			**6**

Second Year

Fall Semester			**Semester Credits**
CMT	206	Building Systems (MEP) (Fall Only)	3
CMT	257	Planning and Scheduling (Fall Only)	3
CMT	258	Contracts and Claims	3
ENGR	251	Surveying	3
Humanities course			3
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
CMT	268	Project Administration (Spring Only)	3
CMT	265	Advanced Computer Applications (Spring Only)	4
PHYS	101	General Physical Science **OR**	
Approved CMT Elective***			4
Human Relations Course			3
Total Semester Credits			**14**

Total Program Credits	**69**

*CMT 145 Building Trades Craft Survey I substitutes for CMT 100
**CMT 146 Building Trades Craft Survey II substitutes for CMT Internship
***CMT Approved Electives:
ANY college-level course approved by the program coordinator

There are requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Construction Management Technology program is prepared to work in entry-level management team positions including:

- Office engineer
- Field engineer
- Foreman
- BIM Technician
- Assistant Superintendent

Certificate Programs

CMT Certificate (0040) - 37 semester credits/ 4 semesters

A certificate program in Construction Management Technology is primarily for in-service training of persons employed in the construction field. Students acquire further formal training in their occupation.

			Semester Credits
CMT	100	Introduction to Construction	3
CMT	102	Construction Documents	3
CMT	103	Construction Materials & Methods I	3
CMT	105	Computer Applications for Construction	4
CMT	152	Construction Materials and Methods II	3
CMT	153	Construction Estimating	3
CMT	206	Building Systems (MEP)	3
CMT	244	Occupational Safety & Health I	3
CMT	257	Construction Planning & Scheduling	3
CMT	258	Contracts and Claims	3
CMT	268	Project Administration	3
ENGR	251	Surveying	3
Total Credits			**37**

Building Performance Certificate (036A)

This certificate program focuses on energy efficiency of residential structures and provides the student opportunity for nationally recognized Building Performance Institute certifications. Building analysis and weatherization techniques including blower door, indoor air quality and combustion analysis are included. Specific focus on building science, buildings and their systems, standards and specifications is included.

			Semester Credits
CMT	147	Energy Auditor	4
CMT	148	Weatherization Specialist	4
CMT	149	Weatherization II	1.5
Total Credits			**9.5**

Building Information Modeling Certificate (036B) - 8 semester credtis/ 2 semesters

The SWIC Building Information Modeling Certificate provides opportunities for students to explore pre-construction and construction phases of building projects using information modeling software. The computer is very much alive in the construction industry and as demand increases as a result of more stringent building codes, sustainable construction methods and alternate project delivery methods, use of BIM will continue to grow. Students are required to learn modeling software including identification and assembly of parts and products. Unlike traditional two-dimensional drawings, BIM models store information related to both quantity and quality of the proposed structure. Students learn how to use the software to the benefit of the construction process including, structural, HVAC, plumbing and electrical systems integration for the purpose of constructability modeling, clash detection, scheduling and estimating, as well as other pre-construction phase tasks. Construction applications include process improvement techniques while focusing on updating the model as change occurs during construction. Students will be introduced to advanced delivery methods including paperless job sites, the virtual job trailer as well as tough tablet use on job sites. The Building Information Modeling Certificate will provide current needed training and experience for construction managers, scheduling and estimating staff, designers, draftsmen, project superintendents, job foreman and building tradespeople.

			Semester Credits
CMT	105	Computer Applications for Construction	4
CMT	265	Advanced Computer applications	4
Total Credits			**8**

Building Trades Safety (036C) - 11 semester credits/DC & 2 semesters

This certificate provides students with opportunities to experience several trade specialization areas. Students explore hands-on techniques, including the use and proper handling of tools and materials, with an emphasis on the safety aspects related to each trade. In addition to SWIC's Building Trades Safety Certificate, successful completion of CMT 244 will result in OSHA 30 certification.

			Semester Credits
CMT	145	Building Trades Craft Survey 1* (Summer Only)	4
CMT	146	Building Trades Craft Survey II** (Summer Only)	4
CMT	244	Occupational Safety and Health I	3
Total Credits			**11**

*CMT 145 OR any construction apprenticeship building course substitutes for CMT 100
**CMT 146 OR any construction apprenticeship building course substitutes for CMT Internship

Some courses have requisites. Refer to the *Course Description Guide* beginning on page 244.

Accelerated Degree Option Construction Management Technology (0039)

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate of Applied Science degree in Construction Management Technology by completing at least 27 semester credits of program-related coursework plus required general education coursework. A plan of specific courses required for the degree must be obtained from the program coordinator. Only those course completed at SWIC, and not included as part of the requirements for the previously earned degree or certificate can be considered for this option. Students must meet all institutional requirements for the Associate in Applied Science degree.

			Semester Credits
CMT	100	Introduction to Construction	3
CMT	102	Construction Documents	3
CMT	103	Materials and Methods I	3
CMT	152	Materials and Methods II	3
CMT	153	Construction Estimating	3
CMT	206	Building Systems	3
CMT	244	Occupational Safety and Health I	3
CMT	257	Construction Planning and Scheduling	3
CMT	258	Contracts and Claims	3
CMT	268	Project Administration	3

Culinary Arts and Food Management

swic.edu/academics/career-certificates/culinary-arts/

Coordinator/Faculty: Leisa Brockman, ext. 7389/5436

Dean: Janet Fontenot

The Culinary Arts and Food Management program prepares students for entry-level positions in the food service industry. The program offers five different educational options to meet students' specific needs.

The Associate in Applied Science in Culinary Arts and Food Management degree program provides students with the knowledge of restaurant management and culinary arts skills necessary to obtain entry-level chef or restaurant management positions. Some graduates prefer to transfer to a four-year institution to pursue a bachelor's degree. The program has an outstanding reputation among notable colleges and universities. SWIC can assist in the transfer process.

The Baking and Pastry degree program prepares students for careers in the culinary arts/baking industry. The Associate in Applied Science program blends specialized baking science, technology and applications, as well as foundational business competencies to operate a successful baking operation.

The four Culinary Arts and Food 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 fourth certificate focuses specifically on the art and science of baking and pastry.

SWIC Culinary Arts and Food Management AAS is accredited by the American Culinary Federation Education Foundation Inc. Accrediting Commission and partnered with the National Restaurant Association and the Council of Hotel, Restaurant and Institutional Educators.

Students in the Culinary Arts and Food Management program must be able to perform physical requirements as identified by the department.

2+2 Articulation Agreements

AAS Culinary Arts & Food Management:

- SIUC – BS Hospitality and Tourism Administration

AAS Baking & Pastry:

- SIUE – BS Hospitality and Tourism Administration

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Culinary Arts and Food Management Associate in Applied Science Degree (066A)

Program Requisite			**Semester Credits**
CUL	116	Food Service Sanitation (or valid Food Handler's Certificate)	1

First Year			
Fall Semester			**Semester Credits**
CUL	101	Introduction to Culinary Arts	1
ENG	101	Rhetoric & Composition I	3
BUS	102	Business Mathematics **OR**	
MGMT	102	Business Mathematics	3
CUL	115	Table Service	2
CUL	110	Professional Food Preparation I	5
CIS	120	Introduction to the PC	1
OAT	132	Electronic Spreadsheet Basics	1
Total Semester Credits			**16**

First Year			
Spring Semester			**Semester Credits**
SPCH	151	Fundamentals of Public Speaking	3
ACCT	105	Basic Accounting Procedures	3
HES	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 & Pastry	2
Total Semester Credits			**18**

Second Year			
Fall Semester			**Semester Credits**
SOC	153	Introductory Sociology	3
CUL	123	Legal Aspects of Food Service Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	209	Hospitality Management	3
CUL	114	Garde Manger	3
Humanities OR Social Science Elective			3
Total Semester Credits			**18**

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Second Year			
Spring Semester			**Semester Credits**
CUL	206	Menu Development & Pricing	3
CUL	212	Food Service Purchasing	3
BUS	101	Introduction to Business	3
MKT	126	Introduction to Marketing	3
CUL	230	Internship I	3
CUL	Elective		3
Total Semester Credits			**18**

Total Program Credits	**71**

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 and Sauces	3
CUL	128	Advanced Professional Baking	2
CUL	129	Cake Decorating I	2
CUL	130	Cake Decorating II	2
CUL	131	Experimental Baking Techniques	2
CUL	132	Ice Cream and Frozen Desserts	2
CUL	133	Sustainable Kitchen	2
CUL	200	Culinary Competition	2
CUL	231	Internship II	3
CUL	232	Advanced Decorating Techniques	4
CUL	233	Contemporary Plating Techniques	2
CUL	234	Breads, Bakeries, and Pastries	2
CUL	299	Special Topics (with coordinator's approval)	1-3

Baking and Pastry Associate of Applied Science Degree (066F)

First Year

Fall Semester			Semester Credits
CUL	116	Food Service Sanitation	1
CUL	101	Introduction to Culinary Arts	1
ENG	101	Rhetoric & Composition I	3
MGMT	102	Business Mathematics **OR**	
BUS	102	Business Mathematics	3
CUL	110	Professional Food Preparation I	5
CUL	127	Baking & Pastry	2
CUL	129	Cake Decorating I	2
Total Semester Credits			**17**

First Year

Spring Semester			Semester Credits
SPCH	151	Fundamentals of Public Speaking	3
HES	152	First-Aid Medical Self-Help	2
CUL	132	Ice Cream & Frozen Desserts	2
CUL	105	Food, Beverage, Labor Cost Control	3
CUL	128	Advanced Professional Baking	2
CUL	130	Cake Decorating II	2
Total Semester Credits			**14**

Second Year

Fall Semester			Semester Credits
SOC	153	Introductory Sociology	3
CUL	123	Legal Aspects of Food Service Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	232	Advanced Decorating Techniques	4
CUL	133	Sustainable Kitchen	2
CUL	131	Experimental Baking Techniques	2
Total Semester Credits			**17**

Apply for Graduation Now

Second Year

Spring Semester			Semester Credits
CUL	206	Menu Development & Pricing	3
CUL	212	Food Service Purchasing	3
CUL	230	Internship I	3
Human Relations Elective			3
CUL	209	Hospitality Management	3
CUL	234	Breads, Rolls & Pastries	2
Total Semester Credits			**17**

Total Program Credits **65**

Certificate Programs

Food Service (066B)

CUL	116	Food Service Sanitation **OR** Valid Food Handler's Certificate	1
CUL	101	Introduction to Culinary Arts	1
CUL	110	Professional Food Preparation I	5
CIS	120	Introduction to the PC	1
OAT	132	Electronic Spreadsheet Basics	1
CUL	111	Professional Food Preparation II	5
CUL	112	Advanced Professional Cooking	3
CUL	209	Hospitality Management	3
CUL	228	Culinary Nutrition for Food Service	3
Total Credits			**23**

Food Service and Management (066C)

Food Service Certificate (066B)			23
CUL	212	Food Service Purchasing	3
CUL	230	Internship I	3
CUL	231	Internship II	3
CUL	123	Legal Aspects of Food Service Management	3
CUL	Elective		3
Total Credits			**38**

Culinary Arts (066D)

CUL	116	Food Service Sanitation **OR** Valid Food Handler's Certificate	1
CUL	101	Introduction to Culinary Arts	1
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
CUL	209	Hospitality Management	3
CUL	228	Culinary Nutrition for Food Service	3
Total Credits			**23**

Baking & Pastry (066E)

CUL	116	Food Service & Sanitation **OR** Valid Food Handler's Certificate	1
CUL	101	Introduction to Culinary Arts	1
CUL	105	Food, Beverage & Labor Cost Control	3
CUL	110	Professional Food Preparation I	5
CUL	127	Baking & Pastry	2
CUL	128	Advanced Professional Baking	2
CUL	129	Cake Decorating I	2
CUL	130	Cake Decorating II	2
CUL	131	Experimental Baking Techniques	2
CUL	132	Ice Cream and Frozen Desserts	2
CUL	133	Sustainable Kitchen	2
CUL	209	Hospitality Management	3
CUL	228	Culinary Nutrition for Food Service	3
CUL	232	Advanced Decorating Techniques	4
CUL	233	Contemporary Plating Techniques	2
CUL	234	Breads, Rolls and Pastries	2
CUL	230	Internship I	3
Total Credits			**41**

Some courses have requisites. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Culinary Arts and Food Management program is prepared to work as a:

- Chef
- Assistant manager
- Assistant food and beverage manager
- Entry-level food service manager
- Kitchen manager
- Catering manager
- Production supervisor
- Pastry chef
- Bakery manager

Early Childhood Education

swic.edu/academics/transfer-degrees/education/early-childhood-education/

Coordinator/Faculty: Carolyn Beal

Dean: Richard Spencer

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 advisor for more information.** Note: Please see the following ISBE website for the steps to apply for an approval letter to be a paraprofessional: www.isbe.net/licensure/html/paraprofessional_applying.htm.

2+2 Articulation Agreements

- SIUE – BS Early Childhood Education

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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	Introductory Sociology	3
MGMT	102	Business Mathematics **OR**	3-4
MATH	097	Intermediate Algebra or higher	
Total Semester Credits			**15-16**

Spring Semester			**Semester Credits**
ECE	114	Child Health Maintenance	3
ENG	102	Rhetoric and Composition II	3
HES	151	Personal Health and Wellness	2
PSYC	151	General Psychology	3
ECE	250	Child, Family and Community	3
Lab Science Course			4
Total Semester Credits			**18**

Second Year

Fall Semester			**Semester Credits**
Technology Elective			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**

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Spring Semester			**Semester Credits**
ECE	125	Early Childhood Administration	3
ECE Elective			3
CUL	116	Food Service Sanitation	1
HES	152	First Aid-Medical Self Help*	2
Humanities Course			3
Any 100-level or higher course			3
Total Semester Credits			**15**
Total Program Credits			**66-68**

*Students who hold current First-Aid and CPR certificates in the semester they plan to graduate can obtain a waiver out of HES 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**
Total Credits			**33**

Some courses have requisites. Refer to the *Course Description Guide* beginning on page 244.

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

Technology Electives

ED	260	Educational Technology
OAT	156	Microsoft Office Suite I
OAT	180	Word Processing

Career Opportunities

A graduate of the Early Childhood Education program can find employment as a (an):

- Head Start teacher
- Child care worker (certificate with one year experience or Associate in Applied Science degree).
- Child care director (Associate in Applied Science degree)
- Public school individual/classroom aide (paraprofessional)
- Early childhood special education aide (paraprofessional)

Electrical/Electronics Technology Programs

Associate in Applied Science Degrees and/or Certificate Programs in

- Industrial Electricity
- Electronics Technology
- Electrical Technology
- Automated Manufacturing Systems
- Microcomputer Hardware Repair

Career Degrees
swic.edu/academics/career-degrees/electrical-career-degrees/

Certificates
swic.edu/academics/career-certificates/electrical-electronic/

Dean: Bradley Sparks, ext. 7420
email: bradley.sparks@swic.edu

Electrical and electronic devices, circuits, equipment and systems play a major role in countless aspects of the world in which we live and work. Computers, cell phones, home appliances, heating/cooling systems, cars, lighting, hospital equipment, industrial and manufacturing systems, alternative energy systems, and an almost endless list of other items, all use some form of electronic circuitry and electrical power to perform their various functions. In many respects, electricity/electronics is the major and most universal component common to this almost endless list of technologies that surround us and that we encounter and use daily. Developing, building and maintaining these ever-expanding and increasingly complex electrically driven technologies will require well-trained electricians and electronic technicians who have a solid foundation and skills in electrical and electronic theories, devices, equipment and systems. These electrical and electronic technicians are needed and will continue to be needed in the future at all levels from product development through maintenance. The Electrical/Electronics Technology programs at SWIC are designed to do exactly that – provide students with those necessary skills and knowledge to become employed as one of those needed electrical and electronic technicians.

Employers value the balanced treatment of topics included in the college's Electrical/Electronic Technology curriculum. Students cover the spectrum from basic electrical concepts to operation and application of common electrical/electronic devices to current trends in industrial and electronic equipment and systems and design and estimating of electrical systems. Employers know a graduate of the Electrical/Electronics Technology program can function in a real-world setting, has the foundation of electrical knowledge and skills required to easily adapt to and learn employers' particular equipment and systems, and can handle the lifelong learning required of today's technician.

Additionally, because of the universal nature and application of electricity and electronics, graduates who have a strong foundation in the electrical/electronic field can easily expand their skills and knowledge into other career areas to become multi-skilled craftsman.

Students can earn a Certificate of Proficiency or Associate in Applied Science degree. After graduation, a student will be qualified for entry-level employment in any aspect of the electrical/electronic career field that involves the development, design, estimation, manufacture, test, installation, repair and maintenance of electrical and electronic equipment and systems.

Dean: Bradley Sparks

All students entering any of the EET AAS 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 advisor 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 or comparable degree.

2+2 Articulation Agreements

AAS Electronics Technology:

- SIUC – BS Electrical Engineering Technology
- SIUC – BS Industrial Management & Applied Engineering

AAS Industrial Electricity:

- SIUC – BS Electrical Engineering Technology
- SIUC – BS Industrial Management & Applied Engineering

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Electronics Technology Associate in Applied Science Degree (0017)

First Year

Fall Semester			**Credits**
EET	101	Intro to Electricity/Electronics	5
GT	104	Math for Electricity and Electronics OR	
MATH	112	College Algebra	4
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Human Well-Being Elective			2
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
EET	121	Electronic Devices and Circuits	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
NETW	101	Introduction to Networking	3
ENG	103	Technical Communication **OR**	3
ENG	102	Rhetoric and Composition II **OR**	
SPCH	151	Fundamentals of Public Speaking	
Total Semester Credits			**15**

Summer Semester			**Semester Credits**
EET	250	Microcomputer Maintenance – Beginning	3
Human Relations Elective			3
Total Semester Credits			**6**

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**

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Spring Semester			**Semester Credits**
EET	225	Microprocessor Interfacing	4
EET	231	Introduction to Robotics	4
EET	269	Electrical and Electronics Capstone	2
EET Elective			3
EET or Approved Elective			3-4
Total Semester Credits			**16-17**

Total Program Credits **69-70**

Electronics Technology Electives			**Semester Credits**
EET	102	Electrical/Electronics Computer Applications	2
EET	201	Wind & Solar Power Installation and Maintenance	2
EET	234	Instrumentation Systems	4
EET	235	Programmable Logic Controllers	3
EET	238	Special Purpose Electrical Devices & Wiring	3
EET	239	Advanced PLCs	3
EET	240	Motors Drives	3
EET	241	Electrical Power, Motors & Controls	3
EET	242	Electrical Control Systems I	4
EET	243	NEC for Industrial/Commercial	3
EET	244	Electrical Control Systems II	3
EET	246	Power Generation/Distribution	3
EET	247	DC Crane controls	4
EET	252	Microcomputer Maintenance – Intermediate	3
EET	255	Microcomputer Maintenance – Advanced	3
EET	256	Preparation for A+ Certification	3
AVE	131	Introduction to Avionics Installation	3
AVE	141	Avionics Installation Trends	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
EET	298	Electrical Print Reading	2
EET	299	Special Topics Electricity/Electronics	.5-4

Certificate Programs

Electronics Technology Certificate (0018)

EET	101	Intro to Electricity & Electronics	5
EET	121	Electronic Devices and Circuits	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
EET	205	Digital Electronics II	4
EET	210	Introduction to Microprocessors	4
GT	104	Math for Electricity and Electronics OR	
MATH	112	College Algebra	4
Total Credits			**26**

Automated Manufacturing Systems (017B)**

EET	231	Introduction to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	235	Programmable Logic Controllers	3
EET	239	Advanced PLCs	3
EET	240	Motors and Drives	3
IDP	276	Industrial Hydraulics I	4
IML	119	Mechanical Systems	4
Total Credits			**29**

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 Credits			**12**

**Entry in the Automated Manufacturing Systems or Microcomputer Hardware Maintenance certificate programs requires basic electronic courses or program coordinator approval.

Career Opportunities

A graduate of the Electrical/Electronic Technology program is prepared to work in one or all of the following areas:

Electronics Technology Program

- General purpose electronic technician
- Electrical and electronics installer and repairer, commercial and industrial equipment
- Electronic equipment and systems repairman
- Electronic equipment manufacturing and assembly
- Radio and telecommunications equipment installer and repairer
- Field service technician
- Electronic home entertainment equipment installers and repairer
- Broadcast and sound engineering technician

In addition to the above general categories of work, graduates from specialty certificate areas could be employed as:

Automated Manufacturing Systems Program

- Maintenance electrician
- Instrumentation technician
- Instrumentation technologies and mechanics
- Industrial control systems specialist
- Industrial electronics repairman

Microcomputer Hardware Maintenance Program

- Prepared to take the A+ Certification Exam
- Computer repair technician
- Computer service technician
- Computer, automated teller, and office machine repairer
- Customer service technician

Industrial Electricity Associate in Applied Science Degree (0053)

First Year

Fall Semester			**Semester Credits**
EET	101	Intro to Electricity & Electronics	5
GT	104	Math for Electricity and Electronics OR	
MATH	112	College Algebra	4
ENG	101	Rhetoric & Composition I	3
Humanities **OR** Social Science Course			3
Human Well-Being Elective			2
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
EET	200	Digital Electronic Circuits	3
EET	131	Electrical Wiring Principles	3
EET	121	Electronic Devices and Circuits	3
IML	119	Mechanical Systems	4
ENG	103	Technical Communication **OR**	3
ENG	102	Rhetoric and Composition II **OR**	
SPCH	151	Fundamentals of Public Speaking	
Total Semester Credits			**16**

Summer Semester			**Semester Credits**
EET	242	Electrical Control Systems I	4
Human Relations Elective			3
Total Semester Credits			**7**

Second Year

Fall Semester			**Semester Credits**
EET	243	NEC for Industrial Commercial	3
EET	240	Motors and Drives	3
EET	244	Electrical Control Systems II	3
EET	235	Programmable Logic Controllers	3
EET Elective			3
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
EET	269	Electrical and Electronics Capstone	2
EET	246	Power Generation/Distribution	3
EET	247	DC Crane Controls	4
EET	239	Advanced PLCs	3
EET or Approved Elective			3-4
Total Semester Credits			**15-16**

Total Program Credits	**70-71**

Industrial Electricity Electives			Semester Credits
EET	102	Electrical/Electronics Computer Applications	2
EET	201	Wind & Solar Power Installation and Maintenance	2
EET	205	Digital Electronic Circuits II	4
EET	210	Introduction to Microprocessors	4
EET	225	Microprocessor Interfacing	4
EET	231	Introduction to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	238	Special Purpose Devices and Wiring	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	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
EET	298	Electrical Print Reading	2
EET	299	Special Topics Electricity/Electronics	.5-4

Certificate Programs

Industrial Electricity Certificate (0054)

EET	101	Intro to Electricity & Electronics	5
EET	121	Electronic Devices and Circuits	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronics Circuits I	3
EET	240	Motors and Drives	3
EET	242	Electrical Control Systems I	4
EET	244	Electrical Control Systems II	3
EET	246	Power Generation/Distribution	3
EET	235	Programmable Logic Controllers	3
GT	104	Math for Electricity and Electronics **OR**	
MATH	112	College Algebra	4
Total Credits			**34**

Electrical Technology Certificate (053J)

EET	101	Intro to Electricity & Electronics	5
EET	121	Electronic Devices and Circuits	3
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
GT	104	Math for Electronics **OR**	
MATH	112	College Algebra	4
EET	238	Special Purpose Electrical Devices & Wiring	3
EET	241	Electrical Power, Motors and Controls	3
EET	243	NEC for Industrial/Commercial	3
Total Credits			**27**

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 courses may also be used in place of Approved Elective courses.

Approved Electives

BUS		Any Business (BUS-prefix) course
CIS		Any Computer Information Systems (CIS-prefix) course (recommended)
CAD		Any Computer Aided Drafting (CAD-prefix) course
PHYS	151	College Physics I
PHYS	152	College Physics II
POLS	150	Intro to American Government
NETW	101	Introduction to Networking
IDP	276	Industrial Hydraulics I
IML	119	Mechanical Systems
MATH	112	College Algebra
MATH	114	Trigonometry

Career Opportunities

A graduate of the Industrial Electrician program is prepared to work in any of the following areas:

Industrial Electrician Program

- Industrial maintenance electrician
- Electrical repair technician
- Electrical and electronics installer and repairer, commercial and industrial equipment
- Industrial electrician
- Industrial electrical equipment repairman
- Electrical equipment and systems repairman

Electrical Technology Certificate

- General purpose residential and commercial electrician
- Electrician and electrical helper
- Electrical apprentice
- Wind and solar power apprentice

Some courses have requisites. Refer to the *Course Description Guide* beginning on page 244.

Emergency Medical Technician

swic.edu/academics/career-certificates/emergency-services/emergency-medical-technician/

Coordinator: Curt Schmittling, ext. 5343
Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

SWIC Emergency Medical Services programs prepare students for varying levels of pre-hospital care in emergency medicine. Currently, SWIC offers two levels of training: Emergency Medical Technician and Paramedic. The most basic level of care is provided by the emergency medical technician.

Under the supervision of a physician via radio communications, an EMT is prepared to care for patients at the scene and during transport to the hospital. The EMT is able to assess a patient's condition and manage various medical and traumatic emergencies.

To become an Illinois licensed EMT, students must be at least 18 years of age and have a high school diploma or GED® (High School Equivalency). They must successfully complete the eight-semester-credit EMS 110 Emergency Medical Technician course and pass either the state or national EMT examination prior to licensure and practice (differences are explained during the course).

For further information regarding the field of Emergency Medicine, refer to the Occupational Outlook Handbook at www.bls.gov/ooh/healthcare/emts-and-paramedics.htm. **Contact the program coordinator, coordinators' assistant, or an academic advisor for more information.**

About the Program

To complete this program students enroll in EMS 110, an eight-semester-credit course that can be completed in one semester. During this course, students attend classroom lectures as well as supervised clinical practice in area hospitals and other health care facilities. Clinical practice includes 24 observation hours in the emergency room.

Enrollment Into the Course

A. Students 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 can be found at http://www.swic.edu/wp-content/uploads/2017/05/Paramedic-Program-Technical-Standards.pdf. Students are encouraged to meet with the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.
B. The EMS 110 course is offered at the Belleville, Red Bud, and Sam Wolf Granite City campuses as well as off-campus locations.
C. Students must complete a placement exam to assess reading, writing and math skills. Student's scores must indicate the student is eligible for ENG 101 and MATH 94 (or greater) to enroll in EMS 110. To schedule the assessment test, call or visit the Testing Center at the Belleville Campus, 618-235-2700, ext. 5182; the Red Bud Campus, 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 618-931-0600, ext. 7337.
D. Students should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at the clinical facilities assigned by the program. Students should be aware that health insurance is required during clinical practice. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice.
E. Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are also required prior to clinical practice. Payment for these checks and test are included in lab fees. However, an additional fee will be charged for states other than Missouri/Illinois in which the student has worked or resided since the age of 18 years may be required. Students with positive results from either criminal background check, drug test or listings on prohibitory sites will be dismissed with no refund of tuition or lab fees. See the program coordinator or coordinators' assistant for more information.
F. Students participating in the SWIC EMT program are subject to all provisions of the existing college catalog, EMT student handbook and course syllabus with respect to attendance during the period of their enrollment.

Certificate Emergency Medical Technician (068C)

EMS	110	Emergency Medical Technician	8

Career Opportunities

Once successfully licensed, the EMT may seek employment on an ambulance, in a hospital, or in a setting where EMTs are needed (i.e. security, casinos, industrial plants). In addition, many licensed EMTs further their education by becoming paramedics, nurses, physician assistants, physicians or other health care providers. In fact, some students pursuing advanced degrees are directed to take the EMT course to get some practical patient experience.

According to the U.S. 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 certifications.

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. Based on survey results of SWIC EMT graduates, the average annual earnings of EMTs and paramedics are between $30,000 and $50,000.

Fire Science

swic.edu/academics/career-degrees/emergency-services/fire-science/

Coordinator/Faculty: Lee Smith, 618-234-5138

Program Location: Fire Science Training Center,
1512 Freeburg Ave., Belleville, IL

Dean: Julie Muertz

The Fire Science program includes a two-year curriculum leading to an Associate in Applied Science degree involving 66 semester credits with two options. Students that are not currently active members 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 12 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 advisor for more information.**

2+2 Articulation Agreements

- SIUC – BS Public Safety Management

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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**

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**

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Spring Semester			**Semester Credits**
MATH	112	College Algebra	4
FS	233	Occup Safety & Health in EMS	3
FS	237	Legal Aspects of 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	181	Haz Mat First Responder	1.5
FS	205	Fire Apparatus Engineer	3
Total Semester Credits			**14.5**

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Spring Semester	**Semester Credits**
Fire Science Approved Electives***	18
Total Semester Credits	**18**
Total Program Credits	**65.5**

**Contact Fire Science Coordinator Lee Smith for course specifics if planning to transfer with an articulation agreement.

***The following are approved Fire Science Electives

EMS	105	First Responder-EMS	4
EMS	110	Emergency Medical Technician	8
FS	159	Fire Suppression & Rescue	.5
FS	160	Technical Rescue Awareness	.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	Rope Rescue I & II	3
FS	264	Confined Space Rescue I & II	3
FS	266	Trench Rescue I & II	3
FS	268	Water Rescue I & II	3
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
HS	100	Intro to Homeland Security	3
AOJ	285	Basic Arson Investigation	4.5

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 coursework.

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

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

Certificate Programs

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)

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	181	Hazardous Materials First Responder	1.5
Total Credits			**11.5**

Fire Apparatus Engineer (057C)

FS	120	Fire Service Vehicle Operator	1
FS	205	Fire Apparatus Engineer	3
Total Credits			**4**

Fire Service Instructor I (057D)

FS	200	Fire Service Instructor I	3
Total Credits			**3**

Fire Service Officer I (057E)

FS	200	Fire Service Instructor I	3
FS	201	Fire Officer I	5
Total Credits			**8**

Fire Service Instructor II (057F)

FS	210	Fire Service Instructor II	3
Total Credits			**3**

Fire Service Officer II (057G)

FS	210	Fire Service Instructor II	3
FS	211	Fire Officer II	3
Total Credits			**6**

Haz Mat First Responder (057H)

FS	181	Hazardous Materials First Responder	1.5
Total Credits			**1.5**

Vehicle Rescue Operations (057J)

FS	260	Vehicle Rescue Operations	3
Total Credits			**3**

Rope Rescue I & II (057L)

FS	262	Rope Rescue I & II	3
Total Credits			**3**

Confined Space Rescue I & II (057N)

FS	262	Rope Rescue I &II	3
FS	264	Confined Space Rescue I & II	3
Total Credits			**6**

Trench Rescue I & II (057P)

FS	262	Rope Rescue I & II	3
FS	266	Trench Rescue I & II	3
Total Credits			**6**

Water Rescue I & II (057Q)

FS	262	Rope Rescue I & II	3
FS	268	Water Rescue I & II	3
Total Credits			**6**

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

Graphic Communications

swic.edu/academics/career-degrees/arts-and-communication/graphic-communications/

For more computer classes, see:
Computer Information Systems
Network Design and Administration
Office Administration and Technology
Web Technologies

Coordinator/Faculty: Nikki Hensley, ext. 5382
Faculty: Beth Burns

Dean: Janet Fontenot

The Graphic Communications Associate in Applied Science 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 communications.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0140)

First Year

Fall Semester			**Semester Credits**
CIS	125	Operating System Basics	1
CIS	147	Fonts & Types	2
CIS	164	Internet Essentials	3
CIS	168	Graphic Design **OR**	3
ART	111	Basic Design	
CIS	171	Computer Graphics	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**15**

First Year

Spring Semester			**Semester Credits**
CIS	172	Photo Manipulation	3
CIS	173	Graphics and Animation	3
CIS	174	Web Fundamentals I	3
CIS	257	Electronic Publishing	3
English **OR** Journalism Elective **OR** SPCH 151			3
Total Semester Credits			**15**

Second Year

Fall Semester			**Semester Credits**
CIS	176	Web Fundamentals II	3
CIS	230	Video Graphics	3
CIS	272	Photo Manipulation II	3
Graphic Communications Elective			3
Human Relations Elective			3
Human Well-Being Elective			2
Total Semester Credits			**17**

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Second Year

Spring Semester			**Semester Credits**
CIS	259	Current Web/Graphic Technology	3
CIS	273	Advanced Graphics & Animation	3
CIS	296	Web & Graphics Internship	3
Graphic Communications Elective			3
Humanities **OR** Social Service Elective			3
Human Well-Being Elective			1-3
Total Semester Credits			**16-18**

Total Program Credits **63-65**

Graphic Communications Electives			**Semester Credits**
ART	240	Digital Imaging	3
BUS	280	Intellectual Property Law	3
CIS	210	Web Design & Usability	3
CIS	299	Special Topics	3
MKT	226	Online Marketing	3
MKT	227	SEO & Web Analytics for Marketing	3

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

Graphics Design (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 graphics publishing software will be used to design and create a variety of publications.

CIS	147	Fonts & Type	2
CIS	168	Graphic Design **OR**	3
ART	111	Basic Design	
CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
CIS	174	Web Fundamentals I	3
CIS	257	Electronic Publishing	3
CIS	259	Current Web/Graphic Technology	3
CIS	272	Photo Manipulation II	3
Total Credits			**23**

There may be requisites for some courses. Refer to the Course Description Guide beginning on page 244.

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 credits of program-related coursework.

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 SWIC, 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.

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

Graphic Communications graduates may find positions as:

- 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

swic.edu/academics/career-degrees/health-sciences/health-information-technology/

Coordinator/Faculty: Yvonne Hanger, ext. 5385

Faculty: Stacey Hairston

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- Maryville University – BS Healthcare Practice Management

Career Overview

The SWIC Health Information Technology program prepares graduates to work as medical record/health information technicians. Health information technicians have limited direct patient contact. They ensure the quality of medical records/health information by verifying the completeness, accuracy and proper entry of patient information into computer systems. They use a universal coding system to assign diagnostic and procedural codes to each piece of patient information. They also use software applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. They ensure the patient's interests in matters of privacy and security, information release and guidelines regarding record access. For further information regarding the field of Health Information Technology, refer to the American Health Information Management Association website at www.hicareers.com and/or www.ahima.org.

About the Program

- Two-year degree, Associate in Applied Science degree
- Selective admission for fall semester start at the Belleville Campus
- Applications are accepted Sept. 1, 2018 to Feb. 1, 2019
- Completion of biology, algebra and keyboarding/typing in high school or college are required to apply
- Online application is available in the eSTORM Student Center

Certification Requirements

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 certification examination to become a Registered Health Information Technician. These examinations are offered throughout the year at various sites in the state and country.

Program Accreditation

The SWIC Health Information Technology 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. The accreditation status means SWIC has met the standards required and helps to assure the public that the curriculum will graduate competent clinicians. It also allows the college's HIT graduates to take the registry examination.

Admission Procedures/ Application Requirements

The admission procedures for the HIT program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC. To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Health Information Technology program before enrolling in HIT-prefixed courses.

There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the HIT Application Planning Guide for specific application requirements and to enhance your potential for admission to this program. Application Planning Guides are located on the Health Information Technology web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

Selection of qualified applicants for the Health Information Technology program will be based upon a numerical ranking procedure, using ACT/SAT scores or SWIC 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. To obtain more information on the entrance requirements for the Health Information Technology program call or visit the Health Science coordinators' assistant at 618-235-2700, ext. 5355 or an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

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 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 618-235-2700, ext. 5542/5548, 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 who reside outside District No. 522 or in a district without a joint agreement for this program will not be eligible for consideration or admission. Resident status is determined by address on file with Enrollment Services by Feb. 1, 2019.

Program Capacity

The Health Information Technology program and Medical Billing & Coding program generally accept 24 students collectively.

Program Location

The Health Information Technology program consists of general education courses, HIT-prefix courses and assigned clinical experience courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses or online. They can be completed prior to program admission.
2. The HIT courses are only offered at the Belleville Campus during the day. Some courses may be delivered in an online or hybrid method.
3. The Professional Practice Experience coursework is completed at hospital/clinical facilities, health information-related vendors/companies or other applicable sites within the health care delivery system throughout southern Illinois or the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific Professional Practice Experience placement cannot be guaranteed.

Applicants should check 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 PPE(s) assigned by the program.

Orientation & Performance

Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/HIT-Performance-Essentials.pdf. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance

Health Insurance is required during PPE clinical courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience courses.

Medical/Health Requirements

HIT students will be required to show proof of immunizations, tuberculosis test, flu shot, physical examination and health insurance coverage before beginning any PPE/clinical experience course. These requirements do not have to be fulfilled until further explained at the program orientation meeting.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result. 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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

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 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 the succeeding year.

A grade of C or better is required for all courses in the degree.

Course Sequence

The program can be completed in four semesters; however, it is recommended that students who work take General Education Courses (non-HIT-prefixed courses) prior to entrance into the program. These courses include: BIOL 157, ENG 101, approved electives, BIOL 158, SPCH 151, PSYC 151, Human Relations Course*. See *Course Description Guide* (yellow pages of catalog) for the appropriate requisite. All HIT-prefixed courses must be completed before or during semesters indicated, unless permission is given by the program coordinator.

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
HIT	130	Computer Applications for HIT	3
Human Relations Elective*			3
Total Semester Credits			**18**

Spring Semester			**Semester Credits**
BIOL	158	Human Anatomy and Physiology II	5
HIT	151	Pathophysiology	3
HIT	160	Health Data Management	2
HIT	170	Health Information Nomenclature II	2
SPCH	151	Fundamentals of Public Speaking	3
HIT	161	Microcomputer Applications in HIT	3
Total Semester Credits			**18**

Second Year

Fall semester			**Semester Credits**
PSYC	151	General Psychology	3
HIT	200	Health Care Delivery	4
HIT	220	Classification Systems I	4
HIT	230	PPE: Professional Practice I (Summer/Fall)	2
HIT	245	Pharmacology for the HIT (Summer/Fall)	2
HIT	210	Health Statistics	3
Total Semester Credits			**18**

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Spring Semester			**Semester Credits**
HIT	250	Legal Aspects of HIT	2
HIT	260	PPE: Professional Practice II	3
HIT	270	Health Information Management	4
HIT	240	Classification Systems II	2
HIT	290	Health Information Capstone	1
HIT	280	Advanced Coding **OR**	
HIT	285	Advanced Data Analytics	3
Total Semester Credits			**15**

*See front of AAS degree pages for listing of all Human Relations Course options.

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, public health agencies, health information-related vendors/companies, and health information exchanges. 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

swic.edu/academics/career-degrees/hvacr/

Coordinator/Faculty: Keith Otten, ext. 7448/5175
email: keith.otten@swic.edu

Faculty: John Burnett, ext. 7167
email: john.burnett@swic.edu

Dean: Bradley Sparks

The SWIC Heating, Ventilation, Air Conditioning and Refrigeration program prepares students for careers in the HVAR industry. The industry is changing and trained personnel are in great demand.

Students may earn an Associate in Applied Science degree in HVAR or an HVAR Certificate. In addition to the AAS degree that can be earned at SWIC, students may continue their education at Ferris State University and earn an engineering degree in HVAR. The Capstone Program is another option available through Southern Illinois University Carbondale.

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 advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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**
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
HVAR	201	Psychrometrics & Load Calculations	4
Total Semester Credits			**16**

Summer Semester			**Semester Credits**
HVAR	256	Advanced Elect. Controls & Systems*	4
HVAR	203	High Efficiency Heating Systems* **OR**	2
HVAR	280	Commercial Cooking Equipment I	
Total Semester Credits			**6**

Second Year

Fall Semester			**Semester Credits**
HVAR	202	Commercial Refrigeration I	4
HVAR	208	Intro to HVAR Computer Applications	1.5
HVAR	211	Distribution Panels & Elect. Building Wiring	3
ENG	103	Technical Communication **OR** Communications Course	3
HES	151	Personal Health and Wellness **OR**	2
HES	152	First Aid-Medical Self-Help	
Humanities **AND/OR** Social Science course			3
Total Semester Credits			**16.5**

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Spring Semester			**Semester Credits**
HVAR	251	Commercial Refrigeration II	4
HVAR	252	Air Conditioning and Htg Sys. Design	4
HVAR	253	Licensing & Certification Prep**	3
HVAR	258	Natl Electrical Code Interpretation	3
HVAR	260	Refrigerant Transition/Recovery Cert	.5
HVAR	262	Air Delivery Systems Materials & Methods	1
Total Semester Credits			**15.5**

Total Program Credits **72**

*HVAR 256 and HVAR 203 are only offered as summer courses.
**HVAR 253 is only offered in the spring semester.

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* **OR**	2
HVAR	280	Commercial Cooking Equipment I	
HVAR	251	Commercial Refrigeration II	4
HVAR	252	Air Conditioning & Heating 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 256 and HVAR 203 are only offered as summer courses.

Students wishing to transfer to Ferris State University must take PHYS 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 AAS degree.

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

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
- HVAR equipment salesperson
- HVAC designer
- Commercial cook equipment repair person

All of the above careers could specialize in:

- Commercial applications
- Residential applications
- Design applications

Horticulture

swic.edu/academics/career-degrees/horticulture/

Coordinator/Faculty: Kurt Range

Dean: Steve Holman

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 a construction contractor, country club or highway department; retail or wholesale greenhouse operator; floral designer; garden center manager and 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 advisor for more information.

2+2 Articulation Agreements

- SIUC – BS Horticulture

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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**	3-4
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			**13-18**

Summer Semester			**Semester Credits**
HES	151	Personal Health and Wellness **OR**	2
HES	152	First Aid-Medical Self Help	
HORT	135	Turf Management	4
HORT	287	Supervised Intern Employment	2
Total Semester Credits			**8**

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**

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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**

Total Program Credits **69-77**

Options available: please select one of the following options

General Horticulture

HORT	112	Media & Fertility	6
HORT	165	Floral Design	3
HORT	195	Indoor Plant Culture and Gardening	3
HORT	120	Container Gardening	2
HORT Electives			2

Turf Management

HORT	112	Media & Fertility	6
HORT	235	Advanced Turf Management	3
HORT Electives			7

Floral Design

HORT	165	Floral Design	3
HORT	168	Floral Shop Management	3
HORT	195	Indoor Plant Culture and Gardening	3
HORT	265	Advanced Floral Design	3
HORT	120	Container Gardening	2
HORT Electives			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	262	Small Fruit Production	2
HORT	280	Vegetable Gardening	2

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.

HORT	102	Intro to Horticulture	3
HORT	136	Identification & Use of Ornamentals	3
HORT	152	Greenhouse Management	4
ENG	101	Rhetoric & Composition I	3
HORT	112	Media & Fertility	6
Horticulture courses chosen from the two-year Associate in Applied Science degree program			9
Total Credits			**28**

Floral Design Certificate (006A)

ENG	101	Rhetoric & Composition I	3
MGMT	102	Business Mathematics **OR**	3
ACCT	105	Basic Accounting Procedures	
HORT	102	Intro to Horticulture	3
HORT	165	Floral Design	3
HORT	168	Floral Shop Management	3
HORT	195	Indoor Plant Culture and Gardening	3
HORT	265	Advanced Floral Design	3
HORT	120	Container Gardening	2
HORT Electives			5
Total Credits			**28**

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

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 a 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

swic.edu/academics/career-degrees/human-services-technology/

Coordinator/Faculty: Susan Holbrook

Dean: Richard Spencer

This program is designed for students as preparation for advanced study or employment in the human services profession. The Associate in Applied Science degree 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 advisor 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 and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0078)

First Year

Fall Semester			**Semester Credits**
BIOL	105	Human Biology **OR**	4
HRO	100	Medical Terminology **AND**	1
HRO	120	Pharmacology	3
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 and Composition II	3
HMS	200	Human Services Applications	3
PHIL	152	Ethics	3
SOC	203	Social Problems	3
SPCH	155	Interpersonal Communication	3
HES	152	First Aid—Medical Self Help	2
Total Semester Credits			**17**

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	
Electives (Any 100-level or higher courses except PE activity classes)			6
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
HMS	280	Human Services Practicum	4
POLS	150	Intro to American Government	3
SOC	265	Aging and Society	3
Electives (Any 100-level or higher courses except PE activity classes)			6
Total Semester Credits			**16**
Total Program Credits			**64**

Optional 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	Intro 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:

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 in Applied Science degree program.

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

The Associate in 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

swic.edu/academics/career-degrees/maintenance-mechanics/industrial/

Coordinator: Mark Bosworth, ext. 7457
email: mark.bosworth@swic.edu

Faculty: Lou Marino

Dean: Bradley Sparks

The Industrial Maintenance Mechanics program 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.

2+2 Articulation Agreements

- SIUC – BS Industrial Management & Applied Engineering

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (053D)

Program Requisite			**Semester Credits**
PMT	100	Precision Machining Introduction	.5

First Year

Fall Semester			**Semester Credits**
PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
IML	119	Mechanical Systems	4
IDP	276	Industrial Hydraulics I	4
IML	120	Mechanical Blueprint Reading I	3
Total Semester Credits			**19.5**

Spring Semester			**Semester Credits**
IDP	116	Industrial Pipefitter A	4
EET	101	Intro to Electricity/Electronics	5
EET	241	Electrical Power, Motors and Controls	3
EET	243	NEC for Industrial/Commercial	3
Total Semester Credits			**15**

Summer Semester			**Semester Credits**
IML	125	Industrial Maintenance Welding	4

Second Year

Fall Semester			**Semester Credits**
EET	200	Digital Electronic Circuits	3
EET	235	Programmable Logic Controllers	3
EET	239	Advanced PLCs	3
IML	133	Rigging (Industrial)	4
Total Semester Credits			**13**

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Spring Semester			**Semester Credits**
GT	104	Math for Electronics **OR**	
MATH	112	College Algebra	4
HES	151	Personal Health and Wellness	2
ENG	101	Rhetoric & Composition I	3
Communications Course			3
Social Science Course			3
Human Relations Course			3
Total Semester Credits			**18**

Total Program Credits **69.5**

Certificate Programs

Industrial Maintenance Mechanics Certificate (054D)

			Semester Credits
IDP	116	Industrial Pipefitting A	4
IDP	276	Industrial Hydraulics I	4
IML	119	Mechanical Systems	4
IML	120	Mechanical Blueprint Reading I	3
IML	133	Industrial Rigging	4
IML	125	Industrial Maintenance Welding	4
EET	101	Intro to Electricity/Electronics	5
EET	243	NEC for Industrial/Commercial	3
EET	200	Digital Electronic Circuits I	3
EET	235	Programmable Logic Controllers	3
EET	239	Advanced PLCs	3
EET	241	Electrical Power, Motors and Controls	3
GT	104	Math for Electricity and Electronics **OR**	
MATH	112	College Algebra	4
Total Credits			**47**

Stationary Engineering Certificate (054N)

Stationary Engineering is an important part of the industrial maintenance mechanics field. The student will study applications of low and high pressure boilers, steam engines, turbines, air compressors, pumps, components, other related equipment 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**

Career Opportunities

The workforce for industrial maintenance mechanics is projected to grow 16 percent until 2024. Graduates will have opportunities in a wide variety of organizations from large oil refineries to smaller businesses. A graduate of the Industrial Maintenance Mechanics program is prepared to work as a(n):

- Plant maintenance mechanic
- Maintenance mechanic
- Machinery installer
- Repair technician
- Electrical repair technician

Management

swic.edu/academics/career-degrees/business-management/management/degrees-and-certificate/

Coordinator/Faculty: Tom Bilyeu, ext. 5485

Dean: Janet Fontenot

The Management Associate in Applied Science degree program focuses on skills needed to develop and manage a small business. While any business values employees with a wide variety of skills, small businesses, in particular, need people who understand the broad scope of the business.

The Management AAS curriculum includes accounting, marketing and management coursework. Ethics and communications skills are emphasized as well. The program concludes with a capstone course, **MGMT 270 Business Planning**, in which students bring together their skills to create a business plan.

The courses required for the degree program are listed below. This is a sample schedule. Course availability will vary from semester to semester. Contact an academic advisor or the program coordinator for more information including the master course schedule.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (049B)

First Year

Fall Semester			**Semester Credits**
BUS	101	Introduction to Business	3
BUS	102	Business Mathematics **OR**	
MGMT	102	Business Mathematics	3
ACCT	110	Financial Accounting	4
MGMT	214	Principles of Management	3
ENG	101	Rhetoric & Composition I	3
Total Semester Credits			**16**

Spring Semester			**Semester Credits**
ACCT	106	Introduction to Quickbooks	3
ACCT	111	Managerial Accounting	4
MKT	126	Introduction to Marketing	3
MGMT	219	Small Business Management	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**16**

Second Year

Fall Semester			**Semester Credits**
MGMT	213	Human Relations in the Workplace	3
Human Well Being Elective			2
BUS	241	Fundamentals of Finance **OR**	
MGMT	241	Fundamentals of Finance	3
OAT	261	Business Communications	3
PSYC	151	General Psychology	3
Human Relations Elective			3
Total Semester Credits			**17**

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Spring Semester			**Semester Credits**
BUS	215	Business Law I	3
MGMT	217	Human Resource Management	3
MKT	226	eMarketing	3
MGMT	240	Ethics in the Workplace	1
BUS	209	Business Computer Systems	3
MGMT	270	Business Planning	3
Total Semester Credits			**16**

Total Program Credits **65**

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 credits of program-related coursework. 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 SWIC, 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 (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 a 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
MGMT	240	Ethics in the Workplace	1
MKT	126	Introduction to Marketing	3
BUS	102	Business Mathematics **OR**	
MGMT	102	Business Mathematics	3
BUS	209	Business Computer Systems	1
Total Credits			**22**

Course availability varies from semester to semester. Ask an academic advisor or the Business Division for a master course schedule.

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

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 www.bls.gov/oco/.

Phi Beta Lambda – Abe Small Chapter

Phi Beta Lambda is a nonprofit educational association of students preparing for careers in business. All students are welcome to join. Contact the Business Division at 618-235-2700, ext. 5313, for more information.

Marketing

swic.edu/academics/career-degrees/business-management/marketing-degree/

Coordinator/Faculty: Tom Bilyeu, ext. 5485

Dean: Janet Fontenot

This program provides the academic background to begin a career in marketing. The Marketing Associate in Applied Science degree program prepares students for consumer and business product sales, retail sales management, merchandising and customer service careers. There is an emphasis on small business and on marketing in the online environment. Students with experience in an industry may qualify for marketing management positions upon graduation. Small business owners looking to groom employees for marketing positions may find the curriculum particularly useful.

The courses required for the Marketing degree are listed below. These are **sample** schedules and course availability will vary from semester to semester. Contact an academic advisor or the program coordinator for more information including the master course schedule.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0031)

First Year

Fall Semester			**Semester Credits**
BUS	101	Introduction to Business	3
CIS	155	Basic Web Page Design	1
ENG	101	Rhetoric & Composition I	3
BUS	102	Business Mathematics **OR**	
MGMT	102	Business Mathematics	3
MKT	126	Introduction to Marketing	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**16**

Spring Semester			**Semester Credits**
CIS	161	HTML Basics	1
CIS	172	Photoshop	3
MKT	226	eMarketing*	3
OAT	185	Database Applications	3
OAT	261	Business Communications	3
PSYC	151	General Psychology	3
Human Well-being			2
Total Semester Credits			**18**

Second Year

Fall Semester			**Semester Credits**
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	4
MGMT	213	Human Relations in the Workplace	3
MGMT	214	Principles of Management	3
MGMT	240	Ethics in the Workplace	1
MKT	242	Marketing Communications*	3
Human Relations Elective			3
Total Semester Credits			**16-17**

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Spring Semester			**Semester Credits**
BUS	215	Business Law I	3
ECON	201	Principles of Economics I (Macro)	3
MKT	227	SEO/Web Analytics for Marketing*	3
MKT	228	Social Media Tools*	3
MKT	229	Marketing Plans*	3
MKT	243	Basic Selling Techniques*	3
Total Semester Credits			**18**

Total Program Credits	**68-69**

*Denotes course available on limited schedule. Contact the Business Division or visit the program website for a master course schedule.

Internships

Internships can enhance a student's résumé, particularly if the student does not have experience in his or her chosen field of study. You do not need to be registered in a class to participate in an internship although some employers do require a course. This degree program does not require an internship but you can receive advice about finding a suitable internship by contacting the degree program coordinator. Students should have a minimum of nine semester credits of marketing coursework completed before beginning a marketing internship.

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 Marketing by completing at least 27 semester credits of program-related coursework. 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 SWIC, 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

Marketing (031E)**

The Marketing certificate provides an opportunity for students 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 enhance their skillset with marketing coursework.

MGMT	240	Ethics in the Workplace	1
MKT	126	Introduction to Marketing	3
MKT	226	eMarketing*	3
MKT	227	SEO & Web Analytics for Marketing*	3
MKT	228	Social Media Tools*	3
MKT	229	Marketing Plans*	3
MKT	242	Marketing Communications	3
Total Credits			**19**

Digital Marketing (031F)

This is an 11-semester-credit version of the 19-semester-credit Marketing certificate. It focuses on web-based marketing. The certificate is designed for those students who want to update their marketing skills as well as small business owners who wish to expand their marketing efforts to the online arena.

CIS	174	HTML	3
MKT	226	eMarketing*	3
MKT	227	SEO & Web Analytics for Marketing*	3
MKT	228	Social Media Tools*	3
Total Credits			**12**

Social Media/E-Marketing (031G)**

This certificate provides an opportunity for students 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 enhance their skillset with marketing coursework.

MGMT	240	Ethics in the Workplace	1
MKT	126	Introduction to Marketing	3
MKT	226	eMarketing	3
MKT	227	SEO & Web Analytics for Marketing*	3
MKT	228	Social Media Tools	3
MKT	242	Marketing Communications	3
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	174	HTML	3
CIS	176	Web Development	3
MGMT	102	Business Math **OR**	
BUS	102	Business Math	3
Total Credits			**31**

*Denotes course available on limited schedule. Contact the Business Division or visit the program website for a master course schedule.
**Pending ICCB approval

There may be requisites for some courses. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A successful graduate of the Marketing program is prepared to work as a:

- Sales representative
- Merchandiser
- Customer service representative
- Retail manager
- Marketing professional in a small business

For more job market information, go to the Bureau of Labor Statistics website at www.bls.gov/oco/.

Phi Beta Lambda – Abe Small Chapter

Phi Beta Lambda is a nonprofit educational association of students preparing for careers in business. All students are welcome to join. Contact the Business Division at 618-235-2700, ext. 5313, for more information.

Massage Therapy

swic.edu/academics/career-degrees/health-sciences/massage-therapy/certificates-and-degree/

Coordinator: Tammy Bivin, 618-239-6400

Program Location:
The Body Therapy Center & School of Massage
4 Executive Woods Court
Swansea, IL 62226
618-239-6400
Owner & Director: Holly Pinto, BS, LMT, BCTMB

Dean: Julie Muertz

Career Overview

The Massage Therapy program is designed to provide students with a strong, comprehensive foundation for practice as a massage therapist. MTs are involved in hands-on care intended to promote healing, relieve stress, manage pain and improve circulation. 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 website at www.amtamassage.org, or the U.S. Department of Labor Outlook handbook at www.bls.gov/oco/.

Contact the program coordinator or an academic advisor for more information about enrolling into this program.

About the Program

- One-year certificate program or two-year Associate in Applied Science degree
- Fall and spring starts
- Reading and writing assessment test required, students must be eligible for ENG 101 and MATH 94
- MT courses are offered at The Body Therapy Center and School of Massage

Certification/Licensure Requirements

Upon successful completion of the 759-hour Massage Therapy curriculum, graduates are awarded a Massage Therapy Certificate and are eligible to take the Massage & Bodywork Licensing Exam (MBLEX) through the Federation of States Massage Therapy Boards, in order to apply for licensure. The states of Illinois and Missouri require successful completion of the MBLEX state test 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 AMTA website for more information, www.amtamassage.org/about/lawstate.html.

Program Overview

The Massage Therapy Certificate program is a 37.5-semester-credit program, which can be completed in three semesters. Courses include MT technical courses and clinical experiences/practicums. The curriculum includes: anatomy, physiology and pathology, massage techniques, including Western and non-Western philosophies, kinesiology basics, client assessment, specific therapeutic massage applications and 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 in Swansea, Illinois. Clinical practicum courses are completed at The Body Therapy Center and School of Massage and off-site locations for special events. Students may periodically be required to travel outside of the college district for clinical practicum. 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.

Bridge Program for Physical Therapists and Physical Therapist Assistants

There is also an accelerated MT certificate for graduates of accredited physical therapist or physical therapist assistant programs which begins 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 in six months. The summer semester requires classroom attendance one night per week and clinical practicum. The fall semester requires classroom attendance two nights per week and one weekend per month in addition to clinical practicum. All coursework of the MT curriculum has been approved by the IPTA for PT/PTA CEU credits.

Degree Option

The college also offers an Associate in Applied Science degree in Massage Therapy. The AAS in MT degree is a 64-semester-credit program, which can be completed in two years, including one summer. The associate degree includes general education courses to enhance skills in communication, social and behavioral sciences, information systems, and specialized areas of massage therapy practice.

Enrollment Procedures

The 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 complete each of the following:

A. **Attend the new student orientation**. Orientation sessions are held at The Body Therapy Center, 4 Executive Woods, Swansea. At orientation, students will complete a SWIC registration form to enroll in classes. **Students may not register without the MT program coordinator's permission**.

B. **Complete a placement test**. Placement test results must qualify the student for enrollment in ENG 101 or greater and MATH 94 or greater. To schedule the assessment exam, call or visit the Testing Center at the Belleville Campus 618-235-2700, ext. 5182; the Red Bud Campus, 618-282-6682, ext. 8114; or Sam Wolf Granite City Campus, 618-931-0600, ext. 7337.

General Information:

A. Coordinator permission is required before enrolling in the first semester of the MT program. Contact Tammy Bivin at 618-239-6400.

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 at swic.edu/MT in the Job Description link. Any interested students are encouraged to meet with the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5368.

C. Students should check the location and schedule of classes to ensure their own availability and access to classes. Students are responsible for their own transportation and attendance at any of the classes and practicums assigned by the program.

D. The 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, Red Bud or Sam Wolf Granite City 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 complete a physical examination before beginning any clinical practicum.

G. The MT program begins each fall and spring semester. Classes are held in the evening for fall semester starts and in the morning for spring semester program starts. Twenty seats are available each fall and spring. 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.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (027B)* and Certificate (027A)

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
Total Semester Credits			**15**

Spring Semester			**Semester Credits**
MT	201	Therapeutic Massage II	5
MT	202	Body Structure and Function II	4
MT	203	Complimentary Techniques	5
MT	210	Introduction to NMT	1.5
MT	270	Clinical Practicum II	1
Total Semester Credits			**16.5**

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**

Total Certificate Credits **37.5**

Second Year

Required for AAS (027B) degree completion

Fall Semester			**Semester Credits**
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
MKT	228	Social Media tool	3
HES	152	First Aid-Medical Self-Help	2
HES	141	Yoga I **OR**	1
HES	145	Tai Chi	
Total Semester Credits			**12**

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Spring Semester			**Semester Credits**
SPCH	155	Interpersonal Communications	3
SOC	153	Introductory Sociology	3
Approved electives**			6
Total Semester Credits			**12**
Total Program Credits			**61.5**

*Pending ICCB Approval

****Approved electives:**			**Semester Credits**
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	230	Stretching-Neck & Shoulders	1.5
MT	240	Stretching: Hips & Back	1.5
MT	250	Stretching: Hands & Feet	1.5
MT	285	Biodynamic Cranio Sacral Therapy	2.5
MT	287	Wellness & Body Mechanics	1.5
MT	288	Fascial Anatomy	1.5

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.

Speciality Certificate

Neuromuscular Therapy (027C)

Neuromuscular Therapy, 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 percent of massage therapists work part time due to the physical demands of the occupation.

Average Starting Salary

Based on local markets, a new graduate working as an independent contractor can 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

swic.edu/academics/career-degrees/health-sciences/medical-assistant/

Coordinator/Faculty: Dana Woods, ext. 5332

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- Maryville University – BS Healthcare Practice Management

Career Overview

The SWIC Medical Assistant program prepares graduates to provide both administrative and clinical services in a medical office. Medical assistants have a moderate level of patient contact. 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, and billing. 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 and electrocardiograms. For further information regarding the field of a medical assistant, refer to the American Association of Medical Assistants website at www.aama-ntl.org.

About the Program

- Options: one-year certificate or two-year Associate in Applied Science degree
- Selective admission for fall and spring admission at the Belleville Campus
- Applications accepted March 1 to June 1 for fall admission and Aug. 1 to Nov. 1 for spring admission
- Proof of computer literacy OR completion of word processing, database basics and electronic spreadsheets classes in high school or college is required to apply
- Online application available in your eSTORM Student Center

Certification Requirements

Upon successful completion of the one-year 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 for successful completion of this program.

Program Accreditation

The SWIC Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs, website: www.caahep.org upon recommendation of the Medical Assisting Education Review Board. 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.

Degree Option

The college also offers an Associate in 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.

Admission Procedures/ Application Requirements

The admission procedures for the MA program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC. To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. The Medical Assistant's policy on transfer credit, advanced placement and experiential learning credit is consistent with the college's policy stated in the front of this catalog. There are no waiting lists for any Health Sciences programs. If not admitted, interested applicants must re-apply the following semester. **Refer to the MA Application Planning Guide for specific application requirements and to enhance your potential for admission into this competitive application process. Application Planning Guides are located on the Medical Assistant web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

Selection of qualified applicants for the Medical Assistant program will be based upon a numerical ranking procedure, using the SWIC Placement Test 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. To obtain more information on the entrance requirements for the Medical Assistant program, call or visit the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355, or an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

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 or spring semesters.** Contact Enrollment Services at 618-235-2700, ext. 5542/5548, 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 in this program, those applicants who reside outside District No. 522 or in a district that does not have a joint agreement with SWIC 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 1, 2018 for the fall start and Nov. 1, 2018 for the spring admission.

Program Capacity

In the fall semester, the Medical Assistant program generally accepts 28 students at the Belleville Campus. In the spring, 15 students are accepted at the Belleville Campus.

Program Location

The Medical Assistant Certificate program consists of courses beginning with the prefix MA only, while the degree program consists of general education courses and MA-prefix courses. Both programs include clinical/practicum experience. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses.
2. The MA courses are only offered at the Belleville Campus during the day after acceptance into the program.
3. Clinical/Practicum experience is completed at clinical facilities throughout the district and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed.

Applicants should check 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.

Time Commitment

Students who enroll as full-time students will attend school four to five days per week through the one-year 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 three years to complete the program, it is STRONGLY discouraged as many students have difficulty retaining knowledge/skills of materials taught in earlier semesters.

Whether students attend full time or part time, all students must be available 30-40 hours per week to complete the clinical/practicum portion of the program which is a total of 200 hours of practical experience. Clinical practice/practicum begins after completion of all coursework. MAERB and CAAHEP have strict non-remuneration policy for practicum sites and students. Practicum sites cannot pay students for their time nor can students be provided with a travel allowance or a meal allowance or any other perk that involves the exchange of funds. All clinical experience must be completed to sit for the national certificate examination.

Orientation & Performance

Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/Medical-Assistant-Performance-Essentials.pdf. Applicants or enrolled students are encouraged to contact the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5386.

Health Insurance

Health insurance is recommended during clinical education courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience.

Medical/Health Requirements

MA students will be required to possess current CPR certification at the Health Care Provider level and show proof of immunizations, tuberculosis test and physical examination before beginning any clinical practicum. These requirements do not have to be fulfilled until further explained at the program orientation meeting.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements:

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.

A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this health science curriculum.

Important Information

The following semester sequence is designed as a guide for students enrolled full time. Students planning to attend part time must meet with the program coordinator to develop a schedule. Course requisites will affect course sequencing. Please refer to the *Course Description Guide* (yellow section) of this catalog for course requisites.

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
MA	181	Cardiopulmonary Procedures	2
Total Semester Credits			**16**

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	4.5

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**

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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 Elective*			3
Approved Electives***			2
Total Semester Credits			**14**
Total Program Credits			**68.5**

* See front of AAS blue pages for possible Human Relations Courses

***Approved Electives**

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
MLT	110	Phlebotomy Skills
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, medical assistants are now 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 2014-2024 period.

Average Starting Salary

Based on graduate feedback, starting salaries are about $25,320 annually. Salaries vary depending on the facility, and the training and skills of the MA. **Certified medical assistants make approximately 5-10 percent more than noncertified MAs**.

Medical Billing & Coding

swic.edu/academics/career-degrees/health-sciences/medical-billing-and-coding/

Coordinator/Faculty: Yvonne Hanger, ext. 5385

Faculty: Stacey Hairston

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- Maryville University – BS Healthcare Practice Management

Overview

The Medical Billing & Coding program prepares graduates to submit claims to third parties in order to receive payment for services provided to a patient by a medical doctor or other licensed health care provider. Medical billers and coders have a low level of patient contact. To submit claims, the correct code must be utilized to identify to the third party the reason why a patient was seen and what services were performed so that the provider can get paid. Physicians depend on well-trained, reliable medical coding and billing staff for accurate insurance reimbursement of their services, or they might be charged large penalties due to improper coding. For further information regarding the field of medical billing and coding, refer to the American Academy of Professional Coders website at www.aapc.com.

About the Program

- Two-year Associate in Applied Science degree
- Selective admission for fall semester start at the Belleville Campus
- Applications accepted from Sept. 1, 2018 to Feb. 1, 2019
- Online application is available in your eSTORM Student Center

Certification Information

Upon successful completion of the Medical Billing & Coding curriculum, graduates are awarded an Associate in Applied Science degree and are eligible to take the Certified Professional Coder exam offered by the American Academy of Professional Coders or the Certified Coding Associate exam offered by the American Health Information Management Association. Although certification is not required to practice in medical billing and coding, it is strongly advised as many employers require it.

Admission Procedures/ Application Requirements

The admission procedures for the Medical Billing & Coding program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC. To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. There are no waiting lists for admission to any Health Science programs. If not admitted, interested applicants must re-apply the following year. **Refer to the Medical Billing & Coding Application Planning Guide for specific application requirements and to enhance your potential for admission into this program. Application Planning Guides are located on the Medical Billing & Coding web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

Selection of qualified applicants for the Medical Billing & Coding program 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. Information on the application criteria is available from the SWIC Office of Enrollment Services. To obtain more information on the entrance requirements for the Medical Billing & Coding program, contact the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355 or an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received. In the event 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 Medical Billing & Coding classes during the fall semester. Contact Enrollment Services at 618-235-2700, ext. 5542/5548, 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 District No. 522 or in a district that does not have a joint agreement with SWIC 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 Feb. 1, 2019.

Program Capacity

The Medical Billing & Coding and HIT programs will collectively accept 24 students in the fall semester at the Belleville Campus.

Program Location

The program consists of general education courses, MA- and HIT-prefix courses and assigned externships and practicum courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses.
2. The HIT and MA courses are offered at the Belleville Campus during the day and the semesters indicated.

3. Externships and practicum courses are completed at hospital/clinical facilities throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for externship and practicum courses. Specific clinical placement cannot be guaranteed. Whether students are attending full time or part time, all students must be available 30-40 hours per week to complete the externship/practicum portion of the program which is a total of 220 hours of externship/practicum.

Orientation & Performance

Students who are accepted to enroll into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/Medical-Billing-and-Coding-Performance-Essentials.pdf.

Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

Students who are admitted to this program must follow the requirements for graduation at the time they are admitted and must meet all course, program and sequencing requirements specified. Students are responsible for program policies as listed in each year's Medical Billing & Coding Student Handbook. Students who fail to meet program-specific requirements will be dropped from the program. A grade of C or better is required for all courses in the degree.

Course Sequence

The following semester sequence is designed as a guide for students enrolled full time. Part-time students should take courses in progression following the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All HIT- and MA-prefix courses must be completed before or during semesters indicated, unless permission is given by the program coordinator.

Medical Billing & Coding (0032)

First Year

Fall Semester			**Semester Credits**
BIOL	157	Human Anatomy & Physiology I	5
ENG	101	Rhetoric & Composition I	3
HIT	101	Health Information Intro	2
HIT	110	Health Information Nomenclature I	2
HIT	130	Computer Applications for HIT	3
Total Semester Credits			**15**

Spring Semester			**Semester Credits**
BIOL	158	Human Anatomy & Physiology II	5
HIT	151	Pathophysiology	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**

Summer Semester			**Semester Credits**
MA	141	Medical Insurance & Coding	2
HIT	245	Pharmacology for the HIT	2
Total Semester Credits			**4**

Second Year

Fall Semester			**Semester Credits**
PSYC	151	General Psychology	3
HIT	200	Health Care Delivery	4
HIT	210	Health Care Statistics	3
HIT	220	Classification Systems I	4
MA	192	Administrative Internship	2
MA	143	MA Automation II	2
Total Semester Credits			**18**

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Spring Semester			**Semester Credits**
HIT	250	Legal Aspects of HI	2
HIT	260	PPE: Professional Practice II	3
HIT	270	Health Information Management	4
HIT	240	Classification Systems II	2
Human Relations Elective			3
Total Semester Credits			**14**
Total Program Credits			**69**

Career Opportunities

A variety of employers are seeking individuals trained in billing and coding: small and large group practices, dental offices, health clinics, hospitals, pharmacies, nursing homes, mental health care facilities, rehabilitation centers, insurance companies and health maintenance organizations. The U.S. Department of Labor projects that medical information and claims processing will continue to grow much faster than other occupations throughout the year 2018.

Average Starting Salary

Surveys of recent graduates report starting salaries are about $25,320 annually. Salaries vary depending on the facility and the training and skills of the biller and coder. Certified professional coders make approximately 5-10 percent more than noncertified coders.

Medical Laboratory Technology

swic.edu/academics/career-degrees/health-sciences/medical-laboratory-technology/

Coordinator/Faculty: Jean Deitz, ext. 5386

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

Career Overview

The SWIC Medical Laboratory Technology program prepares students with the entry-level skills necessary to become a medical laboratory technician. Medical lab technicians have a minimal level of patient contact, except when drawing blood. Laboratory technicians examine and process blood and other body fluids. 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 website at www.ascls.org/jobs/careers.asp.

About the Program

- Two-year Associate in Applied Science degree
- Selective admission for fall semester start at the Belleville Campus
- Applications accepted Sept. 1, 2018 to Feb. 1, 2019
- Completion of biology, chemistry and algebra in high school or college is required to apply
- It is not necessary to complete general education courses (non-MLT prefixed) prior to application to the MLT program
- Meet with program coordinator to discuss application requirements
- Online application is available in eSTORM Student Center

Certification Requirements

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 Board of Certification examination. The American Society for Clinical Pathology offers national certification testing which earns technicians the title of certified medical laboratory technician. Regulations vary from state-to-state, but certification is highly recommended because employers require it within one year after graduation. It is called ASCP – BOC. A student does not have to pass the board certification exam to earn the AAS in MLT.

Program Accreditation

The SWIC Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 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. The accreditation status means SWIC has met the standards required and helps to assure the public that the curriculum will graduate competent clinicians. It also allows the college's MLT graduates to take the national exam to certify that competency.

Admission Procedures/ Application Requirements

The admission procedures for the MLT program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC. To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Medical Laboratory Technology program before enrolling in MLT-prefixed courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the MLT Application Planning Guide for specific application requirements and to enhance your potential for admission to this program. Application Planning Guides are located on the Radiologic Technology web page or contact the coordinators' assistant, ext. 5355. All applicants are strongly encouraged to make an appointment with MLT Coordinator Jean Deitz at 618-235-2700, ext. 5386.**

Selection of Applicants for Admission

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. To obtain more information on the entrance requirements for the Medical Laboratory Technology program, call or visit the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355 or an academic advisor, call or visit: the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

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 at 618-235-2700, ext. 5542/5548, 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 District No. 522 or in a district that does not have a joint agreement with SWIC 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 Feb. 1, 2019.

Program Capacity

The Medical Laboratory Technology program generally accepts 14 students each fall semester.

Program Location

The Medical Laboratory Technology program consists of general education courses, MLT-prefix courses and assigned clinical practice courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission, but **this is generally not indicated.** Discuss with an academic advisor or the MLT program coordinator.
2. The MLT courses are only offered at the Belleville Campus during the day of the semesters indicated on the degree outline after acceptance into program.
3. Clinical practice courses are completed at hospitals/clinical facilities throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses.

   Applicants should check 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.

Orientation & Performance

Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/SWIC-MLT-Performance-Essentials-2015.pdf. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance

Health insurance is required during clinical practice courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice.

Medical/Health Requirements

MLT students will be required to show proof of immunizations, tuberculosis test, physical examination and health insurance coverage and agree to cover costs before beginning any clinical practice course. These requirements do not have to be fulfilled prior to admission and are further explained at the program orientation meeting. The flu vaccine is required prior to clinicals.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

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 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 the succeeding year.

A grade of C or better is required for all courses in the degree. All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Completion of the Board of Certification exam does not impact program completion. Health requirements are satisfied by students successfully completing BIOL 155 and 156 or BIOL 157 and 158, PSYC 151 and this Health Sciences curriculum.

For specific information concerning MLT program pass rate, degree completion, attrition rates, or job attainment/continuance of education, refer to swic.edu/wp-content/uploads/2017/05/SWIC-MLT-Performance-Essentials-2015.pdf.

Course Sequence

The program can be completed in four semesters and two summers. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All MLT-prefix courses must be completed before or during semesters indicated, unless permission is given by the program coordinator.

Associate in Applied Science Degree (0022)

First Year

Summer Semester			**Semester Credits**
MATH	112	College Algebra* **OR**	4
MATH	97	Intermediate Algebra ***	4
Total Semester Credits			**4**

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

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 Elective**			3
Total Semester Credits			**16**

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Spring Semester			**Semester Credits**
MLT	210	Applied Clinical Microbiology	5
MLT	240	Immunohematology	4
MLT	275	Clinical Practice II	3
PSYC	151	General Psychology	3
Total Semester Credits			**15**

Total Program Credits **70**

*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 Elective options.

***MATH 97 is appropriate if completing CHEM 101 and CHEM 103, but does not transfer. CHEM 101 and 103 transfer as elective credit.

Career Opportunities

Nationally, about 50 percent 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 SWIC'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: Based on graduate feedback, starting salaries average 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. Students must complete all first semester courses; complete the SWIC Placement Test through the Testing Center; and place into ENG 101 and MATH 94 to enroll in MLT 100 Intro to Phlebotomy Procedures. MLT 100 will be completed in the first six weeks of the semester followed by MLT 242, Phlebotomy Clinical. The Phlebotomy Clinical 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 registries 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. The flu vaccine, immunization record, and tuberculosis results are required prior to clinicals. **See the program coordinator or an academic advisor for more information.**

Those who successfully complete the following courses will be awarded a certificate of program proficiency. All courses require a grade of C or better.

First Semester			**Semester Credits**
HRO	100	Medical Terminology	1
CIS	120	Introduction to the PC **OR**	1
CIS	125	Operating Systems/PC (Microsoft Windows)	
Total Semester Credits			**2**

Second Semester			**Semester Credits**
MLT	100	Introduction to Phlebotomy Procedures *(First six weeks)*	2
MLT	242	Clinical Phlebotomy *(120 hour clinical)*	3
Total Semester Credits			**5**

Career Opportunities

Completion of the Phlebotomy Certificate will prepare the graduate to work as a phlebotomist in a physician's office, hospital, clinic or independent laboratory.

Music Technology

swic.edu/academics/career-degrees/arts-and-communication/music-technology/

Department Chair/Faculty: Ed Jacobs, ext. 5354

Coordinator: Daniel Mehrmann

Faculty: Adam Hucke, Andrew Jensen, D.M.A., Dan Mehrmann, Diana Umali

Dean: Richard Spencer

The Associate in Applied Science degree 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 as 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 and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science (0096)

Suggested Sequence

The classes are organized in the shown sequence to meet requisites.

First Year

Fall Semester			**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**

Spring Semester			**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

Fall Semester			**Semester Credits**
MUS	101	Music Appreciation **OR**	3
MUS	110	World Music	
MUS	252	Critical Listening for the Engineer	3
MUS	201	Business of Music	3
MUS	213	Class Instruction in Piano III **OR** Private Applied Music*	2
MKT	126	Intro to Marketing	3
Human Well-Being Elective***			2
Total Semester Credits			**16**

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Spring Semester			**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	3
MUS	255	Music Technology Practicum**	3
Human Relations Elective			3
Total Semester Credits			**14**

Total Program Credits	**64**

*Students enrolling in Private Applied Music courses included in the Associate in Applied Science degree 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 who choose to enroll in 100-level applied courses in lieu of Class Instruction Piano III and IV will be required to enroll in an additional class to make up the difference in semester credits. It is suggested that students enroll in a performing ensemble such as band or choir, or take another class that is applicable to the music technology field, such as voiceover or film classes.

**Students may elect to enroll in the Music Technology Practicum for up to six semester credits over the course of two semesters. Students must complete a minimum of 21 semester credits of Music courses as suggested in the sequence and have an interview with the coordinator to enroll in the practicum.

***Students may also meet this requirement by taking two one-semester-credit classes.

Recording Technology Certificate (0097)

Students who are interested in recording technology coursework may receive the Recording Technology Certificate after completion of the following courses. The MUS 104 or a sufficient score on the Theory Assessment is still a requisite for MUS 250, and all other requisites apply.

MUS	145	Recording Studio Orientation	3
MUS	150	Recording Engineer Musicianship I	3
MUS	151	Recording Engineer Musicianship II	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			**24**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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

swic.edu/academics/career-degrees/information-technology-degrees/network-design-and-administration/

For more computer classes, see:
Computer Information Systems
Graphic Communications
Office Administration and Technology
Web Technologies

Coordinator/Faculty: Matt Swinford, ext. 7374
Faculty: Steve Bushong, Charles Hannon

Dean: Janet Fontenot

The SWIC 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 Entry Networking Technician, Cisco Certified Network Associate-Routing and Switching certification, CompTIA's Security+ certification and Microsoft's Windows Server Administration Fundamentals certification. Other professional certification target areas include CompTIA's A+ certification and the Cisco Certified Network Associate-Security certification from Cisco Systems Inc.

See the program coordinator or an academic advisor for more information. Students in the Network Design and Administration program must be able to perform technical functions as identified by the department.

2+2 Articulation

- SIUC – BS Information Systems Technologies

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0007)

First Year

Fall Semester			**Semester Credits**
NETW	101	Introduction to Networking	3
NETW	105	Data Assurance **OR**	
CISC	106	Introduction to Cybersecurity	1
CISC	151	Cisco Network Essentials	4
CISC	152	Cisco Routing and Switching	4
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective			2
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
CISC	153	Cisco Scaling Networks	4
CISC	154	Cisco Connecting Networks	4
NETW	142	Network Design	3
Human Relations Elective			3
Communications Elective			3
Total Semester Credits			**17**

Second Year

Fall Semester			**Semester Credits**
NETW	188	Windows Server I	3
NETW	151	Telecommunications **OR**	
CISC	241	Cisco Voice over IP	3
MATH 107 or higher			4
Approved Networking Electives*			6-8
Total Semester Credits			**16-18**

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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**

Total Program Credits **65-69**

***Approved Networking Electives**			**Semester Credits**
AOJ	258	Computer Forensics & Cyber Crime	3
CIS	179	Computer User Support	3
CISC	116	Cisco Cybersecurity Essentials	2
CISC	187	Cisco CCNA Exam Preparation	2
CISC	201	Cisco CCNA Security	4
CISC	221	Cisco Advanced Routing Configuration	4
CISC	223	Cisco Multilayer Switching	4
CISC	241	Cisco Voice over IP	3
EET	256	Preparation for A+ Certification	3
NETW	182	Linux Operating System	3
NETW	211	Digital Forensics	3
NETW	261	Emerging Network Technologies	3
NETW	288	Windows Server II	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 Network Design and Administration by completing at least 27 semester credits of program-related coursework. 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 SWIC, 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.

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Network Design and Administration program is prepared to work as a(n):

- Account representative
- Computer repair technician
- Computer technician
- Engineer network installer
- Help desk technician
- Network communications
- Network technician
- Operations analyst
- Systems administrator
- Systems manager
- Assistant network manager
- Computer support specialist
- Email administrator
- Help desk specialist
- Network administrator
- Network support specialist
- Network troubleshooter
- Software engineer/support
- Systems engineer
- WAN/LAN manager

Certificate Programs

Network Associate Certificate (007A)

The Network Associate Certificate provides coursework 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 WAN technologies. Courses also include the topics of basic network design, network components and router configurations. Students 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 certification exam through Cisco Systems Inc.

The *Course Description Guide* begins on page 244 and courses are listed alphabetically according to subject area.

CISC	151	Cisco Network Essentials	4
CISC	152	Cisco Routing and Switching	4
CISC	153	Cisco Scaling Networks	4
CISC	154	Cisco Connecting Networks	4
Total Credits			**16**

Career Opportunities

A student who completes the Network Associate Certificate at SWIC and obtains the CCNA professional certification is prepared to work as a:

- Network administrator
- Network specialist
- LAN/WAN engineer
- Computer support technician

Cybersecurity Specialist (007D)

The Cybersecurity Specialist certificate prepares students for the field of cybersecurity as it relates to securing information and communication systems to protect them from damage, exploitation, and unauthorized use or modification. Cybersecurity specialists plan, implement, upgrade, or monitor security measures to safeguard digital files and electronic infrastructure. The coursework includes the concepts, principles, methods, techniques, practices and procedures needed for a cybersecurity specialist.

Students who complete the Cybersecurity Specialist certificate will be prepared for the following professional certification exams: CompTIA Security+, Cisco Certified Network Associate – Routing and Switching, Cisco Certified Entry Networking Technician, Cisco Certified Network Associate – Security, and Microsoft Technology Associate – Windows Server Administration Fundamentals.

The *Course Description Guide* begins on page 244 and courses are listed alphabetically according to subject area.

Fall Semester			**Semester Credits**
CISC	151	Cisco Network Essentials	4
CISC	152	Cisco Routing and Switching	4
CISC	106	Introduction to Cybersecurity	1
NETW	188	Windows Server I	3
NETW	211	Digital Forensics	3
AOJ	258	Computer Forensics & Cyber Crime	3
Total Semester Credits			**18**

Spring Semester			**Semester Credits**
CISC	116	Cisco Cybersecurity Essentials	2
CISC	153	Cisco Scaling Networks	4
CISC	154	Cisco Connecting Networks	4
CISC	201	Cisco CCNA Security	4
NETW	271	Network Security	3
Total Semester Credits			**17**
Total Credits			**35**

Career Opportunities

A student who completes the Cybersecurity Specialist certificate is prepared to work as a(n):

- Information security analyst
- Firewall specialist
- Network security specialist
- Security administrator
- VPN specialist
- Data assurance specialist

Nurse Assistant

swic.edu/academics/career-certificates/health-sciences/nurse-assistant/

Coordinators: Stephanie Reid, ext. 5906

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

This one-semester certificate course, HRO 105 Nurse Assistant, prepares students to perform simple and basic functions under the supervision of a nurse and to apply for the certified nurse assistant competency test. The program's purpose is to provide the health care community with knowledgeable, skilled nurse assistants who recognize that the patient/resident/client is a unique individual with needs and rights deserving of holistic care.

Enrollment Requirements:

Students must complete the SWIC Placement Test to assess reading, writing and math skills. Students must test high enough to be eligible for ENG 92 or greater to enroll. To obtain more information on the SWIC Placement Test, call or visit the Testing Center at the Belleville Campus, 618-235-2700, ext. 5182; the Red Bud Campus, 618-282-6682, ext. 8114; or Sam Wolf Granite City Campus, 618-931-0600, ext. 7337.

Students enrolling in the seven-semester-credit HRO 105 Nurse Assistant course should be aware that criminal background checks are required. The first scheduled day of the Nurse Assistant course is a mandatory orientation at the Belleville Campus. Students in all course sections are required to complete the Illinois Department of Professional Regulation paperwork for the mandatory criminal background check and to review program requirements. The fingerprint checks are conducted on the second day of the course schedule and the course content will begin once all the fingerprints are completed. Please check the schedule closely so you do not miss a required meeting, locations vary. Absence to any of these sessions will result in course dismissal. Students must pass the background check in order to remain in the course, be eligible to take the certification exam and to become employed as a certified nurse assistant. Students with disqualifying convictions will be dropped unless they have an Illinois Department of Public Health waiver.

Refer to www.idph.state.il.us/nar/disconvictions.htm or the SWIC website for the list of disqualifying convictions.

Contact the program coordinator or the coordinators' assistant for more information.

A physical exam and immunizations are also required. Essential functions of the student nurse assistant are listed in the NA Handbook and at swic.edu/wp-content/uploads/2017/05/Student-Nurse-Functions-1.pdf. Students must be able to perform the essential functions with or without reasonable accommodations. Students are encouraged to contact the Disability & Access Center to discuss potential issues associated with meeting these requirements at 618-235-2700, ext. 5386. Students enrolling in all Health Sciences 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 meet any requirements of the clinical sites or may be dropped from the program.

Nurse Assistant (025A) – Attendance Policy

Students enrolled in the HRO 105 Nurse Assistant course 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 and clinical sessions is required. Students missing the first day of class (mandatory orientation) and exceeding IDPH allowance, 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 the competency exam, graduates may be employed in acute, long-term care and home health to provide personal care under the direction of a registered nurse or licensed practical nurse.

Nursing Education

swic.edu/academics/career-degrees/health-sciences/nursing-education/

Director: Sue Wessel, ext. 5421
Coordinator: Colleen White, ext. 5420

Faculty: Liz Alvarez, Jill Bingheim, Gary Gardner, Kim Keel, Lyn Martin, Jane Ohl, Beth Raftopoulos, Susan Wessel, Colleen White, Cynthia Winfield

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

Graduates who successfully pass the NCLEX-RN may also opt to continue their education at institutions which offer RN-Bachelor of Science in Nursing and RN-Master of Science in Nursing programs. Information on RN-BSN articulation/dual enrollment is available in the Nursing Education office.

Dual Admission

Dual admission with McKendree allows students to transfer seamlessly from the Nursing Education program to the RN-BSN program at McKendree. Information will be presented at orientation.

2+2 Articulation

- Chamberlain College of Nursing – BS Nursing
- McKendree University – BS Nursing
- Park University – BS Nursing

Career Overview

The SWIC Nursing Education program prepares students with the basic skills necessary to become a registered nurse. 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 and organizational skills. They must also be able to set priorities and manage a caseload.

Nursing encompasses a variety of specialties: case manager, emergency/trauma, home health/hospice, infection control/employee health, labor and 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 www.nln.org/careers/resources.htm.

In accordance with the Illinois Nursing and Advanced Practice Nursing Act, 2007, the purpose of the Nursing Education curriculum at SWIC 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 only under the direct supervision of the registered professional nurse until item No. 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.

Contact an academic advisor to assist with career exploration.

About the Program

- Two-year Associate in Applied Science degree
- Selective admission to enroll in NE courses
- Applications are accepted Sept. 1 to Dec. 1, 2018
- Completion of biology, chemistry and algebra in high school or college is required to apply
- Supporting documentation deadline is Feb. 1, 2019
- Advanced placement for Licensed Practical Nurses is available
- Online application located in your eSTORM Student Center

Licensure Requirements

Upon successful completion of the 68.5-semester-credit Nursing Education program with a C or better in all courses, graduates are awarded an Associate in Applied Science degree in Nursing Education and are eligible to take the computer adaptive NCLEX-RN exam. To practice as a registered nurse, graduates must pass the NCLEX-RN examination.

Program Accreditation

The SWIC Nursing Education program is a member of the National League for Nursing Council of Associate Degree Nursing Programs, and approved by the Illinois Department of Financial and Professional Regulation, located at 100 W. Randolph, Suite 9-300, Chicago, IL 60601, 312-814-4500; and accredited by the Accreditation Commission for Education in Nursing located at 3303 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Admission Procedures/ Application Requirements

The admission procedures for the NE program are in accordance with Illinois law. The law requires 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Nursing Education program before enrolling in NE-prefix courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the Nursing Education or Advanced Standing Nursing Application Planning Guides for specific application requirements to enhance your potential for admission into this highly competitive application process. Application Planning Guides are located on the Nurse Education web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

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 will not be calculated in the numerical ranking unless there are fewer applicants than seats available.** To obtain more information on the program, call or visit the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355; or for an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext 7333.

Applicants will be notified of their status regarding admission as quickly as is possible given the number of applications received (typically in March). 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 summer semester. Contact Enrollment Services at 618-235-2700, ext. 5542/5548, 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 District No. 522 or in a district that does not have a joint agreement with SWIC for this program, **will not be eligible for consideration or admission**. Resident status is determined by address on file with Enrollment Services by Feb. 1, 2019.

LPN Articulation Application Process

An articulation process exists for Illinois LPNs. The articulation program will escrow up to 13.5 credits. Admission criteria will remain as listed for the generic RN program. LPNs must complete the requisite courses and first-year general education courses prior to beginning the articulation program, unless waivers have been secured from the NE director. HRO 120 must be successfully completed before entry into fall courses. 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. LPNs submit the application – "Advanced Standing Nursing Education for current LPNs."

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, requisite courses and general education courses will remain as listed for the generic RN program. HRO 120 and HRO 100 must be completed successfully 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.

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. Transfer students must provide a letter from the previous nursing program administrator who must confirm that the student is considered to be "in good standing." "In good standing" means that the NE student could re-enroll in this NE program, if desired, without additional measures. Should transfer students not be confirmed in good standing by the documentation, the student (if accepted) will be considered to have had one course failure and only one course failure will be allowed. Program failures will be considered one course failure in the SWIC program. Transfer students should see the Nursing Education director for more information.

Program Capacity

The Nursing Education program generally accepts approximately 80-90 students each summer semester at the Belleville Campus, depending on clinical availability.

Program Location

The Nursing Education program consists of general education courses, NE-prefix courses and assigned clinical experience. Specific locations depend on the course.

1. The general education courses can be completed prior to admission at the Belleville, Red Bud or Sam Wolf Granite City campuses or online.
2. The NE courses are only offered at the Belleville Campus during the day of the semesters indicated.
3. Clinical experiences may be scheduled during the day, evening and/or weekends at hospitals/clinics located throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed, and specific clinical schedules may be changed during courses.

Applicants should check 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.

Orientation & Performance

Applicants accepted into this program must attend the required orientation session, held in March/April, meet program-specific medical requirements, be able to perform the essential functions of the job as listed in the Student Handbook or at swic.edu/wp-content/uploads/2017/05/Student-Nurse-Functions.pdf with reasonable accommodation if needed, and submit results of background check, drug screen, physical examination and the required immunizations by the required date as presented in orientation sessions. Any applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements. 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.

Health Insurance

Health insurance is required during clinical Nursing Education courses. Students are personally responsible for any costs incurred for injuries occurring during clinical experience in their role as student nurses.

Medical/Health Requirements

NE students will be required to possess and maintain current CPR certification at the Basic Life Support level and show proof of immunizations, tuberculosis test and physical examination before beginning any clinical experience. These requirements do not have to be fulfilled until after the program orientation meetings, but must be fulfilled by the required deadline.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

Applicants admitted to the program must follow course requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements specified. Posted changes in course requisites are applicable to all newly admitted students. Second-year students will continue to work from requisites 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 the succeeding year.

The Nursing Education program must be completed within five years of the beginning of the nursing courses for the first time and five semesters for LPN articulation students. Students must follow the sequencing requirements, i.e., students cannot "sit out" a year between Nursing courses. Students must repeat a failed course as soon as it is offered, i.e., students cannot "sit out" the following year. An average grade of C (76 percent without rounding) is required to pass a test. The final exam must be completed with a C or higher; and a satisfactory in lab/clinical evaluation are the minimum requirements for passing nursing courses. Any standardized testing and course assignments must be completed by the course ending date. 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.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 157 and 158, PSYC 151 and this health sciences curriculum.

Course Sequence

The program can be completed in four semesters and one summer; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (HRO 100/160, HRO 150, BIOL 157 & 158, SOC 153, ENG 101 & 102, PSYC 151, and HRO 120, refer to swic.edu/academics/career-degrees/health-sciences/nursing-education/general-education/) prior to entrance into the program and in progression following the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All NE-prefix courses must be completed during the listed semesters.

Associate in Applied Science Degree (0025)*

First Year

Summer Semester			**Semester Credits**
HRO	100	Medical Terminology**/***	1
HRO	120	Pharmacology***	3
Total Semester Credits			**4**

First Year

Fall Semester			**Semester Credits**
BIOL	157	Human Anatomy and Physiology I	5
HRO	150	Fundamentals of Nutrition**	2
NE	102	Introduction to Nursing Procedures**/****	2
NE	103	Introduction to Nursing**	4.5
NE	104	Health Continuum I**	2
Total Semester Credits			**15.5**

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**

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**

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Spring Semester			**Semester Credits**
NE	210	Interference with Basic Human Needs IV	5.5
NE	211	Interference with Basic Human Needs V	5.5
SOC	153	Introductory Sociology	3
Total Semester Credits			**14**

Total Program Credits **68.5**

All students must complete graduation requirements in the front of the blue pages in this catalog for an Associate in Applied Science degree.

*Pending ICCB Approval
**May be escrowed for LPNs after transcript review.
***Must be completed to enroll in fall Nursing Education courses
****May be escrowed for CNAs

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.

Average Starting Salary

Based on graduate feedback, the average full-time starting salary is $25.98 per hour or $54,000 per year. The Bureau of Labor Statistics reports a median annual salary of $67,490.

Office Administration and Technology

swic.edu/academics/career-degrees/office-administration-and-technology/

For more computer classes, see:
Computer Information Systems
Graphic Communications
Network Design and Administration
Web Technologies

Coordinator/Faculty: Tina Dierkes, ext. 5321

Faculty: Karla Brown, Mary Lutz

Dean: Janet Fontenot

The Office Administration and Technology program can prepare students for a variety of office support careers in business, education or government. Program options blend traditional office administration skills such as filing, scheduling and organizing, with current computer technology and applications including word processing, electronic spreadsheets, database management and presentation graphics.

SWIC offers Associate in Applied Science degrees in Office Administration and Office Technology Specialist. Certificate options are available if you need training to enter the workforce or wish to enhance your employment skills. Certificate options include: Administrative Office Support, Microsoft Office Specialist, Office Support Technology, Office Technology Assistant I, Office Technology Assistant II and Virtual Assistant.

See the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Office Administration Associate in Applied Science Degree (032A)

First Year

Fall Semester			**Semester Credits**
OAT	121	Introduction to Office Support	3
OAT	171	Document Processing/Input Technology	3
OAT	180	Word Processing	3
BUS	101	Introduction to Business	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
Total Semester Credits			**18**

Spring Semester			**Semester Credits**
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting**	4
OAT	172	Advanced Information Processing	3
OAT	155	Software Computations	3
Human Well Being Elective			2
OAT	156	Microsoft Office Suite I	3
SPCH	151	Fundamentals of Public Speaking	3
Total Semester Credits			**17-18**

Second Year

Fall Semester			**Semester Credits**
OAT	285	Microsoft Office Suite II	3
OAT	261	Business Communications	3
OAT	169	Automated Application/Transcription	3
OAT	276	Current Technology for Office Support	3
OAT Sub Plan Options			5-6
Total Semester Credits			**17-18**

Apply for Graduation Now

Spring Semester			**Semester Credits**
OAT	260	Administrative Office Procedures	3
OAT	293	Office Admin. & Technology Intern	3
OAT	175	Electronic Spreadsheet	3
Human Relations Elective			3
OAT Sub Plan Options			3
Total Semester Credits			**15**

Total Program Credits **67-69**

Sub Plans Available – please select one of the following:

Administrative Assistant

OAT	256	Office Management	3
OAT	280	Virtual Office Technologies	3
ACCT	106	Introduction to QuickBooks	3

Accounting Office Specialist

OAT	256	Office Management	3
ACCT	111	Managerial Accounting	3
ACCT	106	Introduction to QuickBooks	3

Legal Office Specialist

OAT	275	Law Office Management	3
PARL	120	Introduction to Paralegal Studies **OR**	3
BUS	215	Business Law I	
OAT	274	Law Office Computer Applications	3

Medical Office Specialist

OAT	256	Office Management	3
HRO	100	Medical Terminology	1
BIOL	101	Principles of Biology I **OR**	4
BIOL	105	Human Biology	

**Accounting Office Specialist options MUST take ACCT 110

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Office Administration program (032A) is prepared to work as a(n):

- Administrative assistant
- Office assistant
- Word/information processor
- Secretary

Accelerated Degree Option

Anyone who has completed an associate or higher 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 credits of program-related coursework. 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 SWIC, 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.

Office Technology Specialist Associate in Applied Science Degree (0069)

First Year

Fall Semester			**Semester Credits**
OAT	121	Introduction to Office Support	3
OAT	171	Document Processing/Input Technology	3
OAT	180	Word Processing	3
BUS	101	Introduction to Business	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
Total Semester Credits			**18**

Spring Semester			**Semester Credits**
OAT	172	Advanced Information Processing	3
SPCH	151	Fundamentals of Public Speaking	3
Human Well-Being Elective			2
OAT	165	Presentation Graphics	2
OAT	175	Electronic Spreadsheet	3
Human Relations Elective			3
Total Semester Credits			**16**

Second Year

Fall Semester			**Semester Credits**
OAT	185	Database Applications	3
OAT	261	Business Communications	3
OAT	256	Office Management	3
OAT	169	Automated Application/Transcription	3
OAT	276	Current Technology for Office Support	3
OAT	225	Advanced Word Processing	3
Total Semester Credits			**18**

Apply for Graduation Now

Spring Semester			**Semester Credits**
OAT	260	Administrative Office Procedures	3
OAT	293	Office Admin. & Technology Intern	3
OAT	190	Web Design with Microsoft Office	3
OAT	230	Advanced Electronic Spreadsheet	3
CIS	164	Internet Essentials	3
Total Semester Credits			**15**

Total Program Credits **67**

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.

			Semester Credits
OAT	121	Introduction to Office Support	3
OAT	171	Document Processing/Input Technology	3
OAT	180	Word Processing	3
OAT	156	Microsoft Office Suite I	3
ENG	101	Rhetoric & Composition I	3
BUS	102	Business Mathematics **OR**	
MGMT	102	Business Mathematics	3
Total Semester Credits			**18**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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.

Office Technology Assistant certificate plus:

			Semester Credits
BUS	101	Introduction to Business	3
OAT	172	Advanced Information Processing	3
OAT	175	Electronic Spreadsheet	3
OAT	261	Business Communications	3
OAT	128	Microsoft Outlook	1

Total Semester Credits **31**

Career Opportunities

A graduate of the Office Technology Assistant program is prepared to work as a:

- Clerk typist
- General office clerk
- General office assistant

Virtual Assistant (069B)

This certificate program is designed to prepare students to operate from a remote location to provide support services such as administrative, creative and/or technical solutions to individuals, businesses and organizations.

First Semester			**Semester Credits**
OAT	171	Document Processing/Input Technology	3
MGMT	219	Small Business Management	3
MKT	228	Social Media Tools	3
OAT	180	Word Processing	3
OAT	175	Electronic Spreadsheet	3
OAT	165	Presentation Graphics	2
OAT	128	Microsoft Outlook	1
Total Semester Credits			**18**

Second Semester			**Semester Credits**
OAT	172	Advanced Information Processing	3
OAT	261	Business Communications	3
OAT	280	Virtual Office Technologies	3
MKT	226	eMarketing	3
ACCT	106	Introduction to QuickBooks	3
Approved Elective			3
Total Semester Credits			**18**

Electives:

OAT	190	Web Design with Microsoft Office	3
MGMT	240	Ethics in the Workplace	1
MKT	126	Introduction to Marketing	3
MKT	227	SEO & Web Analytics for Marketing	3
OAT	169	Automated Application/Transcription	3
OAT	185	Database Applications	3
OAT	225	Advanced Word Processing	3
OAT	230	Advanced Electronic Spreadsheet	3

Total Credits **36**

Career Opportunities

A graduate of the Virtual Assistant program (069B) is prepared to work as a:

- Virtual assistant in business, education, and government

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
OAT	171	Document Processing/Input Technology	3
OAT	180	Word Processing	3
OAT	175	Electronic Spreadsheet	3
OAT	185	Database Applications	3
OAT	128	Microsoft Outlook	1
Total Semester Credits			**12-13**

Second Semester			**Semester Credits**
OAT	165	Presentation Graphics	2
OAT	225	Advanced Word Processing/Microsoft Word	3
OAT	230	Advanced Electronic Spreadsheet/ Microsoft Excel	3
OAT	190	Web Design with Microsoft Office	3
Total Semester Credits			**11**

Total Credits **23-24**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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.

First Semester			**Semester Credits**
ACCT	105	Basic Accounting Procedures **OR**	3
ACCT	110	Financial Accounting	4
OAT	121	Introduction to Office Support	3
OAT	180	Word Processing	3
OAT	171	Document Processing/Input Technology	3
OAT	155	Software Computations	3
Total Semester Credits			**15-16**

Second Semester			**Semester Credits**
OAT	156	Microsoft Office Suite I	3
OAT	169	Automated Application/Transcription	3
OAT	261	Business Communications	3
OAT	172	Advanced Information Processing	3
OAT	175	Electronic Spreadsheet	3
ACCT	106	Introduction to QuickBooks	3
Total Semester Credits			**18**

Total Credits **33-34**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Administrative Office Support Certificate program (0065) is prepared to work as a:

- Secretary
- Receptionist

Office Support Technology (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.

First Semester			Semester Credits
OAT	121	Introduction to Office Support	3
OAT	155	Software Computations	3
OAT	180	Word Processing	3
OAT	171	Document Processing/Input Technology	3
ENG	101	Rhetoric & Composition I	3
OAT	175	Electronic Spreadsheet	3
Total Semester Credits			**18**

Second Semester			Semester Credits
OAT	276	Current Technology for Office Support	3
OAT	261	Business Communications	3
OAT	172	Advanced Information Processing	3
OAT	165	Presentation Graphics	2
OAT	185	Database Applications	3
One of the following:			3
OAT	225	Advanced Word Processing	3
OAT	190	Web Design with Microsoft Office	3
OAT	230	Advanced Electronic Spreadsheet	3
Total Semester Credits			**17**

Total Credits	**35**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Career Opportunities

A graduate of the Office Support Technology Certificate program (069A) is prepared to work as an:

- Office assistant

Paralegal Studies

swic.edu/academics/career-degrees/paralegal-studies/

Coordinator/Faculty: Christie Highlander, ext. 5494

Faculty: Angelia Donovan

Dean: Janet Fontenot

The purpose of the Paralegal Studies program is to give students a working knowledge of many areas of law in order to prepare them for gainful employment in a law firm, governmental agency, insurance company or another area of the legal profession.

Many students already work in the field of law and wish to take classes in Paralegal Studies to improve their skills. Other students need specialized training to use in their current positions. These students intend to increase career choices with their current employer and to supplement the on-the-job training they have received already.

Courses in the Paralegal Studies program are taught by practicing attorneys. Some courses are available through video conferencing and online.

See the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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	180	Word Processing	3
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	3
PARL	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**

Second Year

Fall Semester			**Semester Credits**
POLS	150	Introduction to American Government	3
OAT	261	Business Communications **OR**	3
ENG	102	Rhetoric and Composition II	
Human Well-Being Elective			2
PARL	225	Legal Research and Writing II	3
PARL	230	Civil Procedure	3
Group I Electives			3
Total Semester Credits			**17**

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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)	
OAT	275	Law Office Management	3
PARL	250	Litigation Support for Paralegals	3
PARL	290	Paralegal Field Project	3
PARL	235	E-discovery/E-Investigation	2
Total Semester Credits			**14**

Total Program Credits **64**

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	Copyright/Trademark/Patent Law	3

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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 30 semester credits of program-related coursework. 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
- SWIC has articulation agreements with Southern Illinois University Carbondale, and Webster University in St. Louis, which allow students to enter the bachelor's program in Paralegal Studies with junior status.
- Students who are planning to apply to law school are encouraged to pursue a bachelor's degree and courses in any discipline that requires critical thinking, verbal and written communications skills, math and accounting skills, and knowledge of technology. Admission to law school requires that an applicant take the Law School Admissions Test.

Paramedic/Paramedicine

swic.edu/academics/career-degrees/emergency-services/paramedic/certificate-and-degree/

Coordinator: Curt Schmittling, ext. 5343

Coordinator's Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- SIUC – BS Public Safety Management

Career Overview

The SWIC 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. (See Emergency Medical Technician page in the blue section of this catalog). The highest level of support in pre-hospital patient care is provided by the Paramedic, who works under the direct supervision of an emergency room physician via radio/mobile communications. Paramedics receive extensive training in patient assessment and treatment that may include, but is not limited to, administration of medications and advanced life support measures, including conducting and interpreting electrocardiograms, electrical interventions to support cardiac functions, performing advanced airway management techniques and administering appropriate intravenous fluids. Paramedics typically work on an ambulance, but some work in hospital emergency departments with limited responsibilities.

Paramedics must have excellent judgement 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 U.S. Department of Labor: Occupational Outlook Handbook at www.bls.gov.

Contact the program coordinator for more information about this program.

About the Program

- Options: 15-month certificate or two-year Associate in Applied Science degree
- Selective admission for fall or spring
- Applications accepted March 1 to June 1 for fall admission
- Online application available in your eSTORM Student Center
- Completion of BIOL 105 and Illinois EMT license required to apply
- Illinois EMT license and CPR certification must be on file by application deadline

Licensure Requirements

Upon successful completion of the 15-month Paramedic program, graduates are awarded the Paramedic Certificate (068B) and are qualified to challenge the National Registry of Emergency Medical Technicians paramedic-level cognitive and psychomotor exams or state EMT-Paramedic examination for licensure. Refer to Illinois Department of Public Health website at www.idph.state.il.us for more information on the various EMT-level national examinations offered in Illinois.

Program Approval

The SWIC EMT/Paramedic program is recognized and approved by the Illinois Department of Public Health, located at 535 W. Jefferson St., Springfield, IL 62761, phone 217-782-4977. The Southwestern Illinois Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19, Suite 158
Clearwater, FL 33763
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445
Fax 214-703-8992
www.coaemsp.org

Degree Option

The Paramedic Certificate is a 38-semester-credit, 15-month program, which can be completed in four semesters. The curriculum includes EMS technical courses covering airway and breathing, cardiology, medical, trauma, OB-GYN, pediatrics and operations. The Paramedic Certificate begins each fall semester. Students frequently complete the certificate and then begin to complete the degree although that is not a requirement.

The Paramedicine AAS degree is a 69-semester-credit, two-year program, which can be completed in four semesters and one summer. The curriculum includes general education courses, EMS technical courses and assigned ambulance runs.

Students are required to demonstrate competency in technical skills during ambulance runs while enrolled in EMS courses. Observations in the intensive care unit, emergency room, operating room, and labor and 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/Application Requirements for the Paramedic Certificate

The admission procedures for the Paramedic program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. There are no waiting lists. If not admitted, interested applicants must re-apply the following semester. The SWIC paramedic program does not offer advanced placement for prospective candidates. Refer to the Paramedic Application Planning Guide for specific application requirements. Applicant Planning Guides are located at swic.edu/academics/career-degrees/emergency-services/paramedic/requirements/, any of the Academic Advising Department, Enrollment Services office, or with the Health Sciences coordinator's assistant.

Selection of Applicants for Admission

Applicants must have State of Illinois EMT license prior to application deadline. Applicants must complete BIOL 105 with a grade of C or better prior to beginning of EMS 205. Selection of qualified applicants for the Paramedic program will be based upon a numerical ranking procedure, using pre-admission EMT and math exam scores, grades in BIOL 105 and EMS 110 coursework, experience as an EMT, and the percentage of those general education courses required for completion of the Paramedicine degree completed prior to admission with a grade of B or better. To obtain more information on the entrance requirements for the Paramedic program call or visit the Health Sciences coordinator's assistant at 618-235-2700, ext. 5355, or meet with an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as possible given the number of applicants received. In the event 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 semester. Contact Enrollment Services at 618-235-2700, ext. 5542/5548, to obtain information of the 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 there are more qualified applicants than spaces available in this program, those applicants residing outside District No. 522 or in a district that does not have a joint agreement with SWIC for this program will not be eligible for consideration or admission if there are more applicants than position to be filled. Resident status is determined by address on file with Enrollment Services.

Program Capacity

The Paramedic Certificate program generally accepts 20 students each fall and spring semester.

Program Location

The Paramedic Certificate program consists of the core paramedic EMS-prefixed courses, two Fire Science courses (FS 280 and 160) and a general education course – BIOL 105. The Paramedicine AAS degree consists of all the Paramedic Certificate courses, additional general education courses and approved electives. Field experience and clinical practice are also part of the educational process for both programs. Specific course locations depend on the course type.

1. The general education courses and approved electives are generally available at the Belleville, Red Bud or Sam Wolf Granite City campuses.
2. The core paramedic EMS-prefixed courses are offered at Anderson Hospital in Maryville and Memorial Hospital in Belleville.
3. Field experience and clinical practice are primarily completed within the college district, but there are some experiences in the St. Louis region and outside of the college district. Field experience is offered through various ambulance services within the EMS system.

   Students should check location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance to any of the locations assigned by the program.

Time Commitment

Paramedic certificate – 15-month sequence

Lecture and Lab - classes generally meet Tuesdays and Thursdays, and periodically classes will meet Fridays, Saturdays and/or Sundays:

- Memorial from 9 a.m. to 1 p.m.
- Anderson from 1-5 p.m.

Clinical experience is scheduled during the program, typically between 12-72 hours per month for each experience. Ambulance runs begin in the first semester of the Paramedic Certificate program.

Orientation & Performance

Applicants accepted to this program must attend all required orientation sessions and be able to perform the professional technical standards of the job with or without reasonable accommodations. The technical standards can be found at swic.edu/wp-content/uploads/2017/05/Student-Nurse-Functions.pdf. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368 to discuss potential issues associated with meeting these requirements.

Students are required to demonstrate competency in technical skills during ambulance runs while enrolled in EMS courses. Observations in the intensive care unit, emergency room, operating room, and labor and delivery are also included in clinical time.

Insurance

Health insurance is required during clinical practice and field experience courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice or field experience.

Medical/Health Requirements

These requirements do not have to be fulfilled until further explained by program personnel after admission. Students will be required to possess current CPR certification at the Health Care Provider level and show proof of immunizations, tuberculosis test, physical examination, and health insurance coverage before beginning any clinical practice/field experience.

Additional Courses

In addition to the EMS courses, students are required to enroll and successfully complete FS 280 Hazardous Materials Awareness and FS 160 Technical Awareness to complete the Paramedic Certificate. Enrollment in these FS courses will be coordinated by the instructor. Students may be required to provide prescribed personal protective equipment for fire science courses. See the program website for additional costs for this program.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. The cost of the criminal background check and drug test is the responsibility of the student. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

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 the program 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.

Course Sequence

The Paramedic Certificate program can be completed in 15 months/four semesters. Students frequently complete the certificate prior to the general education courses in the degree; however, that is not a requirement. Current Illinois EMT licensure is a requisite to the program. This can be accomplished by completing the EMS 110 course and passing the licensure exam. See *Course Description Guide* (yellow pages of catalog) for other course requirements.

Paramedic Certificate (068B)

BIOL	105	Human Biology	4
EMS	205	Paramedicine I	8.5
EMS	206	Paramedicine II	4.5
EMS	207	Paramedicine III	4
EMS	208	Paramedicine IV	5
EMS	210	Paramedic Clinical Practice I	2
EMS	211	Paramedic Clinical Practice II	1
EMS	212	Paramedic Clinical Practice III	1.5
EMS	213	Paramedic Clinical Practice IV	1.5
EMS	220	Paramedic Field Internship I	1
EMS	221	Paramedic Field Internship II	.5
EMS	222	Paramedic Field Internship III	.5
EMS	223	Paramedic Field Internship IV	1
EMS	224	Paramedic Field Internship V	2
FS	280	Hazardous Materials – Awareness	.5
FS	160	Tech Rescue Awareness	.5
Total Credits			**38**

All Paramedic Core Courses must be completed before or during semesters indicated below, unless permission is given by the program coordinator.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Paramedicine
Associate in Applied Science Degree (0068)

First Year

Summer Semester			**Semester Credits**
BIOL	105	Human Biology	4
HRO	100	Medical Terminology	1
Total Semester Credits			**5**

Fall Semester			**Semester Credits**
EMS	205	Paramedicine I	8.5
EMS	210	Paramedic Clinical Practice I	2
EMS	220	Paramedic Field Internship I	1
FS	160	Technical Rescue Awareness	.5
FS	280	Hazardous Materials Awareness	.5
HRO	120	Pharamacology	3
Total Semester Credits			**15.5**

Spring Semester			**Semester Credits**
EMS	206	Paramedicine II	4.5
EMS	211	Paramedic Clinical Practice II	1
EMS	221	Paramedic Field Internship II	.5
EMS	207	Paramedicine III	4
EMS	212	Paramedic Clinical Practice III	1.5
EMS	222	Paramedic Field Internship III	.5
Approved Electives			3
Total Semester Credits			**15**

Second Year

Summer Semester			**Semester Credits**
EMS	208	Paramedicine IV	5
EMS	213	Paramedic Clinical Practice IV	1.5
EMS	223	Paramedic Field Internship IV	1
Total Semester Credits			**7.5**

Fall Semester			**Semester Credits**
EMS	224	Paramedic Field Internship V	2
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
SPCH	151	Fundamentals of Public Speaking **OR**	
SPCH	155	Interpersonal Communication	3
Human Relations Elective			3
Total Semester Credits			**14**

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Second Year

Spring Semester			**Semester Credits**
PSYC	210	Life-Span Development **OR**	
PSYC	270	Health Psychology	3
Approved Electives*			9
Total Semester Credits			**12**

Total Program Credits **69**

* Electives must be selected from the following list of approved courses or be approved by the program coordinator.

Approved Electives			**Semester Credits**
BIOL	155/157	Human Anatomy and Physiology I	5
BIOL	156/158	Human Anatomy and Physiology II	5
PSYC	200	Applied Psychology	3
PSYC	210	Life-Span Development	3
PSYC	250	Child Development	3
PSYC	251	Adolescent Development	3
PSYC	252	Educational Psychology	3
PSYC	253	Adult Development & Aging	3
PSYC	254	Death and Dying	3
PSYC	259	Abnormal Psychology	3
PSYC	260	Psychology of Addictive Behaviors	3
PSYC	270	Health Psychology	3
PSYC	288	Biological Psychology	3
SPCH	170	Advanced Speech & Persuasion	3
SOC	210	Deviance, Crime & Society	3
SOC	265	Aging & Society	3
POLS	150	Intro to American Government	3
CHEM	101	Introductory Chemistry	3
PHYS	151	General Physics	5
MGMT	213	Personnel Management	3
MGMT	214	Principles of Management	3
MGMT	217	Human Resource Management	3
MGMT	240	Ethics in the Workplace	3
EMS	105	First Responder EMS	4
EMS	110	Emergency Medical Technician	8
EMS	115	Basic Recertification Topics	.5-5
EMS	116	EMT Certification Review	.5
EMS	299	Special Topics in EMS	.5-5
HRO	160	Medical Terminology	3
FS	260	Vehicle Rescue Operations	3
FS	262	Rope Rescue I & II	3
FS	264	Confined Space Rescue I & II	3
FS	266	Trench Rescue Operations	2
FS	281	Hazardous Materials Operations	3
FS	282	Hazardous Materials Technician A	3
FS	286	Water Rescue I & II	3
HS	100	Intro to Homeland Security	3

Career Opportunities

EMTs and paramedics employed by fire departments work an average of 60 hours per week. Those employed by hospitals frequently work between 40 and 50 hours per week, and those in private ambulance services, between 40 and 72 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 paramedics work as part of the flight crew on helicopters that transport critically ill or injured patients to hospital trauma centers.

According to the U.S. 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. Based on a survey of our graduates, the average annual earnings of EMTs and paramedics are between $30,000 and $50,000 annually.

Physical Therapist Assistant

swic.edu/academics/career-degrees/health-sciences/physical-therapist-assistant/

Coordinator/Faculty: Kim Snyder, ext. 5390

Faculty: Michelle Kujawa

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- Maryville University – BS Healthcare Practice Management

Career Overview

The SWIC Physical Therapist Assistant program prepares students to work as skilled health care providers, who under the supervision and direction of a physical therapist, treat 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. Physical therapist assistants have a high level of patient contact. 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. PTAs 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 website at www.apta.org.

About the Program

- Two-year Associate in Applied Science degree
- Selective admission for fall semester start
- Recommend the following coursework in high school to prepare for health science occupation: Four years of English, algebra and geometry, biology, and social science courses. Keyboarding and computer application courses, chemistry, and anatomy & physiology
- Applications are accepted Sept. 1, 2018 to Feb. 1, 2019
- Online application available in your eSTORM Student Center

Licensure Requirements

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 all states. Illinois and Missouri require licensure to work as a physical therapist assistant.

Program Accreditation

The Physical Therapist Assistant program at SWIC is accredited by the Commission on Accreditation in Physical Therapy Education, 1111 N. Fairfax St., Alexandria, VA 22314: phone 703-706-3245, email: accreditation@apta.org, and website: www.capteonline.org. 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 for any state that requires a license to practice as a physical therapist assistant.

Admission Procedures/ Application Requirements

The admission procedures for the PTA program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/ Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. There are no waiting lists for admission to any SWIC Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the PTA Application Planning Guide for specific application requirements and to enhance your potential for admission. Application Planning Guides are located on the Physical Therapist Assistant web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

Selection of qualified applicants for the Physical Therapist Assistant program will be based upon a numerical ranking procedure, using ACT scores or SWIC 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. To obtain more information on the entrance requirements for the Physical Therapist Assistant program, call or visit the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355, or for an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

Applicants will be notified of their status regarding admission as quickly as possible given the number of applications received, typically late February or early March. 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 618-235-2700, ext. 5542/5548, 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 who reside outside District No. 522** or in a district without a joint agreement for this program **will not be eligible for consideration or admission.** Resident status is determined by address on file with Enrollment Services by Feb. 1, 2019.

Program Capacity

The Physical Therapist Assistant program generally accepts 20 students each fall semester.

Program Location

The Physical Therapist Assistant program consists of general education courses, PTA-prefixed courses and assigned clinical experience courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The PTA courses are only offered at the Belleville Campus during the day of the semesters indicated on the degree outline after acceptance into program.
3. Clinical experience is located throughout southern Illinois and in the St. Louis region. Specific clinical placement cannot be guaranteed.

Applicants should check 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.

Orientation & Performance

Applicants accepted to this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/Physical-Therapist-Assistant-Performance-Essentials.pdf. Applicants and enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance

Health insurance is required during clinical education courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience.

Medical/Health Requirements

PTA students will be required to show proof of medical examination and all applicable tests, immunizations, and vaccinations. Health insurance coverage is verified before beginning any clinical experience course. These requirements do not have to be fulfilled prior to admission and are further explained upon acceptance into the program.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing will result from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

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 PTA 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 year. A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this health science curriculum.

Course Sequence

The program can be completed in five semesters; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (BIOL 105, ENG 101, PSYC 151, HRO 100, SPCH 151, SOC 153, PSYC 210) prior to entrance into the program and in progression following the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All PTA-prefix courses must be completed before or during the listed semesters, unless permission is given by the program coordinator.

Associate in Applied Science Degree (0027)

First Year

Fall Semester			**Semester Credits**
BIOL	105	Human Biology*	4
ENG	101	Rhetoric & 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
PTA	165	Pathology I	1
Total Semester Credits			**18**

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**

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 II	3
Total Semester Credits			**16**

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Spring Semester			**Semester Credits**
PTA	270	Clinical Experience II	8
PTA	280	Clinical Seminar	2
Total Semester Credits			**10**

Total Program Credits	**71**

*BIOL 155 & 156/157 & 158 can replace BIOL 105.
**PSYC 210 cannot be replaced with other 200 level PSYC courses

Career Opportunities

PTAs work in a variety of settings including hospitals, outpatient clinics, home health agencies, 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

Based on graduate feedback, the median income for PTAs with one to three years experience is between $37,000 and $42,000 annually, depending on the type and location of the health care facility. This is consistent with the Bureau of Labor Statistics 2015 median salary of $42,980 per year.

Precision Machining Technology

swic.edu/academics/career-degrees/precision-machining-technology/

Coordinator: Mark Bosworth, ext. 7457
email: mark.bosworth@swic.edu

Dean: Bradley Sparks

The SWIC 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 machines. In addition, they will learn computer software programs to design parts and create programs used on the CNC machines.

See the program coordinator or an academic advisor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (053H)

Program Requisite			**Semester Credits**
PMT	100	Precision Machining Introduction	0.5

First Year

Fall Semester			**Semester Credits**
PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
PMT	201	Advanced Machining	4
PMT	240	NIMS Certification	4
IML	120	Mechanical Blueprint Reading I	3
Total Semester Credits			**19.5**

Spring Semester			**Semester Credits**
PMT	110	Introduction to CNC Operations	2.5
PMT	112	CNC Turning	3
PMT	111	CNC Milling	4
PMT	250	Multi-Axis CNC Programming	4
PMT	114	Metallurgy I (Industrial)	2
PMT	202	Cutting Tools/Fixturing/Insp	2
Total Semester Credits			**17.5**

Summer Semester			**Semester Credits**
PMT	226	Geom Dim & Tolerancing (GD&T)	1
GT	105	Intro to Technical Math **OR**	
MATH	112	College Algebra **OR**	
		Higher Level Math	4
Total Semester Credits			**5**

Second Year

Fall Semester			**Semester Credits**
PMT	231	Intro to SolidWorks	4
PMT	221	Intro to Mastercam	4
PMT	222	Advanced Mastercam	4
PMT	262	Advanced Mastercam/Multi-Axis	4
Total Semester Credits			**16**

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Spring Semester			**Semester Credits**
ENG	101	Rhetoric & Composition I	3
HES	151	Personal Health and Wellness	2
Communications Course			3
Human Relations Course			3
Social Science Course			3
Total Semester Credits			**14**

Total Program Credits **72**

Certificate Programs

Precision Machining Technology Certificate (054H)

Program Requisite			
PMT	100	Precision Machining Introduction	0.5

			Semester Credits
PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
PMT	110	Introduction to CNC Operations	2.5
PMT	111	CNC Milling	4
IML	120	Mechanical Blueprint Reading I	3
PMT	112	CNC Turning	3
PMT	201	Advanced Machining	4
PMT	221	Introduction to Mastercam	4
PMT	222	Advanced Mastercam	4
PMT	226	Geom Dim & Tolerancing (GD&T)	1
PMT	240	NIMS Certification	4
GT	105	Intro to Technical Math **OR**	
MATH	112	College Algebra **OR**	
Higher Level Math			4
Total Credits			**42**

CNC Machining Certificate (054P)

Computer Numerical Control introduces students to programming, setting up and operating CNC machine tools, which include three-axis vertical mills and two-axis lathes. It also provides experience in setting work offsets and tool lengths and operating HAAS CNC equipment. These courses introduce the programming format needed 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.

Program Requisite

PMT	100	Precision Machining Introduction	0.5

			Semester Credits
PMT	110	Introduction to CNC Operations	2.5
PMT	111	CNC Milling	4
PMT	112	CNC Turning	3
Total Credits			**10**

Mastercam Certificate (054L)

Computer Aided Drafting and Computer Aided Manufacturing are becoming necessary tools in many machine shops and manufacturing companies. Using Mastercam 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.

Program Requisite

PMT	100	Precision Machining Introduction	0.5

			Semester Credits
PMT	221	Intro to Mastercam	4
PMT	222	Advanced Mastercam	4
Total Credits			**8.5**

SolidWorks Certificate (054M)

Computer Aided Drafting is an important part in the manufacturing process. SolidWorks is a leading software package used by many manufactures. Students will use SolidWorks 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, machinists, draftsmen and designers.

PMT	231	Intro to SolidWorks	4
PMT	232	Advanced SolidWorks	4
Total Credits			**8**

Advanced CNC Programming Certificate (054R)

The Advanced CNC Programming Certificate gives the students the skills to operate and program multi-axis CNC machine tools, which includes multi-vise set-ups, four- and five-axis CNC milling centers and CNC turning centers with live tooling, Y-axis and bar feeding capabilities. Students will gain experience in setting up and programming these state of the art Advanced CNC machines. Mastercam CAD/CAM software will also be used for more advanced programming of these CNC machines. Courses are designed for the students to be given a print or solid model to create a part to be produced using all the advanced CNC machines. The certificate will provide training for CNC operators, CNC programmers, machinists and workers wanting to enhance their machining skills.

PMT	250	Multi-Axis CNC Programming	4
PMT	262	Advanced Mastercam/Multi-Axis	4
Total Credits			**8**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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 Technology graduates.

Radiologic Technology

swic.edu/academics/career-degrees/health-sciences/radiologic-technology/

Coordinator: Rhonda Kern, ext. 5303

Faculty: Larry Wheeler

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- Maryville University – BS Healthcare Practice Management
- SIUC – BS Radiologic Sciences – Diagnostic Medical Sonography
- SIUC – BS Radiologic Sciences – Education & Management
- SIUC – BS Radiologic Sciences – MRI/CT
- SIUC – BS Radiologic Sciences – Radiation Therapy

Career Overview:

The SWIC Radiologic Technology 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 have a high level of patient contact. 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 website at www.asrt.org or the Illinois State Society of Radiologic Technologists website at www.issrt.org/.

About the Program

- Two-year Associate in Applied Science degree
- Selective admission for summer semester start
- Applications are accepted Sept. 1 to Dec. 1, 2018
- Completion of biology, chemistry/physics and algebra in high school or college are required to apply
- Deadline for application documentation is Feb. 1, 2019
- Online application available in the eSTORM Student Center.

Licensure Requirements

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.

Individuals applying to take the American Registry of Radiologic Technology certification exam may need to complete a Pre-Application Review to determine ethics eligibility. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all coursework and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty or nolo contendere to a felony or other serious crime.

Program Accreditation

The SWIC Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone 312-704-5300, email: mail@jrcert.org. The program's curriculum is guided by the standards developed by the ASRT. The accreditation status means SWIC has met the standards required and helps to assure the public that the curriculum will graduate competent clinicians.

Admission Procedures/ Application Requirements

The admission procedures for the RT program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/ Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Radiologic Technology program before enrolling in RT-prefixed courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the RT Application Planning Guide for specific application requirements and to enhance your potential for admission to this highly competitive application process. Application Planning Guides are located on the Radiologic Technology web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission

Selection of qualified applicants for the Radiologic Technology program will be based upon a numerical ranking procedure, using ACT scores or SWIC 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 2018 Semester preceding potential summer entry may not be calculated in the numerical ranking.** To obtain more information on the entrance requirements for the Radiologic Technology program, call or visit the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355, or for an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

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 summer semester. Check swic.edu or contact Enrollment Services at 618-235-2700, ext. 5542/5548, 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 who reside outside District No. 522 or in a district without a joint agreement for this program **will not be eligible for consideration or admission**. Resident status is determined by address on file with Enrollment Services by Feb. 1, 2019.

Program Capacity

The Radiologic Technology program generally accepts 40 students each summer semester.

Program Location

The Radiologic Technology program consists of general education courses, RT-prefix courses and assigned clinical experience courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The RT courses are only offered at the Belleville Campus during the day of the semesters indicated on the degree outline. Enrollment in RT courses requires admission into the program.
3. Clinical experience is completed during the day at hospitals/clinics located throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Students will be required to complete some (approximately five) evening assignments during the second year. Specific clinical placement cannot be guaranteed.

Applicants should check 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.

Orientation & Performance

Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/RT-Performance-Essentials.pdf.

Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance

Health insurance is required during clinical education courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical experience courses.

Medical/Health Requirements

RT students will be required to possess current CPR certification at the Health Care Provider level, show proof of immunizations, tuberculosis test, physical examination and health insurance coverage before beginning any clinical experience course. These requirements do not have to be fulfilled prior to admission and are further explained at the program orientation meeting.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result. 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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

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 RT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to reapply and compete for admission in the succeeding year. A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must have completed graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this Health Sciences curriculum.

Course Sequence

The program can be completed in four semesters and two summer; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (HRO 100, BIOL 105, ENG 101, PSYC 151, SPCH 151/155 and human relations course) prior to entrance into the program and follow the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All RT-prefix courses must be completed during the listed semesters, unless permission is given by the program coordinator.

Associate in Applied Science Degree (0028)

First Year

Summer Semester			**Semester Credits**
RT	100	Radiologic Technology I	2.5
RT	101	Radiographic Positioning I	3.5
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**

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**

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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 Elective*			3
Total Semester Credits			**15**

Total Program 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.

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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

Based on graduate feedback, the average salary is $34,000-$40,000, depending on the type and location of the health care facility. The Bureau of Labor Statistics report a median annual salary of $58,120 per year.

Respiratory Care

swic.edu/academics/career-degrees/health-sciences/respiratory-care/

Coordinator: Diane Dodd, ext. 5907

Coordinators' Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

2+2 Articulation Agreements

- Maryville University – BS Healthcare Practice Management

Career Overview

The SWIC Respiratory Care program prepares students for entry-level practitioner positions in the respiratory care profession. Respiratory therapists have a high level of patient contact. Respiratory therapists, 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; conducting sleep studies, pulmonary function studies, and metabolic studies, patient and family education, student clinical education and home care; discharge planning and follow up; as well as outpatient pulmonary rehabilitation.

For further information regarding the field of respiratory care, refer to the American Association for Respiratory Care website at www.aarc.org. Contact the program coordinator, coordinators' assistant or an academic advisor for more information.

About the Program

- Two-year Associate in Applied Science degree
- Selective admission for summer semester start
- Applications accepted Sept. 1, 2018 to Feb. 1, 2019
- Completion of biology, chemistry, and algebra in high school or college is required to apply
- Deadline for application documentation is Feb. 1, 2019.
- Online application available in the eSTORM Student Center

Licensure Requirements

Upon successful completion of the RC curriculum, graduates are awarded an Associate in Applied Science degree in Respiratory Care and are qualified to attempt the National Board for Respiratory Care examinations. Scores on these examinations impact the graduates ability to attain a license to practice as a Respiratory Therapist and identify the level of care the RT can provide through credentialing. Potential credentials include: Certified Respiratory Therapist or Registered Respiratory Therapist. The first step in the examination/credentialing process is completion of the Therapist Multiple-Choice Exam. This exam assesses the essential knowledge, skills and abilities of the graduate. There are two established cut scores for the TMCE. If a candidate achieves the lower cut score, they will earn the CRT credential, identifying they have entry-level RT knowledge, skills and abilities. If the candidate achieves the higher cut score, they will earn the CRT credential and are eligible to complete the Clinical Simulation Examination (provided they meet all other eligibility requirements). Successful completion of the Clinical Simulation Examination earns the candidate the RRT credential. Supervisory positions and intensive care specialties typically require the RRT, which is advanced RC knowledge, skills and abilities. Credentials are used as the basis for the licensure in all 49 states that regulate the practice of respiratory care. All states, excluding Alaska, require a respiratory therapist to be licensed.

Program Accreditation

The SWIC Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, located at 1248 Harwood Road, Bedford, Texas 76021-4244, phone 817-283-2835, website: www.coarc.com. The program's curriculum is guided by the standards developed by CoARC. The accreditation status means SWIC has met the standards required and helps to assure the public that the 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 certification and registry examinations.

Admission Procedures/ Application Requirements

The admission procedures for the RC program 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. Out-of-district students will be considered as in-district status for this application process if their community college has an Interdistrict Cooperative/Career agreement with SWIC (listed on page 56 of this catalog). To qualify for the application process, students must submit paperwork from their local community college to SWIC Enrollment Services by the application deadline. Contact the secretary of the Board of Trustees at your community college to get the required paperwork. Students must apply and be formally accepted into the Respiratory Care program before enrolling in RC-prefix courses. There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must re-apply the following year. **Refer to the RC Application Planning Guide for specific application requirements and to enhance your potential for admission to this competitive application process. Application Planning Guides are located on the Respiratory Care web page or contact the coordinators' assistant, ext. 5355.**

Selection of Applicants for Admission:

Selection of qualified applicants for the Respiratory Care program will be based upon a numerical ranking procedure, using ACT scores or SWIC 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. To obtain more information on the entrance requirements for the Respiratory Care program, call or visit the Health Sciences coordinators' assistant at 618-235-2700, ext. 5355, or for an academic advisor, call or visit the Belleville Campus, 2500 Carlyle Ave., 618-235-2700, ext. 5206; the Red Bud Campus, 500 W. South Fourth St., 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 4950 Maryville Road, 618-931-0600, ext. 7333.

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 at 618-235-2700, ext. 5542/5548, 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 who reside outside District No. 522 or in a district without a joint agreement for this program, will not be eligible for consideration or admission. Resident status is determined by address on file with Enrollment Services by Feb. 1, 2019.

Program Capacity

The Respiratory Care program generally accepts 30 students each fall semester.

Program Location

The Respiratory Care program consists of general education courses, RC-prefix courses and assigned clinical practice courses. Specific locations depend on the course type.

1. The General Education Courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The RC courses are offered during the day of the semesters indicated on the degree outline after acceptance into program or with program coordinator permission. Most RC courses are web-enhanced, therefore computer access is recommended.
3. Clinical practice may be scheduled during the day, evening, night, or weekend shift at RC employment settings throughout southern Illinois and in the St. Louis region. Students may be required to travel outside the college district for clinical experience courses. Specific clinical placement cannot be guaranteed.

Applicants should check 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.

Time Commitment

First-year students (fall, spring and summer semesters)

- Clinical practice on Tuesday, Wednesday and/or Friday (8-hour shift)
- Class/Lab on Monday and Thursday (8-hour day)
- Class/Lab on Wednesday (4-hour day fall semester only)

Second-year students (fall and spring semesters)

- Clinical practice on Monday, Wednesday and/or Thursday (8-hour shift)
- Class/Lab on Tuesday and Friday (8-hour day)

Orientation & Performance

Applicants accepted into this program must attend all required orientation sessions and be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions can be found at swic.edu/wp-content/uploads/2017/05/RC-Performance-Essentials-1.pdf. Applicants or enrolled students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

Health Insurance

Health insurance is required during clinical practice courses. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice.

Medical/Health Requirements

RC students will be required to possess current CPR certification at the Health Care Provider level and show proof of immunizations, tuberculosis test, physical examination and health insurance coverage before beginning any clinical practice course. These requirements may not have to be fulfilled prior to admission and are further explained at the program orientation meeting.

Background Checks and Drug Testing

Criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for 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 the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and 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, students with "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (ie. Missouri sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinicals/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test or student listing on prohibitory government registry will also result in dismissal from the program. Note: Positive drug testing results from the use of illegal drugs or prescription medication which the student does not have a prescription. Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.

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 the coordinator's assistant prior to seeking admission.

Graduation Requirements

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 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 the succeeding semester. A grade of C or better is required for all courses in the degree.

All students completing an AAS degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations coursework. Health requirements are satisfied by students successfully completing BIOL 105, PSYC 151 and this Health Sciences curriculum.

Course Sequence

The program can be completed in four semesters and two summers; however, it is recommended that students who wish to maximize points on the application complete General Education Courses (HRO 100, BIOL 105, ENG 101, SOC 153, ENG 102/SPCH 151, PSYC 151) prior to entrance into the program and in progression following the appropriate course requisites. For information on course requisites, please refer to the *Course Description Guide* (yellow section) in this catalog. All RC-prefix courses must be completed before or during the listed semesters, unless permission is given by the program coordinator.

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 & 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	3
Total Semester Credits			**17**

Spring Semester			**Semester Credits**
SOC	153	Introductory Sociology*	3
RC	110	Cardiopulmonary Pathology**	3
RC	111	Respiratory Care Pharmacology**	3
RC	112	Respiratory Care Practices and Procedures II	5
RC	113	Clinical Practice I	4
Total Semester Credits			**18**

Summer Semester			**Semester Credits**
RC	114	Respiratory Care Practices and Procedures III	2.5
RC	115	Clinical Practice II	2
Total Semester Credits			**4.5**

Second Year

Fall Semester			**Semester Credits**
ENG	102	Rhetoric and Composition II* **OR**	3
SPCH	151	Fundamentals of Public Speaking*	
RC	203	Respiratory Care Practices and Procedures IV	5
RC	204	Clinical Practice III	4
Total Semester Credits			**12**

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Spring Semester			**Semester Credits**
PSYC	151	General Psychology*	3
RC	205	Respiratory Care Practices and Procedures V	4.5
RC	206	Clinical Practice IV	4
RC	207	Respiratory Care in Review	3
Total Semester Credits			**14.5**

Total Program Credits	**71**

*Students are encouraged to complete as many of these courses as possible *before* beginning the Respiratory Care coursework. BIOL 105 and HRO 100 must be completed by the end of the Summer 2017 Semester to be eligible for RC 104 in the Fall 2017 Semester. BIOL 155 & 156/157 & 158 can replace BIOL 105.

**Depending on space availability, these courses may be taken prior to program admission by applicants who make the alternate list. Coordinator permission is required. This allows the student the flexibility to complete as much coursework before beginning actual clinical rotations in health care facilities. Completion of RC 102, RC 103, RC 110, and RC 111 does not guarantee RC program admission. Students must still apply to the program for admission the following year. See RC program planning guides for details.

Career Opportunities

Respiratory therapists work in a variety of settings, including hospitals, clinics, skilled care facilities, physicians' 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.

Average Starting Salary

Per graduate feedback, 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 indicated that mean annual salary for respiratory therapists was $62,000, beginning salaries were $42,078-$47,297.

Sign Language Studies: Interpreter

swic.edu/academics/career-degrees/arts-and-communication/sign-language/degree-certificate/

Coordinator/Faculty: Karyn Houston
email: karyn.houston@swic.edu
OR 618-310-0055

Faculty: Susen McBeth

Dean: Julie Muertz

The SWIC Sign Language Studies 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, 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 website 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 jointly offer national examinations at various sites in the state and country for general sign language interpreters. In order to take the national examination, a bachelor's degree is required. For those preferring to take the state examination and/or Education Interpreter Performance Assessment, the AAS degree is sufficient. The SLS curriculum prepares graduates for this written and performance-based examination.

Additionally, the college offers another program track designed for individuals who want to be able to communicate informally with people who are deaf or hard of hearing. The SWIC Sign Language Studies/Basic Communication Certificate program is designed for those 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 advisor for more information about enrolling in the program.

About the Degree Program

This is a 67-semester-credit, two-year degree program, which can be completed in four semesters. The curriculum includes communication, social science, SLS interpreting technical courses and assigned field experiences/practicum. There are 17 semester credits of General Education Courses and 50 semester credits 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 that students 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. Students may be required to have a criminal background check and/or drug testing depending on the setting (educational or governmental institution) when enrolled in SLS 206, SLS 230, and/or SLS 275. Additionally, in SLS 101, 102 and 203 there are some required assignments off campus to allow students to observe and converse with deaf and hard of hearing individuals using American Sign Language. Students may be required to have a criminal background check and/or drug testing depending on the setting (educational/government institutions) when enrolled in SLS 206, SLS 230 and/or SLS 275.

Enrollment Procedures

The SWIC 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 New Student Information Form and registration form to enroll in classes.
B. Complete the SWIC Placement Test. To enroll, SWIC Placement Test results must qualify the student for enrollment in ENG 101 or greater and MATH 94 or greater. To schedule the SWIC Placement Test, call or visit the Testing Center at the Belleville Campus, 618-235-2700, ext. 5182; the Red Bud Campus, 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 618-931-0600, ext. 7337.

General Information

A. Students who want to be interpreters 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/academics/career-degrees/arts-and-communication/sign-language/. Students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.
B. To develop proficiency in signing and interpreting time, dedication, study, and immersion in the deaf/hard-of-hearing community and constant practice are 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, Red Bud or Sam Wolf Granite City 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. Enrolled students 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 who fail to meet program-specific requirements will be dropped from the program.
F. A grade of C or better is required for all SLS courses and ENG 101.
G. Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0024)

First Year

Fall Semester			**Semester Credits**
SLS	100	Non-Verbal Communications	2
SLS	101	American Sign Language I (Fall only)	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 (Spring only)	5
SLS	105	Field Experiences	2
SLS	120	ASL Linguistics I	3
SOC	153	Introductory Sociology	3
Social/Behavior Science Elective**			3
Total Semester Credits			**16**

Second Year

Fall Semester			**Semester Credits**
SLS	203	American Sign Language III (Fall only)	4
SLS	205	Interpreting I (Fall only)	3
SLS	206	Interpreter Principles and Practices (Fall only)	3
SLS	210	ASL Linguistics II (Fall only)	3
SLS	255	Transliterating (Fall only)	3
Total Semester Credits			**16**

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Spring Semester			**Semester Credits**
SLS	220	Interpreting II (Spring only)	3
SLS	230	Interpreting Practicum (Spring only)	3
SLS	225	Sign to Voice (Spring Only)	3
SLS	270	Educational & Specialized Interpreter Settings (Spring only)	3
Approved Elective***			3
Human Well-Being Elective			3
Total Semester Credits			**18**

Total Program Credits	**67**

**See beginning AAS degree (blue) pages for listing of all Social Science and Human Well-Being options.
***Approved electives: ACCT 105, AOJ 100, AOJ 151, AOJ 203, BUS 101, ECE 110, ECE 112, ED 267, PARL 120, PARL 260, PARL 270, or SLS 280

Sign Language/Basic Communication Certificate (024A)

This certificate is to learn how to enhance sign, not for interpreter placement or certification.

First Year

Fall Semester			**Semester Credits**
ENG	101	Rhetoric & Composition I	3
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			**14**

Spring Semester			**Semester Credits**
SLS	102	American Sign Language II	5
SLS	105	Field Experiences	2
Total Semester Credits			**7**

Total Program Credits	**21**

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 in which 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. For individuals who desire additional practice/preparation for the interpreter certification examination, enrollment in SLS 275 Interpreting Practicum II is recommended.

Transfer to MacMurray College under an articulation agreement to complete a bachelor's degree in interpreter preparation.

Average Starting Salary:

Per graduate feedback, interpreters earn between $15 and $75 per hour. Wages vary on the type, location and the day/evening rates of the interpreting assignment. Special interpreting assignments requiring special skills such as conference or platform interpreting or performances may negotiate a higher contract rate.

Warehousing and Distribution

Dean: Bradley Sparks, ext. 7420;
email: bradley.sparks@swic.edu

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 analysis 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)***

WRH	120	Warehousing Environment	1.5
WRH	121	Warehousing Workforce Skills	1.5
WRH	122	Warehousing & Distribution Process	2.5
WRH	123	Warehousing Technology Skills	2
WRH	124	Representative Warehousing Skills	2.5
Total Semester Credits			**10**

***All courses are taken concurrently and offered during one semester.

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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 Technologies

swic.edu/academics/career-degrees/information-technology-degrees/web-technologies/

For more computer classes, see:
Computer Information Systems
Graphic Communications
Office Administration and Technology
Network Design and Administration

Coordinator/Faculty: Nikki Hensley, ext. 5382

Faculty: Beth Burns

Dean: Janet Fontenot

The Web Development and Administration program provides the technical skills and knowledge required for the design, development and maintenance of websites 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 and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, please refer to the *Course Description Guide* (yellow section) in this catalog.

Associate in Applied Science Degree (0011)

First Year

Fall Semester			**Semester Credits**
CIS	174	Web Fundamentals I	3
CIS	180	Introduction to Programming	3
CIS	195	Introduction to Databases	3
ENG	101	Rhetoric & Composition I	3
Humanities or Social Science Elective			3
Web Sub Plan Option			2-3
Total Semester Credits			**17-18**

Spring Semester			**Semester Credits**
CIS	177	Web Development I	3
CIS	187	Web Programming I	3
CIS	212	Web Development II	3
English or Journalism Elective			3
Web Sub Plan Option			6
Total Semester Credits			**18**

Second Year

Fall Semester			**Semester Credits**
CIS	256	Web Server Programming I	3
CIS	277	jQuery	3
Human Relations Elective			3
Web Sub Plan Option			6
Total Semester Credits			**15**

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Spring Semester			**Semester Credits**
CIS	259	Current Web/Graphic Technology	3
CIS	288	Web Server Programming II	3
CIS	296	Web and Graphics Internship	3
Human Well Being Elective			2
Communications/Humanities/Social Science/ Human Well Being Elective			1-3
Web Sub Plan Option			3
Total Semester Credits			**15-17**

Total Program Credits **65-68**

Sub Plans Available – please select one of the following:

Web Designer

CIS	147	Fonts & Type	2
CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
CIS	176	Web Fundamentals II	3
CIS	272	Photo Manipulation II	3
MKT	227	SEO & Web Analytics for Marketing	3

Web Development

NETW	101	Introduction to Networking	3
NETW	188	Windows Server I	3
CIS	250	C++ Programming I	3
CIS	274	Mobile Application Development	3
CIS	275	SQL	3
CIS	287	Web Programming II	3

All students must complete graduation requirements listed in the front of the blues pages of this catalog for an Associate in Applied Science degree including the requirement for Human Relations coursework.

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

Certificate Programs

Web Coding (011D)

Students completing the Web Coding Certificate will learn software and coding principles required to construct websites. Emphasis will be placed on good HTML coding techniques. Students will learn to code for specific browsers and will learn how to include animation and sound on websites.

CIS	174	Web Fundamentals I	3
CIS	177	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	187	Web Programming I	3
CIS	195	Introduction to Databases	3
CIS	212	Web Development II	3
CIS	256	Web Server Programming I	3
CIS	277	jQuery	3
CIS	287	Web Programming II	3
CIS	288	Web Server Programming II	3
Total Credits			**30**

Web Design (011E)

Students completing the Web Design Certificate will learn software and design principles required to construct websites. 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 websites.

CIS	147	Fonts & Type	2
CIS	171	Computer Graphics	3
CIS	172	Photo Manipulation	3
CIS	173	Graphics and Animation	3
CIS	174	Web Fundamentals I	3
CIS	176	Web Fundamentals II	3
CIS	180	Introduction to Programming	3
CIS	187	Web Programming I	3
CIS	257	Electronic Publishing	3
MKT	227	SEO and Web Analytics for Marketing	3
Total Credits			**29**

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. Students will establish a web server environment using Apache's Tomcat Servlet engine and students will be introduced to the Eclipse IDE.

CIS	187	Web Programming I	3
CIS	287	Web Programming II	3
Total Credits			**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 credits of program related coursework. 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 SWIC, 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.

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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

swic.edu/academics/career-degrees/welding-technology/

Coordinator/Faculty: Charles Gulash, ext. 5377
email: charles.gulash@swic.edu

Faculty: Kevin Corgan

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. SWIC follows American Welding Society Level I and II National Standards. In addition to the Associate in Applied Science degree that can be earned at SWIC, the student can earn a bachelor's degree by transferring to Ferris State University. **See the program coordinator or an academic advisor for more information.**

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate requisites. For information on requisites, 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
HES	151	Personal Health and Wellness	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 & Composition I	3
MGMT	213	Human Relations in the Workplace **OR**	
MGMT	214	Principles of Management **OR**	
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**

Second Year

Fall Semester			**Semester Credits**
WLDT	201	Advanced Arc Welding	6
Communications Course **OR**			3
ENG	103	Technical Communication	
Human Relations Course			3
Technical Electives*			5
Total Semester Credits			**17**

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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 Electives*			5
Total Semester Credits			**19**
Total Program Credits			**70**

*Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT or WLDT prefix

Certificate Programs

The Welding Technology Certificate program is designed to train the beginner for entry-level positions in the welding industry and to also offer more advanced technical information and skill for the employed welder. High school articulation available.

Welding Technology Certificate (062A)

WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3
WLDT	152	All Position ARC Welding	5
Total Credits			**14**

Welding Technology Advanced Certificate (062B)

WLDT	107	Advanced Blueprint Reading	2
WLDT	201	Advanced ARC Welding	6
WLDT	253	GTAW/GMAW/FCAW/PAC	4
Total Credits			**12**

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
Total Credits			**10**

Advanced Welding Manufacturing (062D)

WLDT	260	Welding Automation	5
WLDT	270	Robotic Welding & CNC Cutting	5
Total Credits			**10**

Some courses may have requisites. Refer to the *Course Description Guide* beginning on page 244.

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 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 an academic advisor and participate in the college assessment process for appropriate course placement in English and math. This plan must be filed with Enrollment Services prior to the completion of the last 15 credits of required coursework. **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 for the program they have declared. If the requirements are not completed within six years, students will be required to meet degree requirements for the program in effect at that time. However, students not enrolled for three consecutive semesters (not including summer) must meet the curriculum requirements in effect at the time of re-enrollment. Students can always choose to complete the current curriculum degree requirements.

Total Hours:

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

Residency:

Fifteen of the last 24 credits 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: HIST 230, LIT 117, LIT 215, LIT 216

_____ Social Science: HIST 180, HIST 181, HIST 292, POLS 150

_____ Behavioral Science: PSYC 265, PSYC 295, SOC 153, SOC 203, SOC 230

Math and English Course Placement:

All beginning degree-seeking students are required to be assessed and placed in the appropriate math and/or English classes. For more information, please refer to the *Math and English Course Placement* section in this catalog.

College Success Strategies:

Beginning students are encouraged to enroll in ED 101 College Success Strategies. 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 or through Enrollment Services. To be considered for a specific term, applications must be received by the following dates:

Term	Application Date
Fall/December	Oct. 15
Spring/May	Feb. 15
Summer/July	June 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 170
_____ MATH 171
_____ MATH 191
_____ MATH 203
_____ MATH 204
_____ MATH 205
_____ MATH 210
_____ MATH 213
_____ MATH 270
_____ MATH 271
_____ 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 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 114
_____ 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.

Humanities

_____ ART 101
_____ ART 102
_____ ART 103
_____ ART 104
_____ ART 105
_____ ART 106
_____ ART 110
_____ ED 293
_____ FILM 115
_____ FILM 215
_____ FILM 225
_____ FREN 202
_____ GERM 202
_____ **HIST 230**
_____ HIST 286
_____ HUM 200
_____ LIT 113
_____ **LIT 117**
_____ LIT 120
_____ LIT 125
_____ LIT 133
_____ LIT 134
_____ LIT 201
_____ LIT 202
_____ LIT 205
_____ LIT 213
_____ LIT 214
_____ **LIT 215**
_____ **LIT 216**
_____ LIT 219
_____ 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
_____ THEA 120

Social/Behavioral Science

_____ ANTH 150
_____ ANTH 160
_____ ANTH 210
_____ ANTH 250
_____ ECON 115
_____ ECON 201
_____ ECON 202
_____ ED 252
_____ GEOG 143
_____ GEOG 151
_____ GEOG 152
_____ GEOG 202
_____ GEOG 240
_____ GEOG 241
_____ HIST 101
_____ HIST 102
_____ HIST 115
_____ HIST 117
_____ HIST 118
_____ HIST 151
_____ HIST 152
_____ HIST 160
_____ HIST 161
_____ **HIST 180**
_____ **HIST 181**
_____ HIST 232
_____ HIST 234
_____ HIST 250
_____ HIST 282
_____ HIST 288
_____ **HIST 292**
_____ **POLS 150**
_____ POLS 240
_____ POLS 262
_____ POLS 270
_____ POLS 289
_____ POLS 290
_____ POLS 292
_____ PSYC 151
_____ PSYC 200
_____ PSYC 210
_____ PSYC 225
_____ PSYC 250
_____ PSYC 251
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_____ PSYC 260
_____ **PSYC 265**
_____ PSYC 266
_____ PSYC 270
_____ PSYC 277
_____ PSYC 280
_____ PSYC 288
_____ **PSYC 295**
_____ **SOC 153**
_____ **SOC 203**
_____ SOC 210
_____ SOC 222
_____ **SOC 230**
_____ SOC 255
_____ SOC 265

Computer Literacy (total of 3 semester credits)

_____ CIS 185 or
_____ BUS 209

Human Well-Being (total of 2 semester credits)

_____ HES 130
_____ HES 131
_____ HES 151
_____ HES 152
_____ HES 154
_____ HES 155
_____ HES 156
_____ HES 158
_____ HRO 150

Electives (total of 33 semester credits) Any courses, 100-level or above.

XXX Human Relations Classes

COMMUNITY SERVICES AND CAMPUS OPERATIONS

Community Services and Campus Operations includes

Adult Education and Literacy
Illinois High School Equivalency
English as a Second Language
Vocational Training
Literacy Services
Youth Programs
Citizenship

Community Education
Dual Credit
Noncredit Programs and Activities
Running Start
AmeriCorps
National Testing Center at Scott Air Force Base

Programs and Services for Older Persons
Activities & Travel
Heath and Wellness
Computer Classes
Volunteer Opportunities
Transportation

Sustainability Initiatives

Lifelong Learning
Summer Programs for Children
High School Completion Opportunities
Programs for Older Adults

Adult Education and Literacy:

Illinois High School Equivalency, English as a Second Language, Vocational Training and Literacy

swic.edu/community/adult-education/

Department Director: Lisa Atkins
English as a Second Language Director: Leslie Wagner
Adult Education Specialist: Jeff Campbell
Literacy Coordinator: Deborah Bruyette

Adult Education and Literacy provides free classes in reading, Illinois High School Equivalency Test Preparation, English as a Second Language, Citizenship, mathematics, and computer skills. In cooperation with other college departments, Adult Education and Literacy offers vocational training in welding, nurse assistant, construction, security, warehousing, early childhood, office skills, and health science. These classes and services are offered at the Belleville, Red Bud and Sam Wolf Granite City campuses, the East St. Louis Community College Center and at additional sites throughout the district. Day and evening classes are available.

Generally, Adult Education and Literacy serves individuals 16 years and older who lack a secondary school diploma or its recognized equivalent; those for whom English is a second language or people 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. 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.

High school equivalency test preparation classes provide intensive preparation for the high school equivalency test. Instruction incorporates the four subject areas of the high school equivalency test – language arts, social studies, science, and math. Classes are short in duration and focus on both the Illinois Content Standards and needed test-taking skills. An online high school equivalency test preparation course is available each semester as well as bridge courses that focus on high school equivalency preparation and readiness for college coursework in specific occupational fields (health care, manufacturing, distribution and logistics). There are frequent opportunities for self-evaluation to determine readiness to test and the opportunity to take the U.S. and Illinois Constitution test ahead of the high school equivalency testing time. High school equivalency classes are offered both days and evenings at the Belleville, Red Bud and Sam Wolf Granite City campuses and East St. Louis Community College Center on a year-round schedule. They are also offered at many other extension sites throughout the district.

English as a Second Language classes teach non-native English speaking immigrant adults to understand, speak, read and write English. Instruction incorporates best practices from adult learning and language acquisition theory, and all classes are highly interactive. Students at the highest levels are encouraged to transition into regular college courses. There is a technological component to many of the classes. ESL classes are offered both days and evenings at the Belleville and Sam Wolf Granite City campuses and Fairmont City on a year-round schedule. **Citizenship classes** prepare students to take the test for naturalization. These classes are offered at various locations throughout the district.

The department offers **computer classes** to eligible students on a monthly basis throughout the year. These are classes in Microsoft Windows software applications. They are offered at the Belleville and Sam Wolf Granite City campuses and East St. Louis Community College Center on a year-round basis.

Vocational Adult Education collaborates with other college departments to provide additional vocational training opportunities. Since space is limited, acceptance into the vocational training programs is competitive. Candidates must be adult education eligible and successfully complete an entrance process. Tuition, fees and program expenses are paid through Adult Education and Literacy for those accepted into the program. Students who enroll through Adult Education and literacy commit to efforts to find employment in the field of their training or to pursue further training. Current areas of study are:

- Construction
- Forklift
- Manufacturing
- Nurse Assistant
- Security Guard
- Warehousing
- Welding

In addition to formal classes and programs, Adult Education and Literacy provides other education services. A **Project READ Adult Volunteer Literacy 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.

A **Youth Empowerment Support Services Program (YESS)** help low-income, out-of-school youths ages 16-24 earn their high school equivalency and transition into further education and employment. It operates out of the Belleville and the Red Bud campuses and is a Workforce Innovation and Opportunity Act-sponsored program. Finally, the **Early School Leaver Transition Program** provides guidance and assistance to young adult dropouts in St. Clair and Madison counties. Early School Leaver provides case management to youth to assist them in completing the high school equivalency certificate, find and keep employment, and explore available educational and training opportunities.

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 high school equivalency test. There is a technological component to many of the classes.

Classes are offered both days and evenings at the Belleville, and Sam Wolf Granite City campuses and East St. Louis Community College Center on a year-round schedule.

College and Career Transition programs provide the opportunity to learn the skills necessary to a) gain entry-level employment in a variety of career fields; b) work toward obtaining an industry recognized credential; c) work toward an associate degree.

Transition programs are based on the ICAPS model (Integrated Career and Academic Preparation System) and combine adult education classes with credit-bearing, foundation courses in Office Automation and Technology, Healthcare or Computer Technology.

- The **Office Automation and Technology** transition program consists of four semester-long classes designed to prepare students to enter an academic career in the area of office support, data entry and similar types of positions. Students are co-enrolled in OAT 121, a credit-bearing Introduction to Office Support class, along with three classes offered by the Adult Education and Literacy department; Office Support Skills, Transitions to College and Careers in Office Support. Students who complete this program will have earned three transcripted semester credits toward the completion of the Office Technology Assistant I certification and will be prepared to enroll in additional classes to continue working toward that certification.
- The **Healthcare** transition program consists of two programs of study. In the area of high school equivalency, students may work toward passing their equivalency test while being enrolled in classes that are taught within the context of a career in a healthcare field. Students who earn their high school equivalency or already have a high school diploma/equivalent may enroll in the Certified Nurse Assistant ICAPS program. In this program, students are co-enrolled in HRO 105 Nurse Assistant and GSBS 119 Health Career Support Skills, a support class offered by the Adult Education and Literacy department and is designed to help ensure that students pass the HRO 105 class while learning how to conduct a job search, use the internet to apply for jobs, participate in interviews and most importantly, learn effective on-the-job behaviors. Students may also elect to transition into other healthcare fields of study at SWIC.
- The **Computer Technology** transition program consists of two semester-long classes designed to prepare students to enter academic studies in the area of computer technology leading to any number of career fields utilizing computer technology. These classes are IT Academic and Career Skills and Transitions to college. Students are co-enrolled in four credit-bearing classes which are short-term or online (CIS 120 Introduction to the PC, CIS 125 Operating System Basics, CISC 106 Introduction to Cybersecurity, OAT 164 Introduction to Keyboarding). Students who complete this transition program will have earned four credits toward the Computer Technology certificate and will be prepared to enroll in additional classes to continue working toward that certification.

For information about any of these programs, contact the Adult Education and Literacy office at the Belleville Campus at ext. 5323, the Red Bud Campus office at ext. 8001, the Sam Wolf Granite City office at ext. 7397, or the East St. Louis Community College Center at 618-874-8448.

Tuition-Bearing Academic Classes

GSBS 60 Communication Skills For College Variable up to (12)-0-(12)
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, writing, speaking, and listening.
Requisite None.
Type: P

GSBS 61 Comm Skills for College II Variable up to (12)-0-(12)
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.
Requisite None.
Type: P

Free Academic Classes

GSBS 53 Careers in Health Sciences II .5-3 credits
This course will assist students in developing their reading writing and math skills using resources and materials from the health sciences. Students will refine their career goals within health science and research specific interests. They will develop the needed personal, academic and computer skills needed for study and work in this field. This course is designed for persons preparing for the high school equivalency exam and transitioning into college-level study in the health sciences.
Type: P

GSBS 54 Careers in Health Sciences III .5-3 credits
This course will assist students in developing their reading writing and math skills using resources and materials from the health sciences. Students will explore personal interests and aptitudes within the health science field, learn the steps necessary to transition into post-secondary health care education and develop a personal plan for career development. They will develop the needed personal, academic and computer skills needed for study and work in this field. This course is designed for persons preparing for the high school equivalency exam and transitioning into college-level study in the health sciences.
Type: P

GSBS 70 Spanish HSE Language Arts .5-3 credits
This course covers the essentials off Spanish grammar, essay writing, and reading comprehension necessary to prepare for the Language Arts component of the Spanish language version of the high school equivalency exam.

GSBS 71 Spanish HSE Math Test Prep .5-3 credits
This course concentrates on quantitative and algebraic problem solving to prepare students for the math component of the Spanish language version of the high school equivalency exam. Content is taught in Spanish and includes conceptual understanding, procedural skill and fluency, and developing the ability to apply these in workforce and academic contexts.

GSBS 72 Spanish HSE Science Test Prep .5-3 credits
This course concentrates on the three context domains of life science, physical science, and Earth and Space Science in order to prepare students for the Spanish language version of the high school equivalency exam. Content is taught in Spanish and includes textual analysis and understanding, data representation and inference skills, and problem solving in academic and workforce contexts.

GSBS 73 Spanish HSE Social Studies .5-3 credits
This course concentrates on the content domains of civics and government, United States history, economics, and geography and the world to prepare students for the Spanish language version of the high school equivalency exam. Content is taught in Spanish and includes development of problem-solving skills in academic and workplace contexts. The Constitutions of the U.S. and Illinois are studied.

GSBS 84 Beginning ELA I .5-6 credits
This is the first of two beginning-level English language classes for students who speak little or no English. The course aids non-native English speaking students in the development of very basic oral and written English abilities.

GSBS 85 ESL with Technology 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 discover and evaluate software and online resources that develop reading, writing, listening, and speaking skills. The course includes practice in basic keyboarding, as well as information about online security and electronic communications.
Type**: P**

GSBS 86 ESL with Technology II .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 discover and evaluate software and online resources that develop reading, writing, listening, and speaking skills. Composition is introduced at this level and writing is done at the computer.
Type: P

GSBS 87 Beginning ELA II .5-6 credits
This is the second of two beginning-level English language classes for students who speak little or no English. The course aids non-native English speaking students in the development of very basic oral and written English abilities.

GSBS 88 English Fundamentals .5-6 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 95 Basic Math .5-3 credits
This class is designed for persons with low mathematical skills who need assistance to be able to score well enough on the entrance tests to be placed in Pre-HSE math classes.
Type: P

GSBS 101 HSE Review English, Reading, & Constitution .5-6 credits
This course covers the essentials of English grammar and essay writing and reading comprehension in social studies, science and literature.

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-HSE English/Reading/Constitution .5-12 credits
This course prepares students for the high school equivalency exam review class by developing reading and writing skills and by reviewing basic math and grammar. A study of the Constitution is introduced.

GSBS 107 Office Support Skills .5-2 credits
A part of a series of transition courses, GSBS 107 provides training in office skills in addition to contextualized reading and math skills for success in the concurrently enrolled undergraduate course OAT 121 (Intro to Office Support) and further post-secondary studies. This course provides students with the knowledge and skills needed to be successful in their educational and professional goals related to the Office Support Administration program of study.

GSBS 108 Human Services Skills .5-2 credits
A part of a series of transition courses, students will learn the value of early childhood education, the academic skills related to post-secondary training, and the tools needed to implement that knowledge into successes in the classroom and in the workforce. This course will provide students with the knowledge and skills needed to pursue their educational and professional goals as related to Early Childhood Education and succeed in ECE 110 (Intro to Early Childhood Education).

GSBS 109 Health Sciences Skills .5-2 credits
This course is part of a series that forms a transition pathway to undergraduate studies in health care programs of study. The Academic Skills for Health Sciences course provides the adult learner an opportunity to develop the basic math, reading and communication skills necessary for use in the health care workplace and for successful transition into post-secondary education. The course modules present math and reading exercises in the practical context of the health care industry and supports the student in the successful completion of HRO 160.

GSBS 110 HSE Manufacturing Bridge .5-4 credits
A part of a series of transition course, GSBS 110 provides contextualized high school equivalency instruction in the area of manufacturing and occupational knowledge and skills. The course is delivered through a series of modules and prepares students to take the high school equivalency exam and transition into post-secondary studies at the institution.

GSBS 111 Academic Skills for Welding .5-2 credits
This course provides opportunities for career exploration using Illinois's Career Cluster framework and for the development of the skills necessary to enter post-secondary education for ultimate employment within that cluster.
Type: P

GSBS 112 Intermediate ELA I .5-6 credits
This is the first of two intermediate-level English language classes for non-native English speaking students who have basic English abilities. The course focuses on improving English reading, writing, listening, and speaking abilities for the purpose of meeting basic survival and social needs. Technology is introduced as a component of language learning.

GSBS 113 Intermediate ELA II .5-6 credits
This is the second of two intermediate level English language classes for non-native English speaking students who have basic English abilities. The course focuses on improving English reading, writing, listening, and speaking abilities for the purpose of meeting basic survival and social needs. Technology is introduced as a component of language learning.

GSBS 114 Advanced ELA I .5-6 credits
This is the first of two advanced level English language classes for non-native English speaking students. The course focuses on improving English reading, writing, listening, and speaking abilities for the purpose of community participation, employment, and/or to further the educational opportunities in the U.S. Students completing this level are able to begin High School Equivalency preparation or transition to a vocational training program.

GSBS 115 Advanced ELA II .5-6 credits
This is the second of two advanced level English language classes for non-native English speaking students. The course focuses on improving English reading, writing, listening, and speaking abilities for the purpose of community participation, employment, and/or to further the educational opportunities in the U.S. Students completing this level are able to begin High School Equivalency preparation or transition to a vocational training program.

GSBS 116 Transp Dist Log Bridge .5-4 credits
GSBS 116 provides contextualized high school equivalency instruction in the areas of transportation, distribution and logistics. It is delivered in a series of modules and prepares the students to take the high school equivalency exam and transition into post-secondary studies at the institution.
Type: P

GSBS 117 Machining Career Skills .5-4 credits
The Machining Career Skills course provides the adult learner an opportunity to develop the basic math, reading, and communication skills necessary for use in the machining workplace and for successful transition into post-secondary education. The course modules present math and reading exercises in the practical context of the machining industry and supports the student in the successful completion of PMT 100, PMT 110, PMT 111, PMT 112, and IML 120.
Type: P

GSBS 118 IT Academic and Career Skills .5-4 credits
This course is an ICAPS program that forms a transition pathway to employment or undergraduate studies in Information Technology. The course provides the adult learner an opportunity to develop the basic math, reading, and communication skills necessary for use in the workplace and for successful transition into post-secondary education. The course modules present career exploration and math and reading exercises in the practical context of the IT career field and supports the student in the successful completion of co-enrolled classes is CIS 120, CIS 125 and OAT 164.
Type: P

GSBS 119 Health Career Support Skills .5-4 credits
This course is a support class for the HRO 105 (Certified Nurse Assistant) ICAPS class. This class combines academic support for HRO 105 as well as career preparation. It provides the adult learner an opportunity to improve the basic math, reading, and communication skills necessary for use in a career as a nurse assistant. The class modules present math, reading and writing exercises in the practical context of the health care industry and supports the student in the successful completion of HRO 105. Students will also look at work-related expectations and behaviors and will learn how to develop a resume and conduct a job search and interview.
Type: P

GSBS 126 ABE Math .5-3 credits
This course covers reading comprehension problems in several areas of basic-level mathematics.

GSBS 127 ABE Math-Accelerated .5-6 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 .5-3 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.

GSBS 141 ELAP Transitional Reading I .5-6 credits
This is the first of two transitional reading skills courses for non-native English speakers who have completed or tested out of Adult Education ELAP classes and who are preparing for post-secondary education at a U.S. college or university. This course is designed to strengthen reading skills and will focus on reading comprehension, ability to make inferences, reading speed, and vocabulary building strategies.

GSBS 142 ELAP Transitional Reading II .5-6 credits
This is the second of two transitional reading skills courses for non-native English speakers who have completed or tested out of Adult Education ELAP classes and who are preparing for post-secondary education at a U.S. college or university. This course is designed to strengthen reading skills and will focus on reading comprehension, ability to make inferences, reading speed, and vocabulary building strategies.

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 four 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 159 Career Development .5-2 credits
This variable credit course provides opportunities for career exploration using Illinois Career Cluster framework and for the development of the skills necessary to enter post-secondary education for ultimate employment within that cluster.
Type: P

GSBS 160 ABE Career Pathways .5-1 credits
This class prepares students to enter ABE-level Math and Language Arts classes by helping them to determine career goals and select a career pathway. Students will also learn how the Adult Education program can help them obtain a high school equivalency certificate, vocational certificate or transition into credit-bearing classes at SWIC.
Type: P

GSBS 161 ASE Career Pathways .5-1 credits
This class prepares students to enter ABE-level Math and Language Arts classes by helping them to determine career goals and select a career pathway. Students will also learn how the Adult Education program can help them obtain at high school equivalency certificate, vocational certificate or transition into credit-bearing classes at SWIC.
Type: P

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 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 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 167 Transitions to College .5-2 credits
This variable credit course provides opportunities for career exploration using Illinois Career Cluster framework and for the development of the skills necessary to enter post-secondary education for ultimate employment within that cluster.
Type: P

GSBS 190 HSE Language Arts Test Prep .5-3 credits
This course covers the essentials in English grammar, essay writing, and reading comprehension necessary to prepare for the Language Arts component of the high school equivalency exam.

GSBS 191 HSE Math Test Prep .5-3 credits
This course concentrates on quantitative problem solving and algebraic problem solving to prepare students for the math component of the high school equivalency exam. Content includes conceptual understanding, procedural skill and fluency, and developing the ability to apply these in workforce and academic contexts.

GSBS 192 HSE Science Test Prep .5-3 credits
This course concentrates on the three context domains of life science, physical science, and Earth and space science in order to prepare students for the high school equivalency exam. Content includes textual analysis and understanding, data representation and inference skills, and problem solving in academic and workforce contexts.

GSBS 193 HSE Social Studies Test Prep .5-3 credits
This course concentrates on the content domains of civics and government, United States history, economics, and geography and the world to prepare students for the high school equivalency exam. Instruction focuses on the development of problem-solving skills in academic and workplace contexts. The Constitutions of the U.S. and Illinois are covered.

Vocational Classes

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 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.
Type: P

GSVR 177 Intro to Spreadsheets .5-3 credits
This course will introduce beginning computer users to basic worksheet skills. Participants will learn why worksheets are necessary and how to build basic worksheets using Microsoft Excel.
Type: P

GSVR 178 Intro Electronic Presentations .5-3 credits
This course provides hands-on experience and prepares the student to build and present basic-level slide shows.
Type: P

GSVR 179 Intro to Internet .5-3 credits
This course provides hand-on experience and prepares the student for entry-level work. Topics include basic computer operations, digital media, and use of email and internet.
Type: P

GSVR 180 Cloud Computing .5-3 credits
This course provides hands-on experience and prepares the student for entry-level work. Topics include basic computer operations, online communications, cloud computing and use of email and internet.
Type: P

Belleville AmeriCorps

swic.edu/community/belleville-americorps/

Belleville AmeriCorps, a partnership with the City of Belleville, SWIC, Belleville School District No. 118, Belleville School District No. 175, the Franklin Neighborhood Community Association, 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. 5711 or visit the SWIC website.

Sustainability and Green Economy Center

swic.edu/community/sustainability/

As a member of the Illinois Green Economy Network, Southwestern Illinois College serves as a leader in sustainability initiatives, resources and opportunities for both the college and surrounding communities.

The college's Sustainability and Green Economy Center serves as a regional clearinghouse for environmental and sustainability resources. Members of the community, local businesses and schools, as well as SWIC employees and students are invited to use the center.

Community Education

swic.edu/community/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, Red Bud and Sam Wolf Granite City campuses 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 618-235-2700, ext. 5393.

Personal Development and Individual Enrichment Courses

Community Education offers noncredit classes for residents of all ages at various locations. Computer education, grant writing, sign language, ethnic cuisine 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.

Programs for youth are available throughout the year. Art and other topical 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 multicultural and foreign language experiences 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 noncredit Saturday classes provide students with helpful hints for interpreting questions and understanding the types of information included in the test. Advance registration is required. Watch for the addition of SAT Prep Classes.

Development/Review of Vocational Skills

GSVR 66 Foundry/Sandcasting 2 credits
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 81 Life Skills for Special Needs 2 credits
Teaches and reinforces specific skills needed for adults with special needs to function in society. Class is designed to teach related skills, independent living, safety and other related topics. Type: P

Paraprofessional Test for Teacher's Aides

Individuals who would like to work as a teaching aide in local schools must pass a certification test. This certification is required for employment in most Illinois schools.

Classes to assist in preparing for this test are available through the Community Education office. The WorkKeys Paraprofessional Certification Test is also offered through this office. For schedule of classes and test dates, please contact the Community Education office at 618-235-2700, ext. 5393.

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 People's Law School.

For information on any of these classes or programs, call the Community Education office, 618-235-2700, ext. 5393, or visit the office in Room 1240 of the Main Complex Building, Belleville Campus.

The National Test Center – Scott Air Force Base

The National Test Center at Scott Air Force Base offers CLEP, DSST, and school exams to active duty military, Air Force and Army Reserve, Air National Guard, Army National Guard, dependents, retirees, civilians, and contractors who have access to Scott Air Force Base. CLEP and DSST exams demonstrate a test takers mastery of a college subject. Testers who pass may receive 3-6 college credits for these exams depending on their school policy. There are 33 CLEP exams and 34 DSST exams offered. Students taking online college courses who need a proctor for mid-term/final exams may contact the NTC. The NTC is located in the Base Education Center, Room 76. Exams are offered multiple days and times with a schedule built out two months in advance. For more information, please call the NTC at 618-641-6677 or stop by the office.

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 Community College of the Air Force or other degrees. SWIC personnel are available from 8 a.m. to 4 p.m., Monday through Friday 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.

For more information on Scott Air Force Base classes, call 618-235-2700, ext. 5337, or 618-746-4200.

East St. Louis Community College Center

The East St. Louis Community College Center, located at 601 James R. Thompson Blvd., also houses SWIC classes and programs. Students can enroll in college classes and certificate programs at this location. Staff is also on-site to help students meet their educational goals. Adult Education (High School Equivalency), CNA, welding and other vocational programs are offered at this site.

Dual Credit Classes for High School Students

swic.edu/students/high-school-students/dual-credit/

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 or visit the website.

Running Start

swic.edu/students/high-school-students/running-start/

Running Start is a program through which highly qualified high school juniors earn their high school diploma and community college associate degree concurrently. To participate in Running Start, students must qualify for college-level English and math and the local high school or home-school parent must have a Running Start partnership agreement with Southwestern Illinois College.

While participating in the Running Start program, high school students are enrolled full time at the college but may participate in traditional high school activities such as homecoming, interscholastic sports, drama productions, and other after-school activities. Additional Running Start programs are available for one year opportunities.

Programs and Services for Older Persons (PSOP)

201 N. Church St., Belleville, IL 62220 – 618-234-4410

swic.edu/community/senior-programs/

PSOP provides a wide variety of services, programs and activities to promote healthy aging for adults aged 55-plus, promoting independence and helping them remain in their homes as long as possible. PSOP is committed to active aging through engagement in physical, mental and volunteer activities which facilitate seniors to thrive, remaining vibrant and connected to others and the world at large.

These opportunities are provided in offices located throughout the college district. Some of the services provided are:

Educational Programs

A variety of workshops and seminars are offered. Educational topics cover subjects of importance to seniors and caregivers to include health, legal and financial issues. Other programming promotes lifelong learning based on topics of interest and enjoyment.

SeniorLink Computer Training

SeniorLink computer training is designed to teach mature adults how to navigate multiple computer programs and applications including Windows, email, the Internet and social networking sites. Classes are small and instructors assist students to learn at their own pace.

Access to Resources and Public Benefits

Trained staff assist seniors to access and receive multiple public benefits and services including the Senior Health Insurance Program, Benefits Access and other government benefit programs. Advocacy services provided include information about living wills and powers of attorney for health care and finance as well as veteran's services.

Social and Recreational Activities

Social and recreational activities are offered through PSOP and at the Shiloh Senior Center. Regular activities include card and board games, Breakfast Club, Lunch Bunch, Dine Around as well as weekly lunches and table games. Day trips and overnight trips promote socializing and fun. Dances, hobbies and crafts, sports activities and other cultural and special events with a focus on ages 55-plus are also featured.

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, the Travel Program offers opportunities to make new friends and visit interesting places.

Health and Wellness Programs

Classes to improve strength, balance and coordination for all activity levels including Gentle Yoga and Tai Chi. Multiple options for increasing activity levels including Line Dancing, and group exercise are available. Health screening and counseling as well as programs to help manage and support chronic conditions that we encounter by living longer are also provided.

Older Adult and Caregiver Counseling Programs

Short term counseling is available for St. Clair County residents over the age of 60, or for those who provide caregiving for a family member or friend over the age of 60. The goal of the programs is to provide community resource information and assist with emotional adjustments related to aging, illness, bereavement, life events, or caregiving. Counseling is available in the home or at the PSOP building. Consultations and sessions are free of charge but donations to the program are accepted. Related community eduction programs, support groups, and literature are also available.

Volunteer Opportunities (RSVP)

RSVP recruits individuals to volunteer through agencies, hospitals, libraries and schools. More than 110 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.

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 Medical Alert Services

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

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.

Illinois Telecommunication Access Corporation (ITAC)

PSOP is a selection/testing center for the Illinois Telecommunication Access Corporation program which provides a free amplified telephone for people who are hard of hearing, late deafened, deaf, deaf-blind or speech disabled. Eligibility requirements for an ITAC amplified phone include: legal Illinois resident, any age/any income, working standard phone service in residence (landline phone) and certified as unable to use the standard phone system by licensed family physician or audiologist. For information visit www.itactty.org.

Transportation

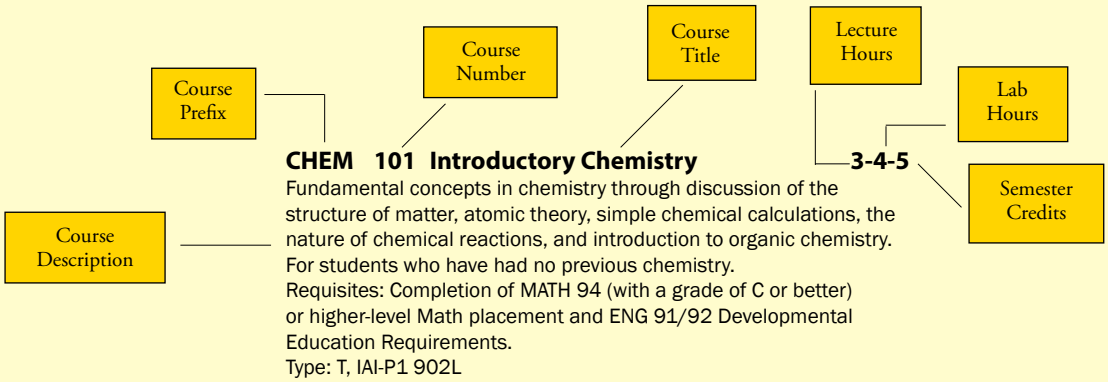
Alternative Transportation System (ATS)

Curb-to-curb transportation service is provided to Americans with Disabilities Act-eligible individuals and individuals 60 years of age or older in some areas. Reservations are necessary.

- Multiple township service areas
- Fare paid for any trip purpose
- 618-239-0749

COURSE DESCRIPTION GUIDE

How To Read A Course Description



Course Numbering

Below 100	Courses numbered below 100 are developmental, general studies or refresher courses.
100-199	Courses numbered 100-199 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.

Requisite

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 requisites 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	Developmental 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

Accounting ..... ACCT
Administration of Justice ..... AOJ
Aerospace Studies – Air Force ROTC ..... AS
Agriculture ..... AGRI
Anthropology ..... ANTH
Art ..... ART
Astronomy ..... ATY
Automated Manufacturing Systems – *See Electrical/Electronics Technology*
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
Chemistry ..... CHEM
Child Care Services – *See Early Childhood Education*
Chinese ..... CHIN
Cisco – *See Network Design & Administration* ..... CISC
Commercial Maintenance Mechanics ..... IML
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
Cybersecurity – *See Cisco and Network Design & Administration*
Early Childhood Education ..... ECE
Earth Science ..... ES
Economics ..... ECON
Education ..... ED
Electrical/Electronics Technology ..... EET
Emergency Medical Services (Paramedic/EMT) ..... EMS
Engineering ..... ENGR
English ..... ENG
Film ..... FILM
Fire Science ..... FS
French ..... FREN
Geography ..... GEOG
German ..... GERM
Graphic Communications ..... CIS
Health & Exercise Science ..... HES
Health Information Technology ..... HIT
Health Related Occupations ..... HRO
Heating, Ventilation, Air Conditioning, and Refrigeration ..... HVAR
History ..... HIST
Homeland Security ..... HS
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 Maintenance Mechanics ..... IML
Journalism ..... JOUR
Literature ..... LIT
Management ..... MGMT
Manufacturing Technology ..... MFT
Marketing ..... MKT
Mass Communication ..... MCOM
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
Philosophy ..... PHIL
Physical Therapist Assistant ..... PTA
Physics ..... PHYS
Political Science ..... POLS
Precision Machining Technology ..... PMT
Psychiatric Rehabilitation ..... PRCP
Psychology ..... PSYC
Radiologic Technology ..... RT
Respiratory Care ..... RC
Russian ..... RUSS
Sign Language Studies: Interpreter ..... SLS
Sociology ..... SOC
Spanish ..... SPAN
Speech ..... SPCH
Stationary Engineering ..... IML
Technical Math ..... GT
Theatre ..... THEA
Warehousing ..... WRH
Web Designer ..... CIS
Web Development and Administration ..... CIS
Webmaster – *See Web Development and Administration*
Welding Technology ..... WLDT

Accounting

ACCT 105 Basic Accounting Procedures 3-0-3

This course will introduce students to the fundamentals of accounting; emphasizing the accounting cycle and financial statements. Financial accounting topics relating to merchandisers, inventory valuation, accounts receivable, internal control, bank reconciliation, petty cash, and current liabilities, including payroll, will also be discussed. Students will explore the benefits and use of budgets, and some limited budget preparation will be included. Excel spreadsheet use and application will be incorporated into the instruction. This course is designed for those students who have never had formal accounting instruction or those who need a refresher. It is required in several AAS degrees but does not carry elective credit for the AA and AS transfer degrees.
Requisite: 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. NOTE: ACCT 105, ACCT 110, or Accounting experience strongly encouraged
Requisite: None.
Type: C

ACCT 110 Financial Accounting 4-0-4

This course introduces students to accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Accounting terminology and concepts along with the analysis, recording, reporting, and interpretation of financial information are examined. Emphasis will be placed on accounting for current and long-term assets, current and long-term liabilities and stockholders' equity, as well as the preparation, interpretation, and analyses of financial statements. NOTE: ACCT 105 is encouraged
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better.
Type: T, IAI-BUS 903

ACCT 111 Managerial Accounting 4-0-4

This course explores the accumulation, allocation, analysis, control, and use of accounting information by management and other internal users. Topics covered include, but are not limited to, the following: job order, process, and activity-based costing; cost-volume-profit analysis; incremental analysis; pricing; budgetary planning, control, and responsibility; standard costing; capital budgeting; and performance evaluation.
Requisite: ACCT 110 with a grade of "C" or better.
Type: T, IAI-BUS 904

ACCT 206 Individual/Business Income Tax 3-0-3

This course introduces students to federal income taxes as they relate to individuals, businesses, and other entities. Students will study income tax concepts, such as filing status, gross income, ordinary gains and losses, capital gains and losses, exemptions, deductions and expenses, business and rental properties, payroll and estimated tax, tax credits and special taxes, depreciation, partnerships, corporations, trusts, and estates. Filling out tax forms in their entirety for individuals and different types of business entities will be covered as well. In addition, students will learn how to find answers to tax questions when unique situations occur.
Students may receive credit for only one of the following: ACCT 206 or MGMT 206
Requisite: ACCT 105 or ACCT 110.
Type: C

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.
Requisite: ACCT 111 with a grade of "C" or better.
Type: T

ACCT 211 Intermediate Accounting I 3-0-3

This course builds on the theories and concepts covered in Financial Accounting. Financial Statements are emphasized and the valuation of cash, receivables, inventory, long-lived assets, intangible assets, and liabilities are explored in more detail.
Requisite: ACCT 110 with a grade of "C" or better.
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). NOTE: Students with three years of full-charge bookkeeping experience who have not completed ACCT 211 should contact the department for requisite waiver.
Requisite: ACCT 211 with a grade of "C" or better; or three years full charge bookkeeping experience and department approval.
Type: C

ACCT 215 Accounting for Small Businesses 3-0-3

This course emphasizes recordkeeping for a small business. Payroll and sales tax reporting are introduced and income tax reporting will be reviewed. The benefits and use of budgets, cash flow management, financial statement analysis, and internal control are examined.
Requisite: ACCT 206 or MGMT 206.
Type: C

ACCT 269 Accounting AAS Internship 0-15-3

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.
Requisite: Sophomore standing; ACCT 110, ACCT 111; minimum GPA of 3.0 in ACCT coursework. Department consent.
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.
Requisite: None.
Type: T, IAI-CRJ 901

AOJ 101 Basic Law Enforcement 5-2-6

The Southwestern Illinois Police Academy is one of six police academies that is certified and approved by the Illinois Law Enforcement Training and Standards Board. The Southwestern Illinois Police Academy offers the Basic Training Course. This course is mandatory for all newly appointed police officers in Illinois. For registration information, call 618-235-2700, ext. 5396.
Requisite: Department consent.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: None.
Type: T, IAI-CRJ 911

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

AOJ 110 Issues in Private Security Variable up to (3)-(6)-(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.
Requisite: Department consent.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: 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 must have completed AOJ 144 and have valid firearm owner's identification (FOID) card.
Requisite: Department consent.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-CRJ 914

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

AOJ 156 Issues in Criminal Justice Variable up to (3)-(6)-(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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: ENG 101 with a grade of "C" or better.
Type: T, IAI-CRJ 912

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.
Requisite: ENG 102 with a grade of "C" or better.
Type: C

AOJ 203 Criminal Law &Admin 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.
Requisite: ENG 101 with a grade of "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 rules and guidelines which govern the conduct of a professional officer in enforcing both state and federal law.
Requisite: ENG 102 with a grade of "C" or better.
Type: T

AOJ 205 Traffic Management & 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.
Requisite: ENG 101 with a grade of "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.
Requisite: ENG 101 with a grade of "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.
Requisite: ENG 101 with a grade of "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.
Requisite: ENG 101 with a grade of "C" or better.
Type: C

AOJ 255 Criminal Investigation - Case Prep. 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.
Requisite: ENG 101 with a grade of "C" or better, concurrent enrollment in or completion of AOJ 203.
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.
Requisite: AOJ 255.
Type: C

AOJ 258 Computer Forensics & Cyber Crime 3-0-3
This course is an overview of computer-related crime, cybercrime laws, and computer crime investigation including the management and custody of digital evidence. It includes an exhaustive discussion of legal and social issues, fully defines computer crime, and provides specific examples of criminal activities involving computers, while discussing the phenomenon in the context of the criminal justice system. It provides a comprehensive analysis of current case law, constitutional challenges, and governmental legislation. Organized crime and terrorism are discussed and how it relates to computer related crimes as well as more comprehensive information on processing evidence and report preparation.
Requisite: ENG 101 with a grade of "C" or better.
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.
Requisite: ENG 102 with a grade of "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 relationship is 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. Note: Permission of the AOJ coordinator is required to enroll. Students must have completed 24 semester credits of AOJ-prefixed degree requirements, and ENG 102 with a grade of C or better.
Requisite: Department consent.
Type: C

AOJ 280 Law Enforcement Transition 3-2-4
This course is designed for those (1) police officers who were employed as part-time officers and now want to become employed as full-time officers, (2) out-of-state officers seeking certification in Illinois, and (3) former Illinois officers who have not been active in law enforcement for a stipulated period. This is an 80-hour transition course and as such the purpose of the program is to reinforce previous training in critical duties and responsibilities. Additionally, the full time officer may find himself/herself less supervised than the part-time officer, thereby needing the skill and knowledge gained during this transition course to ensure the safety of the officer and the public. This reinforcement of the safety of the officer and the public is especially important in the area of liability and public contact.
Requisite: None.
Type: C

AOJ 285 Basic Arson Investigator 6.5-6-8.5
This course is intended for full-time Firefighter 2 personnel who have been certified in Fire Modules I and II with a background in Fire Investigations and whose governmental authority is seeking to advance them to an arson investigator position. All attendees must be "vetted" through the OSFM to ensure they are properly credentialed. Successful completion of this 200-hour course will allow the agency to apply to the Office of the State Fire Marshal for certification and, based on agency preferences, would allow the investigator to act as a peace officer when investigating a suspected arson fire with the power and authority of any certified peace officer.
Requisite: None.
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.
Requisite: ENG 101 with a grade of "C" or better.
Type: C

AOJ 299 Spec Topics In Admin of Justice Variable up to (4)-(8)-(4)
Varied topics in policing and/or security will be addressed in order to meet most current needs of the industry. NOTE: Requisite: varies by topic.
Requisite: Department consent.
Type: C

Aerospace Studies

AS 101 Foundations of USAF I 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 these courses will be computed in the student's overall grade point average. Semester credits of these courses may be included in the hours needed for graduation at the discretion of individual departmental chairpersons.
Requisite: None.
Type: T

AS 102 Foundations of USAF II 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 these courses will be computed in the student's overall grade point average, but semester credits for these courses will not be included in the total credits for graduation.
Requisite: 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 power 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 these courses will be computed in the student's overall grade point average, but semester credits for these courses will not be included in the total credits for graduation.
Requisite: None.
Type: T

AS 202 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 power 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 these courses will be computed in the student's overall grade point average. Semester credits of these courses may be included in the credits needed for graduation at the discretion of individual departmental chairpersons.
Requisite: None.
Type: T

Agriculture

AGRI 111 Animal Science 3-2-4
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.
Requisite: None.
Type: T, IAI-AG 902

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.
Requisite: None.
Type: T, IAI-AG 904

AGRI 152 Agricultural Economics 3-0-3
An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies.
Requisite: None.
Type: T, IAI-AG 901

AGRI 235 Crop Science 3-2-4
The basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plant breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices.
Requisite: None.
Type: T, IAI-AG 903

AGRI 299 Special Topics in Agriculture Variable up to (3)-(4)-(4)
This course will cover special topics or problems in agriculture and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Requisite: None.
Type: T

Anthropology

ANTH 150 Cultural Anthropology 3-0-3
Cultural anthropology is the holistic study of human culture focusing on the nature of culture, symbols, systems of power, and the everyday lives of people around the world. By studying diverse cultures anthropologists strive to understand humanity in general. Cultural anthropology is a powerful tool for understanding our lives in the modern global society defined by cross-cultural interactions and cultural change. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern Illinois College.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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. Current challenges to these cultures will be examined. It is designed to give students a broad overview of indigenous cultures in North America.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

ANTH 250 Introduction to Archeology 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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S1 903

ANTH 299 Special Topics in Anthropology Variable up to (4)-0-(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.
Requisite: Sophomore standing and one course in Anthropology.
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.
Requisite: Reading placement above ENG 91 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."
Requisite: Reading placement above ENG 91 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 SWIC.
Requisite: Reading placement above ENG 91 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 front screen projection, DVDs, PowerPoints, lectures, discussions, and a museum trip.
Requisite: Reading placement above ENG 91 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 front screen projection, DVDs, PowerPoints, lectures, discussions, and a museum trip.
Requisite: Reading placement above ENG 91 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 photography. Photographs are examined for their aesthetic and humanistic values, emphasizing photographers within their cultural and social contexts.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T, IAI-F2 904

ART 110 Art & Gender 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T, IAI-F2 907D

ART 111 Basic Design I 1-5-3
A studio course introducing an exploration of the elements and principles of two-dimensional design. The students will develop an understanding of compositional structure and their applications through a series of design related projects. The students will experiment with the use of line shape, texture, space, value and color. The course explores the possibilities and limitations of processes, materials and techniques as related to two-dimensional design in visual art. 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T, IAI-ART 907

ART 112 Basic Design II 1-5-3
A studio art course reinforcing the exploration of the elements and principles of design as they relate to three-dimensional approaches. The students will develop an understanding of compositional structure and its application through a series of projects. The students will experiment with the manipulation of line, form, texture, space, light, color, time and movement. The course explores the possibilities and limitations of materials and construction methods. 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.
Requisite: ART 111.
Type: T, IAI-ART 908

ART 113 Ceramics I 1-5-3
A studio course introducing clay as a medium of expression using ancient and modern forming techniques. The students will gain an understanding of hand building, wheel throwing, and alternative forming methods through application and practice. Emphasis will be placed on surface decoration through the application of stains, slips, engobes and glazes. Firing techniques including oxidation and gas reduction will be examined. 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

ART 114 Ceramics II 1-5-3
A studio course reinforcing the content 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 aesthetic development and proficiency in clay forming methods, surface applications, and kiln firing techniques. 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.
Requisite: ART 113.
Type: T

ART 116 Photography I 1-5-3
An introductory course that covers the basic principles of black and white photography including equipment selection and use, image processing (wet and/or digital darkrooms), and the aesthetic concerns as a Fine Art medium. Framing, composition and exposure control for both traditional and/or digital equipment will be covered as well as an overview of the history of photography and its content as both a commercial medium and form of artistic expression. Basic manipulation skills and output will be linked to the technology utilized.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

ART 120 Introduction to Computer Art 1-5-3
This is an introductory course in computer art based on the fine art principles of design that is intended to provide students with a studio experience in which they will become familiar with the MAC operating system. Students will be exposed to the major computer applications that support art work in the field of computer art. These include Adobe Illustrator, Photoshop, Corel Draw, Painter, Sketchbook and Poser. Studio assignments will provide training in the practical applications of each of these programs.
Requisite: None.
Type: C

ART 129 Typography 1-5-3
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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 this course. There will be a strong emphasis on introductory perceptual drawing skills such as perspective, spatial relationships, and contrast through line and value. The students will work directly with a still life and will not be drawing from photos. Coursework includes vocabulary development, critical 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T, IAI-ART 904

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 purpose 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.
Requisite: One studio art class.
Type: T

ART 211 Painting I 1-5-3
This course is an introduction to basic painting techniques, color principles and theory applied to the exploration of oil and/or acrylic painting media. Historic and contemporary methods will be examined and will serve as both models and standards. Skills and idea development are stressed. 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.
Requisite: 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.
Requisite: ART 211.
Type: T

ART 213 Color Theory 1-5-3
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.
Requisite: ART 111 or ART 150.
Type: T

ART 217 Photography II 1-5-3
This course is a further introduction to photography and the visual language associated with the practice and cultural uses of the discipline in fine art photography. Lectures will focus on the formal design elements of photography; from composition, color and form to camera control operations; including control of aperture, depth of field, shutter speed, and focal length; and lastly, digital or film printing output. Students will utilize their digital still-image recording devices, which may range from camera phones to digital compact to the preferred DSLR cameras or SLR film camera. Use of nontraditional cameras (Holga, Diana and pinhole) in order to expand the vision of the photographer will be encouraged.
Requisite: ART 116.
Type: T

ART 218 Introduction to Sculpture 1-5-3
This course is a basic introduction to sculptural materials, processes techniques and equipment. Includes a fundamental investigation of sculptural problems in the areas of modeling, casting, carving and fabrication. 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.
Requisite: None.
Type: T

ART 219 Sculpture II 1-5-3
This course is a continuation of Sculpture I, approaching sculpture techniques in a more personal manner, 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. Includes a fundamental investigation of sculptural problems in the areas of modeling, casting, carving and fabrication. Studio safety will be emphasized. 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.
Requisite: ART 218.
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.
Requisite: None.
Type: C

ART 231 Advertising Design II 1-5-3
A continuation of Advertising Design I that emphasizes advanced advertising problems in two-dimensional and three-dimensional design. May include computer applications.
Requisite: 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 black and white, 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.
Requisite: ART 111 or ART 150 or ART 240.
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 black and white, and color translations. Also covered is the use of 3-D and 4-D computer modeling applications to introduce concepts of kinetic imagery and motion graphics.
Requisite: ART 232.
Type: T

ART 239 Advanced Typography 1-5-3
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 communication.
Requisite: ART 129.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: ART 240.
Type: T

ART 250 Drawing II 1-5-3
Introductory concepts will be continued from Drawing I as color is introduced in Drawing II. A strong emphasis will be on perceptual drawing skills from a still life. Special focus will be given to invention with 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.
Requisite: ART 150.
Type: T, IAI-ART 905

ART 252 Life Drawing 1-5-3
An introduction to the fundamental concepts and techniques of figure drawing using a variety of black and 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.
Requisite: ART 111, ART 150.
Type: T

ART 253 Life Drawing II 1-5-3
This course is a further exploration of the concepts and techniques of Life Drawing I using a variety of black and white and color media. Skills and concepts will build upon the following: value, contour/line, space, mass/volume, form, gesture, proportion/scaling, perspective, and rendering surface qualities. In addition, there will be exploration with anatomy, planar structure, and spatial relationships. 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.
Requisite: ART 252.
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 papier-mache. Stenciling, block printing, silk screening and other techniques are studied. Decoration for special occasions featured.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

ART 290 Studio in Sculpture 1-5-3
This course is a continued exploration of sculptural materials, processes techniques and equipment. Emphasis will be placed on idea development and gaining proficiency in the selection, use and manipulation of sculptural materials and processes. Continued emphasis will be placed on studio safety. The course of study is preparation for scholastic continuation in sculpture. 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.
Requisite: ART 219.
Type: T

ART 291 Studio in Ceramics 1-5-3
A studio course reinforcing the content of Ceramics II: approaching clay as a self-directed course of study further focusing on the development of an individual approach to the medium. Emphasis will be placed on continued aesthetic development and proficiency in clay forming methods, surface applications, and kiln firing techniques. The course of study is preparation for scholastic continuation in ceramics. 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.
Requisite: ART 114.
Type: T

ART 292 Studio in Drawing 1-5-3
Continuation of Drawing I and II. Emphasis will be on individual direction, special problems, life drawing, and research.
Requisite: ART 250.
Type: T

ART 294 Studio in Painting 1-5-3
A continuation of Painting II with more emphasis on personal expression and artistic development.
Requisite: ART 212.
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.
Requisite: ART 241.
Type: T

ART 297 Studio in Life Drawing 1-5-3
This course is a continuation of Life Drawing I & II. Emphasis will be on individual artistic growth concerning different mediums, concepts, research and special problems. 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.
Requisite: ART 253.
Type: T

ART 298 Studio in Photography 1-5-3
This course is a more focused approach to aspects of photography and the visual language associated with the practice and cultural uses of the discipline in fine art photography. Lectures will focus on the deeper understanding of the formal design elements of photography; from composition and form to camera control operations; studio lighting techniques in portraiture and small product. Students will utilize their digital still-image recording devices preferred DSLR cameras or SLR film camera.
Requisite: ART 217.
Type: T

ART 299 Special Topics in Art Variable up to (4)-(5)-(4)
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.
Requisite: ART 111.
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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-P1 906L

Auto Collision Repair Tech

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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: ACRT 111.
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, 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.
Requisite: 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.
Requisite: None.
Type: C

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 vehicular, 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: Department consent
Type: C

ACRT 222 ACRT Advanced Welding 1-4-3
This course provides the student with a complete understanding of the MIG welding (GMAW) process. It covers safety practices, both personal and vehicular, 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 process.
Requisite: ACRT 122.
Type: C

ACRT 299 Problems in Auto Collision Repair Variable up to (4)-0-(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.
Requisite: None.
Type: C

Aviation Maintenance Tech

AVMT 106 FAA Test Prep - Airframe 4-0-4
This course is designed to prepare individuals with sufficient aviation industry experience for the Federal Aviation Administration written examination for the Aircraft Mechanic Airframe certification.
Requisite: None.
Type: C

AVMT 107 FAA Test Prep - General 4-0-4
This course is designed to prepare individuals with sufficient aviation industry experience for the Federal Aviation Administration written examination for the Aircraft Mechanic Airframe or Powerplant certification. This written examination is required in conjunction with either the Airframe or Powerplant certificate.
Requisite: None.
Type: C

AVMT 108 FAA Test Prep - Powerplant 4-0-4
This course is designed to prepare individuals with sufficient aviation industry experience for the Federal Aviation Administration written examination for the Aircraft Mechanic Powerplant certification.
Requisite: None.
Type: C

AVMT 121 Instruments 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 steel, tubular steel fabrication, soldering stainless steel, and welding of magnesium and titanium.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 122 Fuel Systems, Inspection & Aircraft Rigging 2-2-3
Deicing and anti-icing systems, pitot static systems, fuel tanks, fuel valves and pumps, fuel system component repair, fuel quantity indicating system, pressure fueling systems, fuel dump system, fuel transfer and defueling, fuel pressure and temperature warning systems, and aircraft inspection procedures. Also included are 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.
Requisite: 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: None.
Type: C

AVMT 131 Aircraft Electrical Systems 2-2-3
Topics include basic DC electrical theory, series and parallel circuits, FAA acceptable wiring techniques, aircraft component wiring, electrical controls and indications, multi-meter operation, AC and DC systems, aircraft schematics, and digital systems theory.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 132 Charging Systems & Environmental Systems 2-2-3
Aircraft electrical system components, constant speed and integrated speed drive generators, operation and control of cabin pressurization, operation of aircraft air conditioning systems, aircraft combustion heaters, and the inspection and servicing of oxygen systems.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

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, condensers, ignition coils, turbine engine ignitors, electrical starting systems, turbine engine starting systems, and pneumatic starting systems.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 171 Aircraft Powerplant Systems & Components 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 176 Aircraft Propellers 2-2-3
Students will study 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 177 Aircraft Powerplant Systems 2-2-3
This course will cover 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 186 Reciprocating Engine Overhaul 2-2-3
Students will study Otto cycle, cylinder nomenclature, valve springs, timing valves and valve over-lap, bearings, engine accessory drives, reciprocating engine overhaul, crankcase assemblies, piston and knuckle pin retainers, cams and cam-followers, crankshaft inspection, volumetric efficiency, firing order, crankshaft and rod assemblies, and propeller reduction systems.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 187 Reciprocating Engine Maintenance 2-2-3
This course will cover 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

AVMT 299 Special Topics in Aviation Maintenance Variable up to (4)-(4)-(4)
This course will cover special topics or problems in the aviation maintenance field and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Requisite: None.
Type: C

Aviation Pilot Training/Aviation Management

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.
Requisite: 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)
Requisite: Concurrent enrollment in or completion of AVIA 101, AVIA 103.
Type: C

AVIA 103 Simulator Private 1-0-1
During this course the student will train individually with the instructor in acquiring an operational introduction of the primary aircraft maneuvering skills along with mastering many of the flight operations needed prior to conducting the first solo flight. In addition, the student will develop the ability to control the aircraft solely by reference to flight instruments. He/she will also learn the operation and utilization of basic electronic navigational systems for cross country flight operations.
Requisite: 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)
Requisite: 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 with specific maintenance practices pertaining to operations under Part 121 of the Federal Aviation Regulations are reviewed.
Requisite: None.
Type: C

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.
Requisite: None.
Type: C

AVIA 111 Private Pilot Flight Theory Helicopter 3-0-3
AVIA 111 is an introductory course designed to provide the student with the basic theory of helicopter flight operations, aircraft design, components, aerodynamics, and safe flight operations. This course also introduces the meteorological aspects related to flight, weather reports, forecasts and data available to the flight. The student will receive training to develop proficiency in local and cross country VFR flight operations utilizing proper aircraft operation and performance data. The student will also become familiar with the Federal Aviation Regulations that govern flight operations. At the completion of this course the student will have gained the required knowledge to successfully pass the FAA knowledge exam for Private Pilot Helicopter.
Requisite: None.
Type: C

AVIA 112 Flight Training Private Helicopter Part I 2-0-2
During this course the student develops the ability to conduct the first solo flight operation. The student will receive instruction on ground operations, basic flight maneuvers, in-flight emergencies, flight using ground references, takeoffs, traffic patterns and landings.
Requisite: Concurrent enrollment in or completion of AVIA 111.
Type: C

AVIA 113 Simulator Private Helicopter 1-0-1
During this course the student will train individually with the instructor in acquiring an operational introduction of the primary aircraft maneuvering skills. In addition the student will master many of the flight operations needed prior to conducting the first solo flight. He/She will also practice emergency procedures to a level of proficiency before solo flight.
Requisite: None.
Type: C

AVIA 114 Flight Training Private Helicopter Part ll 2-0-2
During AVIA 114, the student will receive instruction in an all operations and procedures required at the Private Pilot level. Training will include local and cross-country flights, operations into unfamiliar airport, auto rotation landing procedures, confined areas, pinnacle operation and night operations. At the completion of the course the student must develop the ability to successfully accomplish the practical FAA test.
Requisite: Concurrent enrollment in or completion of AVIA 111 and AVIA 112.
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 FAR 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.
Requisite: None.
Type: C

AVIA 131 Air Traffic Control Systems 3-0-3
This course outlines the development of the Air Traffic Control 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. Normally complemented by a field trip to a local air traffic facility.
Requisite: None.
Type: C

AVIA 133 Human Factors in Aviation 3-0-3
Human factors in aviation consist of a study of the physiology of flight and related operations in aviation. This course provides an in-depth study of the human element and how we interact with the various factors that affect safety and performance.
Requisite: 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.
Requisite: AVIA 101.
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.
Requisite: AVIA 101.
Type: C

AVIA 153 Simulator Intermediate 1-0-1
During this course the student will continue to develop proficiency in execution of the required flight operations in preparation for the completion of training for the Private Pilot Certificate. Emphasis will be placed on related visual reference and instrument references operations for continued development of the basic attitude instrument flight skill proficiency requirements. The student will also develop his/her ability to conduct additional in-depth navigational functions utilizing VOR and Global Positional navigational systems with emphasis on the Garmin GNS 430 Global Navigation System.
Requisite: AVIA 103.
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 flight under the supervision of a flight instructor. (Available for course credit)
Requisite: Department consent.
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)
Requisite: Department consent.
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 U.S. 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.
Requisite: None.
Type: C

AVIA 161 Commercial Pilot Flight Theory Helicopter 3-0-3
An advance course that prepares the student to successfully complete the Commercial Helicopter Knowledge Exam. Subject matter includes: flight operations, aviation weather, emergency procedures and flight maneuvers. Instruction also includes advanced aerodynamics, engine operations, instruments, the flight environment, safe airport operations, communications, regulations, airspace, advanced meteorology, aircraft performance, charts and aeronautical decision making. The course also includes advanced air navigation, flight planning, safe cross-country flight operations and flight related hazards. The student will develop the ability to make quick, decisive and mature decisions in normal flight as well as in emergency situations.
Requisite: AVIA 111, AVIA 112, AVIA 114, AVIA 211 and AVIA 212.
Type: C

AVIA 163 Simulator Intermediate Helicopter 1-0-1
During this course the student will develop proficiency in execution of the required flight operations for the Instrument/Commercial Pilot Certificate. Emphasis will be placed on the related visual reference maneuvers and instrument reference operations for continued development of the basic attitude instrument flight skill proficiency requirements. The student will also develop his/her ability to conduct additional in-depth navigational functions utilizing VOR and Global Positioning Navigational systems with emphasis on the Garmin Navigational System.
Requisite: AVIA 113 or hold a Private Pilot Rotary Wing Pilot Certificate.
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.
Requisite: AVIA 101.
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)
Requisite: AVIA 201, 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, nondirectional beacon and instrument landing system approaches in a BATD flight trainer.
Requisite: AVIA 103, AVIA 153.
Type: C

AVIA 205 Garmin GNS 430 VFR Operations 0.5-0-0.5
This course will introduce the student operating under visual flight rules to the operational concepts, terminology and user functions of the worldwide Global Positioning System 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.
Requisite: None.
Type: C

AVIA 207 Garmin G 1000 System Training 0.5-0-0.5
This course consists of a system overview of the components, line replaceable units and functional displays of the Garmin G1000 Integrated Flight Display and Global Navigational System for both VFR and IFR pilot operations. Instructional topics include the function of each LRU and the data that it provides for the integrated Primary and Multi-Function Flight Displays. Instructional topics also cover the data input sources for the G1000 integrated system and functional inputs to the panel displays.
Requisite: None.
Type: C

AVIA 208 Simulator-Garmin GNS 1000 VFR 0.5-0-0.5
This course consists of eight hours of VFR operational training for the Garmin GNS 1000 Global Navigational System. The student will become familiar with the operation of the GNS 1000 along with the interpretation of aircraft operational and flight data displayed on the Primary and Multi-Function displays. The student will develop competency in operation of the GNS 1000, menus and menu pages that contain the operational functions of the GNS 1000. The student will also become competent in aircraft control by reference to instrumentation as displayed on the Primary Flight Display and Multi-Function Flight Displays. Both terminal and cross country operations will be covered. Instructional topics will also cover emergency procedures and system resolution.
Requisite: AVIA 207.
Type: C

AVIA 209 Simulator-Garmin GNS 1000 IFR 0.5-0-0.5
This course consists of eight hours of IFR operational training for the Garmin GNS 1000 Global Navigational System. The student will become proficient in the operation and function of the GNS 1000 system that includes Waypoint storing or deletion, flight plan development, RAIM prediction, vertical navigation, holding, GPS approaches, ILS approaches, VOR approaches and missed approach procedures.
Requisite: AVIA 208.
Type: C

AVIA 211 Instrument Flight Theory Helicopter 3-0-3
The purpose of this course is to develop the student understanding of flight instruments, human factors and safe and efficient operation under instrument flight rule operations. Training also focuses on instrument navigation, approaches, enroute operations along with the air traffic control system. Federal Regulations for instrument flight, helicopter Instrument operations, Aviation Weather along with the recognition of critical weather conditions are also a major area of study.
Requisite: AVIA 111, AVIA 112, AVIA 114 or hold a Private Pilot Rotary Wing Pilot Certificate.
Type: C

AVIA 212 Flight Training Instrument Helicopter 3-0-3
This course prepared the student for the instrument rating through two stages of training. During Stage l the student will receive instruction on preflight preparation, preflight procedures, air traffic control clearance and procedures, flight by reference to instruments, navigation systems and instrument approach procedures. Stage ll will provide instruction on instrument procedures, enroute procedures and in-flight emergency. At the completion of this course the student must develop the ability to successfully accomplish the FAA practical test.
Requisite: AVIA 211 and hold a Private Pilot Rotary Wing Pilot certificate. Department consent.
Type: C

AVIA 213 Instrument Training - Part I 1.5-0-1.5
This is a 20-hour FAA-approved loggable training course in a Flight Device with an FAA-Certified Flight Instructor. The time logged in this course applies toward the FAA requirements of FAR Part 61.65(e)(2) instrument rating.
Requisite: Department consent.
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.
Requisite: 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 Approaches. This course can be applied toward the 50-hour simulator allowance authorized by FAR Part 61.129 (i)(1) for the Commercial Pilot Airplane Certification.
Requisite: Department consent.
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 and Standard Instrument Arrival Procedures while transitioning to and from the enroute flight phase. The student will spend a minimum of 10 hours with an FAA-Certified Instrument Flight Instructor in an FAA-Approved Flight Training Device conducting simulated instrument flight conditions. This course can be applied toward the 50-hour simulator allowance authorized by FAR Part 61.129(i)(1) for the Commercial Pilot Airplane Certification.
Requisite: Department consent.
Type: C

AVIA 220 Instrument Currency and Review 0.5-0-0.5
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 Flight Training Device 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.
Requisite: Department consent.
Type: C

AVIA 222 Transport Aircraft Systems 3-0-3
Transport Aircraft Systems is a General Familiarization course similar to an airline ground training course based on the systems incorporated on the Bombardier CRJ 700 or Embraer ERJ 145 Regional Jetliner. (Consult with the program coordinator regarding the type aircraft taught during the planned enrollment semester). The Transport Aircraft systems course is designed for individuals who are planning a career in Commercial Aviation as a pilot or maintenance technician and desire to gain an in-depth understanding of the systems incorporated on FAR Part 25 aircraft. Subject areas covered include aircraft construction, air-conditioning, pressurization, electrical, flight controls, hydraulics, landing gear, pneumatics, fuel systems, ice and rain protection, navigation, fire protection, auxiliary power and power plants.
Requisite: Department consent.
Type: C

AVIA 232 Air Traffic Controller Training 3-0-3
Preparatory Course in fundamentals of Air Traffic Control and the National Airspace System. 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.
Requisite: AVIA 131.
Type: C

AVIA 240 Aircraft Dispatcher Practical I 3-0-3
This course prepares the student for the FAA Dispatcher computer test to include: Regulations, Equipment, Navigation & Facilities, Aerodynamics, Performance, Weight and Balance, Flight Operations, Emergencies, Hazard & Flight Physiology, Meteorology & Weather Service, based on the Federal Aviation Regulations, ASA and Gleim Test Prep Books.
Requisite: AVIA 101, AVIA 131, AVIA 141, AVIA 201, AVIA 260 or equivalent transfer credit in each.
Type: C

AVIA 241 Aircraft Dispatcher Practical II 3-0-3
This course is designed to prepare the student for the FAA oral/practical exam to include: Flight Planning/Dispatcher Release, Preflight, Takeoff and departure, Inflight Procedures, Arrival, Approach and Landing Procedures, Post Flight Procedures, Abnormal and Emergency Procedures and Practical Dispatch Applications.
Requisite: AVIA 101, AVIA 131, AVIA 141, AVIA 201, AVIA 240, AVIA 260 or equivalent transfer credit in each.
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.
Requisite: AVIA 151, 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).
Requisite: Department consent.
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).
Requisite: Department consent.
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).
Requisite: Department consent.
Type: C

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.
Requisite: 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 U.S. airlines, air transportation and regulators and associations. Familiarizes students with the U.S. 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.
Requisite: AVIA 160.
Type: C

AVIA 262 Aviation High Altitude Meteorology 3-0-3
Aviation High Altitude Meteorology consists of a study of high altitude weather systems and phenomena that exists primarily above 25,000 feet and the resultant effects on surface weather features. This course provides an overview of general atmospheric meteorology and climatology on a global basis encountered during enroute and terminal flight operations primarily by flight crews utilizing turbine aircraft. An in-depth study of obtaining global weather conditions and forecasts for pilots is also included.
Requisite: AVIA 260.
Type: C

AVIA 263 Flight Training Commercial Helicopter Part I 2-0-2
During this course the student will initially refresh and reinforce helicopter maneuvers learned during the Private Pilot Training. The student will receive advanced instruction on ground operations, basic flight maneuvers, in-flight emergencies, flight using ground references, takeoffs, traffic patterns and landings. The student will also begin cross-country flight operations for the commercial certificate.
Requisite: AVIA 161 and AVIA 212 or consent of the coordinator.
Type: C

AVIA 264 Mgmt of Aircraft Maintenance 3-0-3
A comprehensive overview of the structured aircraft maintenance and engineering programs established by the aircraft manufacturer and certified by the Federal Aviation Administration for Civil Aviation. Areas of emphasis include maintenance program development, maintenance documentation, the role of engineering, maintenance, maintenance support, quality control, reliability and safety within the program. This course provides the student with an overall understanding of the maintenance programs required for aircraft operating under FAR Part 121 in the commercial air carrier fleets.
Requisite: None.
Type: C

AVIA 265 Flight Training Commercial Helicopter Part II 2-0-2
This course continues the Commercial Pilot Flight training with student training of Commercial maneuvers and operations as directed by their Instructor Pilot. Continued instruction will provide additional local and flight operations training to unfamiliar airports. Pinnacle and platform operations along with soft and short-field take-off and landing procedures and night operations will be accomplished. At the end of this course the student will be ready to complete the FAA check ride for the Commercial Rotary Wing Pilot Certificate.
Requisite: AVIA 263.
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.
Requisite: AVIA 101.
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.
Requisite: AVIA 101, AVIA 151, AVIA 201.
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)
Requisite: Department consent.
Type: C

AVIA 271 Flight Instructor Helicopter Theory 3-0-3
This course prepares the student to develop instructional techniques by learning the fundamentals of the learning process, elements of effective teaching, instructor candidate evaluation and testing, course development, lesson planning, classroom training techniques and aeronautical knowledge areas required for the Private and Commercial Rotorcraft Helicopter Certificate.
Requisite:: Hold a Commercial Instrument Rotary Wing Pilot Certificate
Requisite: Department consent.
Type: C

AVIA 272 Flight Training Helicopter Instructor 2-0-2
This course provides the flight instructor candidate with the flight training to accomplish the FAA practical test for a Rotary Wing Flight Instructor Certificate. Training includes ground operations, flight maneuvers for rotary wing and flight related emergency procedures. The applicant must meet the appropriate standards as listed in the FAA Airmen Certification Standards.
Requisite: Concurrent enrollment in or completion of AVIA 271.
Type: C

AVIA 273 Flight Instructor Helicopter Instrument Theory 2-0-2
An advanced instructor course that prepares the student for the FAA Instrument Instructor Rotary Wing Knowledge Exam. Course contents includes; fundamentals of instruction, the learning process, elements of effective teaching, instructor candidate evaluation and testing, course developments lesson planning and classroom training techniques. The course also provides training on flight instruments, human factors, safe operations under IFR and IFR navigation, Instrument approaches and IFR enroute. In addition, the course provides training in ATC procedures, Federal Aviation Regulations for IFR flight, Helicopter IFR operations and Aviation Weather that includes recognition of critical weather conditions.
Requisite: AVIA 272 or coordinator approval.
Type: C

AVIA 274 Flight Training Helicopter Instrument Instructor 1-0-1
An advanced instructor course that prepares the student to successfully accomplish the FAA Practical Test for the Instrument Instructor Rotary Wing Certificate. Training emphasis includes preflight preparation, preflight procedures, air traffic control clearances and procedures, flight by reference to instruments, navigation systems and instrument approach procedures. The instrument instructor candidate must the standards as outlined by the FAA Airmen Certification Standards.
Requisite: Concurrent enrollment in or completion of AVIA 273.
Type: C

AVIA 280 Internship 0-15-3
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 SWIC faculty. A written report is required.
Requisite: Department consent.
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.
Requisite: Department consent.
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 (available for course credit).
Requisite: AVIA 291.
Type: C

AVIA 299 Special Topics In Aerospace Variable up to (5)-(10)-(5)
The student will apply aviation knowledge learned to solve problems using case studies, simulations, special or aviation management techniques. Semester credits will be based on the complexity of the problem.
Requisite: None.
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 equipment, aircraft wiring diagrams, wire terminations and connections, construction of wiring harnesses and testing of those harnesses.
Requisite: None.
Type: C

AVE 141 Avionics Installation Trends 2-2-3
This course builds off the foundations set in the 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.
Requisite: AVE 131.
Type: C

AVE 299 Internship Variable up to 0-(20)-(4)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.
Requisite: Department consent
Type: C

Biology

BIOL 100 General Biology: Ecology, Evolution, & Genetics 3-2-4
A laboratory course emphasizing scientific inquiry through the topics of cell structure and function, genetics, biodiversity, evolution, and ecology. Biological issues with personal and social implications will be introduced. Not intended for science majors.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-L1 900L

BIOL 101 Principles of Biology I 3-2-4
A laboratory course emphasizing the fundamentals of organization, metabolism, photosynthesis, growth, genetics and evolution. Intended for science majors.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-BIO 910, IAI-L1 910L

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.
Requisite: BIOL 101 with a grade of "C" or better.
Type: T, IAI-BIO 910, IAI-L1 910L

BIOL 105 Human Biology 3-2-4
Essential principles of human anatomy and physiology are presented, including basic chemistry, microscopic investigation of cell and tissue samples, physiologic exercises, and an overview of the following body systems: body organization, basic chemistry, histology of tissues and the integumentary, skeletal, muscular, nervous systems and senses, endocrine, blood, heart and the circulatory system, lymphatic and immune systems, respiratory, digestion, urinary systems, and reproduction. This course is intended as a one semester survey course for certain health sciences and social programs.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
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 SWIC.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-L1 905

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.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-L1 905L

BIOL 110 Introduction to Marine Biology 3-0-3
This course focuses on both the biological and physical aspects of marine environment. Topics discussed include the physical geography of the ocean, diversity of life, marine ecosystems, and how humans affect the marine environment. A separate field trip course may be taken to fulfill the lab requirement of this class.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

BIOL 111 Marine Biology Field Experience* 0-4-2
This class provides a practical field experience through an on-site visit to a marine biology laboratory with a focus on field techniques. Students will examine the biological and physical aspects of the marine environment, with focus on diversity of life, ecosystems, ecology, and behavior.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T
*Pending ICCB Approval

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.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

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.
Requisite: Math placement above MATH 94 or MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
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.
Requisite: BIOL 157 with a grade of "C" or better.
Type: T

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.
Requisite: BIOL 101 with a grade of "C" or better.
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.
Requisite: BIOL 157 with a grade of "C" or better. Department consent
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.
Requisite: BIOL 101 or BIOL 157 each with a grade of "C" or better.
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 enhance and apply concepts covered in lecture.
Requisite: MATH placement above MATH 112 or MATH 112 with a grade of "C" or better; BIOL 101 with a grade of "C" or better.
Type: T

BIOL 299 Special Topics in Biology Variable up to (4)-(6)-(4)
This course will give students an opportunity to investigate special topics 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.
Requisite: None.
Type: T

BLA - *See Construction Bricklayer*

Business - *See also Accounting, Computer Information Systems, Culinary Arts and Food Management, Economics, Graphic Communications, Management, Marketing, Network Design and Administration, Paralegal Studies, Web Technologies*

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.
Requisite: None.
Type: T

BUS 102 Business Mathematics 3-0-3
This course covers the fundamental processes in mathematical computations used in business and consumer finance. Topics covered include: percentage; interest; consumer credit; cash and trade discounts; mark-up; payroll, property and income taxes; social security; amortization tables; time value of money; stocks; and bonds.
Students may receive credit for only one of the following: BUS 102 or MGMT 102.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better.
Type: O

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. Statistical software projects are required. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.
Requisite: Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-BUS 901, IAI-M1 902

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 enterprises. 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.
Requisite: 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.
Requisite: None.
Type: T

BUS 241 Fundamentals Of Finance 3-0-3
This course provides critical financial information required for entrepreneurial success. Topics covered include: forms of ownership; break-even analysis; time value of money; balance sheets, cash flow statements, and income statements; forecasting; risk management; and personal financial management as it relates to business success. Students may receive credit for only one of the following: BUS 241 or MGMT 241.
Requisite: ACCT 105 or ACCT 110.
Type: T

BUS 280 Copyright/Trademark/Patent 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.
Requisite: None.
Type: C

BUS 294 Special Topics/Issues in Business Variable up to (4)-(8)-(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.
Requisite: 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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-P1 902L

CHEM 103 Introductory 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.
Requisite: CHEM 101 or CHEM 105 each 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, thermochemistry, gas laws, periodicity, states of matter, and solutions. For the chemistry major, other science major, engineering, pre med, pharmacy and other pre-professional fields.
Requisite: 1 yr HS Chemistry w/"C" or better and placement above or completion of MATH 112 w/"C" or better; or CHEM 101 w/"C" or better and math placement above or concurrent enrollment in MATH 112; and Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-CHM 911, 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.
Requisite: CHEM 105 with a grade of "C" or better; Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better.
Type: T, IAI-CHM 912

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.
Requisite: CHEM 106 with a grade of "C" or better.
Type: T, IAI-CHM 913

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.
Requisite: CHEM 201 with a grade of "C" or better.
Type: T, IAI-CHM 914

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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

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.
Requisite: CHIN 101.
Type: T

Cisco Networking Academy - *See also Network Design and Administration*

CISC 106 Introduction to Cybersecurity 1-0-1
This course provides an overview of cybersecurity including the importance of cybersecurity, the characteristics and operation of malware, and options for defense against cyber threats. Students will also explore why cybersecurity is important in various industries. NOTE: Successful students will possess a basic understanding of networking concepts prior to enrolling.
Requisite: None.
Type: C

CISC 116 Cisco Cybersecurity Essentials 2-0-2
Cybersecurity Essentials provides foundational knowledge of the security domains in the cyber world. The course introduces information security, systems security, network security, mobile security, and physical security. Additional topics include ethics and laws, related technologies, defense and mitigation techniques use in protecting businesses. The course discusses the characteristics and tactics of cyber criminals and explores the technologies, products, and procedures used by cybersecurity professionals to combat cybercrime.
Requisite: Concurrent enrollment in or completion of CISC 106.
Type: C

CISC 151 Cisco Network Essentials 3-2-4
Cisco Network Essentials is the first of four courses leading to the Cisco Certified Network Associate certification. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. 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. Students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
Semester offered: Fall.
Requisite: Concurrent enrollment in CISC 152.
Type: C

CISC 152 Cisco Routing and Switching 3-2-4
Cisco Routing and Switching is the second of four courses leading to the Cisco Certified Network Associate certification. This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.
Semester offered: Fall
Requisite: CISC 151 with a grade of "C" or better.
Type: C

CISC 153 Cisco Scaling Networks 3-2-4
Cisco Scaling Networks is the third of four courses leading to the Cisco Certified Network Associate certification. This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.
Semester offered: Spring
Requisite: CISC 152 with a grade of "C" or better.
Type: C

CISC 154 Cisco Connecting Networks 3-2-4
Cisco Connecting Networks 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 a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. Students will prepare to take the CCNA certification exam.
Semester offered: Spring
Requisite: Concurrent enrollment in or completion of CISC 153 with a grade of "C" or better.
Type: C

CISC 187 Cisco CCNA Exam Preparation 2-0-2
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.
Requisite: CISC 154 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. NOTE: Students who meet the requisite through professional certification should contact the program coordinator.
Requisite: CISC 152 with a grade of "C" or better.
Type: C

CISC 221 Cisco Advanced Routing Configuration 3-2-4
Cisco Advanced Routing Configuration is one of the courses leading to the Cisco Certified Network Professional 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. NOTE: Students who meet the requisite through professional certification should contact the program coordinator.
Requisite: CISC 154 with a grade of "C" or better.
Type: C

CISC 223 Cisco Multilayer Switching 3-2-4
Cisco Multilayer Switching is one of the courses leading to the Cisco Certified Network Professional 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. NOTE: Students who meet the requisite through professional certification should contact the program coordinator.
Requisite: CISC 154 with a grade of "C" or better.
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 Unified Communications Manager and Cisco Unified Communications Manager Express. Students will also learn Voice over IP and Quality of Service technologies and apply them to the Cisco Unified Communications environment. NOTE: Students who meet the requisite through professional certification should contact the program coordinator.
Requisite: CISC 152 with a grade of "C" or better.
Type: C

CISC 299 Special Topics in Cisco Networking Variable up to (4)-0-(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.
Note: Requisite: varies by topic.
Requisite: None.
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.
Requisite: Concurrent enrollment in or completion of 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.
Requisite: CAD 101, CAD 120.
Type: C

CAD 120 Introductory CAD 3-2-4
This course is an introduction to Computer Aided Drafting. 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.
Requisite: None.
Type: C

CAD 200 Manufacturing Processes and CAD Drawings 3-2-4
This course will introduce the student to various manufacturing processes and 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 the various mill, lathe, and CNC equipment as it relates to the manufacturing process.
Requisite: CAD 102, 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.
Requisite: CAD 102, 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.
Requisite: CAD 102, CAD 210, concurrent enrollment in or completion of CAD 220.
Type: C

CAD 203 Civil Engineering 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.
Requisite: CAD 102, 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.
Requisite: CAD 102, CAD 220, CAD 221.
Type: C

CAD 206 E & I Drafting 2-2-3
This course includes the drafting and design of electrical distribution and instrumentation for the chemical, petroleum, utility and other related industries.
Requisite: CAD 102, 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.
Requisite: CAD 102, CAD 220.
Type: C

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 heating, ventilation and air conditioning, power, lighting and plumbing systems for residential/commercial buildings.
Requisite: CAD 201.
Type: C

CAD 220 Advanced CAD I 2-2-3
An advanced course in Computer Aided Drafting 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.
Requisite: CAD 101, CAD 120.
Type: C

CAD 221 Advanced CAD II 3-2-4
This course begins the semester introducing computer aided drafting concepts to generate 3-D models utilizing SolidWorks software. This course takes an in-depth look at SolidWorks to generate solid model objects. The output of drawings will include detail, assembly, and other presentation drawings including 2-D drawings.
PreRequisite: Keyboarding and Windows knowledge.
Requisite: None.
Type: C

CAD 222 Machine CAD Post Assessment 1-0-1
This course will consist of an overview of American Society of Mechanical Engineers Computer Aided Drafting and machine drafting terminology the student has completed during the two years. Emphasis will be placed on machine terminology. Students will take the certification exam at the end of the semester.
Requisite: CAD 200, CAD 221, concurrent enrollment in or completion of CAD 204.
Type: C

CAD 225 MicroStation CAD 2-2-3
The purpose of this 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.
Requisite: None.
Type: C

CAD 226 Introduction to Geometric Dimensioning & Tolerancing 1-2-2
This course will introduce the student to geometric dimensioning and tolerancing concepts as established by the American Society of Mechanical Engineers (ASME) Y14.5 standards.
Requisite: CAD 102, CAD 220.
Type: C

CAD 230 3D Architectural CAD 1-2-2
This course focuses on 3-D modeling as it relates to architectural drafting utilizing Revit and 3DMax Autodesk software. Students will create 3-D models from floor plans and elevation views created in CAD 201.
Requisite: CAD 102, CAD 220.
Type: C

CAD 231 Architectural CAD Post Assessment 1-0-1
This course will consist of an overview of American Society of Mechanical Engineers Computer Aided Drafting and architectural drafting terminology the student has completed during the two years. Emphasis will be placed on architectural terminology. Students will take the certification exam at the end of the semester.
Requisite: CAD 201, CAD 210, concurrent enrollment in or completion of CAD 202.
Type: C

CAD 232 Structural Detail Mtl Cd & Std 2-0-2
This course is a comprehensive study of steel shapes, grades, sizes, basic codes and AISC (American Institute of Steel Construction) standards. Emphasis is placed on steel formation and properties and routine mathematics and technical calculations associated with steel detailing. Students must have completed college algebra, geometry and trigonometry courses before enrolling.
Requisite: Completion of CAD 200 or 201, 204 or concurrent enrollment, 222 and/or 231 or concurrent enrollment..
Type: C

CAD 233 Structural Detail CAD 1-2-2
This course is an introduction to Structural Detailing computer aided drafting using structural modeling 30 building information modeling (BIM) using SDS/2 software. Students will learn how to model structures that incorporate different kinds of building materials, including steel and concrete into a 3-D model. Detail, assembly, and other pictorial views for 2-D drawings will be covered.
Requisite: Concurrent enrollment in or completion of CAD 232.
Type: C

CAD 234 Basic Structural Detail Draft 2-2-3
This course covers terms, abbreviations and symbols used by structural steel fabricators and by structural steel erectors. Steel erection plans, anchor rod plans, beams, joists and detailed shop fabrication drawings of structural steel beams and columns will be created according to the American Institute of Steel Construction standards. Special emphasis is placed on the design of bolted and welded structural steel connections. It is recommended that students have completed or concurrently enrolled in WLDT 101.
Requisite: CAD 232, CAD 233.
Type: C

CAD 290 Supervised Internship I Variable up to 0-(30)-(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 semester credits permitted in the program is six.
Requisite: Department consent.
Type: C

CAD 291 Supervised Internship II Variable up to 0-(30)-(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 semester credits permitted in the program is six.
Requisite: Department consent.
Type: C

CAD 292 Supervised Internship III Variable up to 0-(30)-(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 semester credits permitted in the program is six.
Requisite: Department consent.
Type: C

CAD 299 Special Topics in Drafting Variable up to (6)-(12)-(6)
The application of drafting principles to specific problems. Case studies, simulations, special problems or problem-solving techniques will be used.
Requisite: Department consent.
Type: C

Computer Information Systems

CIS 101 Computer Literacy Skills 1-0-1
This course covers the skills necessary to use a computer, operating system, application software, and the internet. Students learn to manage files and folders on fixed, removable, and cloud storage, exchange messages and attachments using communications software, search for information and download files from the internet, and interact with instructor using a learning management system. Additional topics include defending malicious software and the proper and legal use of computers.
Note: Keyboarding skill recommended.
Requisite: None.
Type: T

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.
Note: Keyboarding skill preferred.
Requisite: None.
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.
Note: CIS 120 or basic computer skills recommended.
Requisite: None.
Type: C

CIS 147 Fonts & Type 2-0-2
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.
Note: CIS 120 or basic computer skills preferred. Recommended experience with Adobe Creative Software.
Requisite: None.
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 email, integrated browser email software, and advanced internet topics.
Note: CIS 125, CIS 181 or file management skills recommended.
Requisite: None.
Type: C

CIS 165 Python Programming 3-0-3
The course introduces the fundamentals of the Python programming language. Students develop business applications written in Python. Procedural programming topics include input, processing, output, variables, decision and repetition structures, lists, and functions written in Python. Object oriented programming topics include creating instances of objects, encapsulation of data attributes and behavior, and class and method definitions. The course also includes an introduction to dictionaries and sets.
NOTE: Students who meet the requisite through previous computer programming experience should contact the program coordinator.
Requisite: One of the following: CIS 180, CIS 184, CIS 187, CIS 252.
Type: C

CIS 168 Graphic Design 3-0-3
This course is designed to teach students the basic design vocabulary, elements, and principles. Individual elements of design such as line, shape, value, texture, space, size and color will be explored as they relate to electronically generated digital formats and print designs. Students will create basic designs in a variety of different software and mediums.
NOTE: CIS 125 or CIS 181 or file management skills recommended.
Requisite: None.
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.
Note: CIS 125, CIS 181 or file management skills recommended.
Requisite: None.
Type: C

CIS 172 Photo Manipulation 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.
Note: CIS 125, CIS 181 or file management skills recommended.
Requisite: None.
Type: C

CIS 173 Graphics and Animation 3-0-3
This class will focus on using Adobe Animate to create graphic animations, developing buttons and menus, designing Adobe Animate web pages, sustaining a viable website and providing user interactive web pages. Course curriculum will cover Adobe Animate User Interface (UI), using layers and timeline. Adobe Animate Objects, sound/video, ActionScript Environment, debugging and using HTML. After taking this class, students will have a good understanding of Adobe Animate design, development, interactivity, usability and how to create a user-friendly web experience.
NOTE: CIS 174 or HTML coding proficiency recommended.
Requisite: None.
Type: C

CIS 174 Web Fundamentals I 3-0-3
This course will teach students to create web pages using the latest World Wide Web Consortium standards. They will create multimedia web pages with hypertext links, tables, frames, and forms. They will also be exposed to cascading style sheets, scripting programming, and dynamic content and layout.
Note: CIS 125 or CIS 181 and CIS 160 or CIS 164 or file management and Internet browser skills recommended.
Requisite: None.
Type: C

CIS 176 Web Fundamentals II 3-0-3
This course allows students to develop a large graphic multimedia website with various industry standard tools. Web authoring, image editing, and website management tools give students a real world prospective.
Note: CIS 174 or HTML coding proficiency skills recommended.
Requisite: None.
Type: C

CIS 177 Web Development I 3-0-3
This course will help students develop basic client-side skills. The techniques include the use of documents, Windows, conditional statements, and loops. Students will work with cookies, string and objects and other advanced functions.
Requisite: CIS 180 or CIS 183 or CIS 184; CIS 174.
Type: C

CIS 178 Administrative Scripting 3-0-3
This course introduces the fundamentals of a language used to administer client and server operating systems. Students learn to use built-in cmdlets, write and execute scripts, run commands and scripts from remote network locations, and include commands that configure the operating system and manipulate network resources.
Requisite: CIS 180, NETW 188.
Type: C

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.
Requisite: 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.
Note: CIS 125 or file management skills recommended.
Requisite: None.
Type: C

CIS 181 Operating System/Windows 3-0-3
This course will teach students important Windows terminology and functionality. Instruction will include the organization of files; personalizing the Windows environment; searching for apps, files, settings, and information; using the internet and email; protecting against viruses; managing computer security; using cloud services, and maintaining hardware and software.
Requisite: None.
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.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; and one of the following CIS 180, CIS 187, CIS 250, 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.
Requisite: None.
Type: T

CIS 187 Web Programming I 3-0-3
This course is designed to teach students the basic concepts and skills necessary to create programs using the Web 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.
Requisite: CIS 180 or CIS 183 or CIS 184 or CIS 194 or CIS 250 or CIS 252.
Type: C

CIS 195 Introduction to Databases 3-0-3
This course is an introduction to database concepts using relational database management systems. Students are introduced to the fundamentals of the relational model using various relational products and practical case studies. Topics include structured query language, data modeling, database design, and database administration. Products include SQL Server, MySQL, Oracle, and/or Microsoft Access.
NOTE: CIS 125 or file management skills recommended.
Requisite: None.
Type: C

CIS 210 Web Design and Usability 3-0-3
This course familiarizes the student with those techniques necessary to develop websites that meet the organization's objectives and usability goals. The major emphasis of this course will focus on making websites more usable for all users, including those with disabilities.
Requisite: CIS 174.
Type: C

CIS 212 Web Development II 3-0-3
This course introduces the student to website design, authoring, standards, protocols, tools, and advanced development techniques for client-sided websites.
Requisite: CIS 180 or CIS 183 or CIS 184; CIS 174.
Type: C

CIS 230 Video Graphics 3-0-3
This course will teach students the introduction to digital video storytelling and editing. Students will learn the foundation for video import, export and editing functions. It will incorporate photographs, titles, graphics, animation and audio, capturing, editing, and rendering and digital video.
NOTE: CIS 125 or file management skills.
Requisite: None.
Type: C

CIS 241 Visual Basic for Applications 3-0-3
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 Microsoft Access.
NOTE: (CIS 184 or CIS 252) and OAT 185 or database skills and experience with programming language recommended.
Requisite: None.
Type: C

CIS 246 Systems Development & Designs 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.
Requisite: CIS 185 or CIS 180.
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.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; and one of the following CIS 180, CIS 184, CIS 187, CIS 252.
Type: C

CIS 252 C# 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.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; and one of the following CIS 180, CIS 184, CIS 187, CIS 250.
Type: C

CIS 256 Web Server Programming I 3-0-3
This course students will be introduced on how to plan design, create, and publish dynamic, database-driven websites to a web server.
Requisite: CIS 174, CIS 177, CIS 180, CIS 195.
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.
NOTE: CIS 125 or CIS 181 or file management skills recommended.
Requisite: None.
Type: C

CIS 259 Current Web/Graphic Technology 3-0-3
This course is designed to familiarize students with the most current technology and its impact on web and graphic design. Because this is such a fast-paced field, the course will continually be updated to match the needs of the changing graphic and web design occupations. Topics include content management systems, Adobe suite application integration, current graphic and web development marketing trends and current software applications including graphic design, web design and online content marketing. Interpersonal skills, teamwork, communication skills and ethical considerations applicable to today's graphic and web environment will be developed and practiced.
Requisite: CIS 174.
Type: C

CIS 260 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.
Requisite: CIS 250.
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.
Requisite: CIS 252.
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.
Requisite: CIS 252, CIS 275.
Type: C

CIS 264 ASP 3-0-3
This course teaches students how to create dynamic, data driven web applications using Microsoft's Active Server Pages. Students use MS 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.
Requisite: CIS 177, CIS 252, CIS 275.
Type: C

CIS 265 Windows Mobile Development 3-0-3
This course introduces students to mobile computing concepts using Microsoft technologies. Students will work with common controls and layouts to develop Windows 8 and Window Phone 8 apps in Microsoft Visual Studio and Blend. Code is written in C# and XAML. Students also learn about MVVM and data binding, and will publish apps to the Windows Store.
Requisite: CIS 252.
Type: C

CIS 266 Database Design 3-0-3
This course is a survey of logical and physical database design theory. Students learn to analyze database system requirements and produce formal requirement specifications. Students will create models of database systems by identifying various system entities and their relationships. This includes eliminating anomalies using normalization and developing entity relationship (ER) and UML diagrams that represent the system's logical structure. Additional topics include cardinality, weak and strong entities, and orthogonality. Students will also use popular data modeling software tools.
Requisite: CIS 195.
Type: C

CIS 272 Photo Manipulation II 3-0-3
This course will teach students advanced image changes, advanced graphics information and skills to assist the student to be able to create artwork and commercial imagery using Adobe Photoshop software. Students will learn advanced techniques and special effects for design challenges in both graphics and fonts, how to integrate them successfully and prepare them for print or web applications.
Requisite: CIS 172.
Type: C

CIS 273 Advanced Graphics and Animation 3-0-3
This course is an introduction to one of the industry's most popular motion graphics software tools. Students produce animations through key framing, text, masking, mattes and 3-D space. Compositing, video, film and title sequences are emphasized.
Requisite: CIS 172, CIS 173.
Type: C

CIS 274 Mobile Application Development 3-0-3
This course focuses on the techniques and tools necessary to achieve successful system implementation of mobile applications. Topics covered include managing the system implementation process, implementation design issues, how mobile application development is affected/constrained by existing software, techniques for writing quality code, techniques for testing code, understanding the role of proper documentation, and understanding, designing and managing implementation support functions.
Requisite: CIS 187.
Type: C

CIS 275 SQL 3-0-3
This course introduces students to Structured Query Language, 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.
NOTE: CIS 195 or database skills recommended.
Requisite: None.
Type: C

CIS 277 jQuery 3-0-3
In this course, students will learn how to implement jQuery into any website and be able to use built-in methods to create the following types of components: dynamic page content, form validation, animated drop down/fly out navigation, and animated slider banners.
Requisite: CIS 177.
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.
Requisite: CIS 180, CIS 275.
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.
Requisite: CIS 275.
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.
Requisite: CIS 275.
Type: C

CIS 284 Visual Basic 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.
Requisite: CIS 184.
Type: C

CIS 287 Web Programming II 3-0-3
This course is designed to expand the subject material covered in the Java Programming I class. Students will become familiar with file and network I/O, generics, lambdas, threading/concurrency, and database access. Students will use all these to develop text-based interactive applications.
Requisite: CIS 187.
Type: C

CIS 288 Web Server Programming II 3-0-3
This course students will use the skills learned in previous classes to plan, design, create, and publish dynamic, database-driven websites to a web server. The work completed in this course should demonstrate the student's ability to design and manage a complex website.
Requisite: CIS 174, CIS 187.
Type: C

CIS 296 Web and Graphics Internship 3-0-3
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. NOTE: Minimum GPA of 2.5. Students should be enrolled in the last semester of study prior to graduation.
Requisite: Department consent.
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. NOTE: Minimum GPA of 2.5. Students should be enrolled in the last semester of study prior to graduation.
Requisite: Department consent.
Type: C

CIS 299 Topics in CIS Variable up to (4)-0-(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.
Note: Requisite: varies by topic.
Requisite: None.
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.
Requisite: 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.
Requisite: BLA 118.
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.
Requisite: BLA 128.
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.
Requisite: BLA 138.
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 on-the-job training. Material covered will include motion study, structural patterns, and laying of units.
Requisite: BLA 148.
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.
Requisite: BLA 258.
Type: C

BLA 299 Special Topics in Construction Bricklaying Variable up to (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 effectively with those topics or problems in relation to their specific requirements.
Requisite: None.
Type: C

Construction Carpentry

CCA 116 Health & Safety I 1.5-1-2
This course enhances the student's ability to recognize and address hazards involved in residential, commercial, and industrial construction work. This class is designed to help meet the industry demand for a trained workforce. It addresses OSHA safety regulations and safe operating practices related to hazards in construction and the safe use of elevated work platforms.
Requisite: None.
Type: C

CCA 117 Shop Orientation 1.5-1-2
This course is an introductory course whose purpose is to help the beginning-level apprentice become proficient in basic print reading. The apprentice will also be able to recognize and address hazards involving the use of shop power tools as they construct various projects. An introduction is given to the elements of prints, such as lines, symbols, dimensions and notes. Emphasis is placed on both construction drawings (plans, elevations, sectionals, details, and specifications) and shop safety, through lecture and classroom exercises.
Requisite: None.
Type: C

CCA 118 Concrete Formwork I 1.5-1-2
This course is the first of two courses designed to introduce students to basic hands-on concrete forming applications and systems, hardware use, multiple anchoring procedures, use of concrete terminology, and provide the skills needed for psychomotor techniques in concrete construction. Students will also learn how to work with others to make the job more efficient. Students will achieve building layout procedures, establish elevations, install footings formwork, and foundation formwork. Students will also be given an opportunity to read forming diagrams.
Requisite: None.
Type: C

CCA 119 Concrete Formwork II 1.5-1-2
This course is the second of two courses designed to introduce basic hands-on concrete forming applications and systems, hardware use, multiple anchoring procedures, use of concrete terminology, and provide the skills needed for psychomotor techniques in concrete construction. Students will also learn how to work with others to make the job more efficient. Students will achieve building layout procedures, establish elevations and install foundations. Students will be given the opportunity to read forming diagrams. Students will also be introduced to commercial concrete stair forming, insulated concrete forms, piling, and commercial footings and foundations.
Requisite: None.
Type: C

CCA 126 Residential Framing I 1.5-1-2
The Residential Construction course will cover basic home building procedures for sub floor and wall framing. Emphasis will be placed on preparing students to start the lay-out process required for residential home building. Procedures followed and taught will be current field methods used by today's residential carpenters.
Requisite: None.
Type: C

CCA 127 Residential Framing II 1.5-1-2
The Residential Construction course will cover basic home building procedures including the roof framing and basic stair building. Procedures followed and taught will be current field methods used by today's residential carpenters. This class consists of classroom lecture and study, along with hands on shop time constructing a small house with stairs and a hip roof.
Requisite: None.
Type: C

CCA 128 Interior Systems Framing I 1.5-1-2
This course is the first of two courses covering interior systems for carpenters. The emphasis will be on rough framing with metal studs. Students will gain knowledge and develop skills necessary to read commercial prints, layout projects with a laser plumb, level, and square, to be used to erect their projects with metal studs. Coursework will be performed according to the latest codes and the USG Cooperation Handbook.
Requisite: None.
Type: C

CCA 129 Interior Systems Framing II 1.5-1-2
This course is the second of two courses covering interior systems for carpenters. The emphasis will be on rough framing and finishes with metal studs. In this course, students gain knowledge and skills necessary to read commercial prints, layout projects with a laser plumb, level, erect a project with metal studs, plumb, level, and square. Student projects will consist of walls with doors and borrow lights, ceiling joists that overhang to the front, soffits under overhangs, over framing to simulate a storefront, install acoustical ceilings, level, square, develop correct elevation, install drywall, drywall trims per plan, install hollow metal doors, and frames per plan. These activities will be completed according to the latest codes and USG handbook.
Requisite: None.
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, exterior 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.
Requisite: None.
Type: C

CCA 236 Millwright Basics I 1.5-1-2
A mechanical print is a detailed plan of what is to be installed, constructed, or assembled. It contains all of the information necessary to complete a project and may include multiple views, detailed instructions, and precise information about the size and promotion of what is to be built. Reading mechanical prints correctly helps ensure that project is completed properly. This workshop discusses how to read a mechanical print. It introduces the type of prints that may be encountered by a millwright. It also describes the information provided on a print and how to use the information effectively. This course will also address OSHA safety regulations and safe work practices related to hazards in millwright work. Training will be delivered through classroom instruction and a series of hands-on exercises designed to evaluate the proficiency of the student.
Requisite: None.
Type: C

CCA 237 Millwright Basics II 1.5-1-2
Millwright Basics II class is an introduction course whose purpose is to help the beginning-level apprentice become proficient in the safe and accurate manipulation of the tools specific to millwright field. The apprentice will learn to recognize and address hazards involving the use of millwright power tools as they construct various shop projects. An introduction is given to the jobs and tasks specific to millwright trade, as modern machinery is manufactured according to very exact sizing, weight, and quality standards. For this reason, it is vital that the millwright possess the skills necessary to use precision tools necessary to perform safely and effectively on any jobsite. Training will be delivered through classroom instruction and a series of hands-on exercises designed to evaluate the proficiency of the student. Written quizzes and a final exam will also be utilized to evaluate the student's ability to identify specific tools and manipulate them to a job-like setting.
Requisite: None.
Type: C

CCA 238 Carpentry Welding Basics I 1.5-1-2
This is the first course of two courses designed to introduce students to basic hands on cutting and welding processes. Students will also learn this course will provide welding and cutting safety, welding terms and definitions, weld positions, joint design, weld symbols, weld discontinuities, base and filler metal identification. Students will be provided the skills needed for psychomotor techniques in commercial welding. Students will also learn how to work with others to make the job more efficient.
Requisite: None.
Type: C

CCA 239 Carpentry Welding Basics II 1.5-1-2
This is the second course of two whose purpose is to introduce welder qualification and certification, American Welding Society testing procedures and standards, nondestructive testing, and destructive testing. Vertical up shielded metal arc welding will be the main concentration.
Requisite: None.
Type: C

CCA 246 Safety Orientation I 1.5-1-2
This course is one of two courses designed to introduce students to the safe use of elevated work platforms or scaffolding. This course enhances the student's ability to recognize and address hazards involved in residential, commercial, and industrial construction work. This class is designed to help meet the industry demand for a trained workforce. It addresses OSHA safety regulations and safe operating practices related to hazards in construction and the safe use of scaffolding. Scaffolding Erection provides information and guidance for calculating capacity and contributory leg loads. It introduces criteria for all scaffold types and provides methods for platform construction and assembly techniques for frame, tube and clamp, and system scaffolds. It discusses scaffold access and egress and safe use guidelines, including fall protection and falling object protection. It presents the training requirements for scaffold erectors, dismantlers, and users and provides clarification of the difference between a competent person and a qualified person.
Requisite: None.
Type: C

CCA 247 Safety Orientation II 1.5-1-2
This course is intended to supplement the hands-on experience gained in instruction on rigging techniques and hardware. It introduces the subject by beginning with the history of rigging, followed by information about safety, wire rope, chain construction, slings, hardware, and knot-tying techniques. This will be followed by discussion on rigging procedures that cover common hitch configuration, hardware and sling attachments, working with different types of cranes, and directing crane movements with hand and voice signals used by riggers to signal crane operators.
Requisite: None.
Type: C

CCA 248 Interior/Exterior Trim 1.5-1-2
The Interior/Exterior Trim class will cover basic procedures and proven methods of installation for vinyl siding, kitchen cabinets, and finish trim moldings. Procedures followed and taught will be current field methods used in the construction industry. This class consists of classroom work along with hands-on shop experience, although shop time will make up the majority of the class, students will learn safety, procedures, terminology, and estimating in the classroom before proceeding to the shop area.
Requisite: None.
Type: C

CCA 249 Intermediate Prints 1.5-1-2
This course will provide the student with print reading experience in residential and light commercial construction. Print reading fundamentals, construction materials, light frame construction utilized in residential, and light commercial building are covered in detail. Heavy emphasis is placed on residential, commercial building, and the Americans with Disabilities Act code requirements. The student will be introduced to job specifications and how they relate to job prints, mechanical and electrical prints, and schedules for all interior finish products. The course will prepare the student with realistic project experience for future employment.
Requisite: None.
Type: C

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, exterior 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.
Requisite: None.
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, exterior 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.
Requisite: None.
Type: C

Construction Cement Mason

CMA 113 Construction Cement Mason Apprenticeship 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.
Requisite: None.
Type: C

CMA 114 Introduction 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.
Requisite: None.
Type: C

CMA 123 Construction Cement Mason Apprenticeship 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.
Requisite: CMA 113.
Type: C

CMA 124 Construction Plastering Materials & Systems 3-2-4
This course is an extension of CMA 114. Materials will include working conditions, exterior insulation and finishing systems, backing materials and an overview of scaffolding systems.
Requisite: CMA 114.
Type: C

CMA 133 Construction Cement Mason Apprenticeship 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.
Requisite: CMA 123.
Type: C

CMA 134 Construction Plastering Principles 3-2-4
This course is an extension of CMA 124. Materials will include working conditions, exterior insulation and finishing systems, backing materials and an overview of scaffolding systems.
Requisite: CMA 124.
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.
Requisite: CMA 134.
Type: C

CMA 245 Construction 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.
Requisite: CMA 133.
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.
Requisite: CMA 144.
Type: C

CMA 255 Construction Cement Mason Apprenticeship 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.
Requisite: CMA 245.
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.
Requisite: CMA 254.
Type: C

CMA 265 Construction Cement Mason Apprenticeship VI 3-2-4
This course will acquaint the student with practical knowledge of cement troweling machines, CMT paving and blueprint reading. A short course in first aid will also be included.
Requisite: CMA 255.
Type: C

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.
Requisite: CMA 264.
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.
Requisite: CMA 274.
Type: C

CMA 299 Special Topics for Cement Masons Variable up to (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 effectively with those topics or problems in relation to their specific requirements.
Requisite: None.
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.
Requisite: Department consent.
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.
Requisite: Department consent.
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.
Requisite: None.
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, measuring processes used in the electrical industry, intermediate conduit bending, and hydraulic, mechanical and hand benders.
Requisite: None.
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 standards relating to transformers, transformer theory, transformer design and calculations, wiring methods and devices.
Requisite: None.
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.
Requisite: Department consent
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.
Requisite: Department consent.
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
Requisite: None.
Type: C

IEW 138 IBEW Elec Residential Internship I 0-20-4
This course is designed to complement 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.
Requisite: Department consent.
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 and 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.
Requisite: Department consent.T
ype: 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.
Requisite: None.
Type: C

IEW 145 IBEW Elec Lineman Internship I 0-20-4
This course is designed to complement 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.
Requisite: Department consent.
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.
Requisite: Department consent.
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.
Requisite: None.
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 combination circuits, alternating current circuits, telephone systems, security and alarm systems and the National Electrical Code.
Requisite: None.
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.
Requisite: None.
Type: C

IEW 157 IBEW Elec Installer/Tech Internship I 0-20-4
This course is designed to complement 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.
Requisite: Department consent.
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, SCRs, amplifiers, and electronic applications.
Requisite: None.
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.
Requisite: None.
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.
Requisite: None.
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 basics, operation, and installation; designing and programming PLC; air conditioning and refrigeration systems, cable tray, motor control circuits and protection, and hazardous locations.
Requisite: None.
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.
Requisite: None.
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.
Requisite: None.
Type: C

IEW 218 IBEW Elec Wireman Internship II 0-20-4
This course is designed to complement 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.
Requisite: Department consent.
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 and direct current theory along with emphasizing the importance of job site safety.
Requisite: None.
Type: C

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.
Requisite: None.
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.
Requisite: None.
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 and security systems, UPS systems, solar power and generation, fiber optics and local area networks.
Requisite: None.
Type: C

IEW 238 IBEW Elec Residential Internship II 0-20-4
This course is designed to complement 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.
Requisite: Department consent
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.
Requisite: None.
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, fault 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.
Requisite: None.
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 primary metering and fusing, fuse principles, substation equipment, construction and safety procedures, oil circuit breakers, air break switches, watt hours and watt-hour meters.
Requisite: None.
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.
Requisite: None.
Type: C

IEW 245 IBEW Elec Lineman Internship II 0-20-4
This course is designed to complement 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.
Requisite: Department consent
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.
Requisite: None.
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 and video, nurse call systems, high performance testing of cabling systems, along with grounding and bonding according to the National Electrical Code.
Requisite: None.
Type: C

IEW 257 IBEW Elec Installer/Tech Internship II 0-20-4
This course is designed to complement 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.
Requisite: Department consent.
Type: C

IEW 299 Special Topics in Construction Electrical Specialist Variable up to (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 ability to deal effectively with those topics or problems in relation to their specific requirements.
Requisite: None.
Type: C

Construction Ironworker

IWA 119 Construction 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.
Requisite: None.
Type: C

IWA 129 Construction 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.
Requisite: IWA 119.
Type: C

IWA 139 Construction 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.
Requisite: IWA 129.
Type: C

IWA 249 Construction 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.
Requisite: IWA 139.
Type: C

IWA 259 Construction 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.
Requisite: IWA 249.
Type: C

IWA 269 Construction 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.
Requisite: IWA 259.
Type: C

IWA 279 Construction Ironworker Apprentice VII 3-2-4
This course will supplement the fourth year apprentices 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.
Requisite: IWA 269.
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.
Requisite: IWA 279.
Type: C

IWA 299 Special Topics in Ironworking Variable up to (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.
Requisite: 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.
Requisite: Department consent.
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.
Requisite: None.
Type: C

CMT 102 Construction Documents 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.
Requisite: 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.
Requisite: None.
Type: C

CMT 105 Computer Applications for Construction 3.5-1-4
Building Information Modeling (BIM) allows construction professionals to communicate with the AEC community and workforce when virtual projects are a project requirement. BIM modeling results in 3-D virtualized buildings that contain information typically found in plans and specifications, allowing designers and constructors to communicate freely without confined barriers that result in adversarial relationships between owner, builder and designer. BIM's virtual world brings us an unprecedented amount of control and knowledge before the shovel hits the ground. The first semester of BIM introduces students to steps necessary for constructing a 3-D model using Autodesk REVIT software. 2-D projects including plans and specifications of constructed buildings will be used for modeling and identification of assembly parts and products. The resulting 3-D model will provide necessary experience and familiarity for students to continue with the second semester of BIM.
Requisite: None.
Type: C

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.
Requisite: None.
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.
Requisite: CMT 145.
Type: C

CMT 147 Energy Auditor 3.5-1-4
This course provides students with training in preparation for the Building Performance Institute written exam for the BPI Building Analyst Professional Certification. This course is based on the core competencies for the Weatherization Assistance Program developed by the Weatherization Trainers Consortium. The course also is compliant with the BPI Building Analyst Professional Standards. Instruction will include principles of energy, energy and the building shell, air leakage, insulation, windows and doors, heating, cooling, water heating, health and safety and energy audits. Students will complete the following coursework for seminars and certifications in: Lead for Renovation EPA and OSHA 10-Hour Card. The BPI certification written test is given the following day after the classroom training is completed. The BPI certification is contingent upon the successful completion of one field audit.
Requisite: Department consent.
Type: C

CMT 148 Weatherization Specialist 3.5-1-4
This course provides students with training in preparation for the Building Performance Institute written exam for the BPI Envelope Professional Certification or Residential Building Envelope Whole House Air Leakage Control Installer. This course also prepares students for the BPI field exam portion of the certification. This course is based on the review core competencies for the Weatherization Assistance Program developed by the Weatherization Trainers Consortium. The course also is compliant with the BPI Building Analyst Professional Standards. Instruction will include review principles of energy, energy and the building shell, air leakage, insulation, windows and doors, heating, cooling, water heating, health and safety and energy audits. The BPI certification is contingent upon the successful completion of one field audit and successful completion of written examination.
Requisite: Department consent.
Type: C

CMT 149 Weatherization II 0.5-2-1.5
This course provides students with training in preparation for the Building Performance Institute oral and field practicum evaluation for RBE-WHALCI certification. This course is compliant with BPI RBE-WHALCI standards. Instruction will include insulation, air leakage, duct insulation, duct leakage, air barriers, IC and non-IC rated lighting, door seals and gaskets, and material selection for proper dams. The BPI certification oral and practicum exam is given within 14 days of completion of the course. The BPI certification is contingent upon the successful completion of oral and field practicum. The course will also in OSHA Health and Safety training.
Requisite: Department consent.
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.
Requisite: None.
Type: C

CMT 153 Construction Estimating 3-0-3
The methods and procedures used in estimating construction costs.
Requisite: CMT 102.
Type: C

CMT 200 Advanced Blueprint Reading For Building 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.
Requisite: CMT 102.
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.
Requisite: CMT 102, CMT 103, GT 105.
Type: C

CMT 205 International Building Code 3-0-3
The scope of this code covers all buildings except detached one- and two-family dwellings and townhouses not more than three stories in height. This comprehensive code features time-tested safety concepts, structural, and fire and life safety provisions covering means of egress, interior finish requirements, comprehensive roof provisions, seismic engineering provisions, innovative construction technology, occupancy classifications, and the latest industry standards in material design. It is founded on broad-based principles that make possible the use of new materials and new building designs.
Requisite: CMT 102, CMT 103, CMT 152.
Type: C

CMT 206 Building Systems 3-0-3
This course incorporates the most recent building codes, specialty codes and other regulatory requirements impacting the design if mechanical, electrical, plumbing and structural systems. Sustainable design principals are applied to the selection, design and construction of these systems. Students will develop basic vocabulary and understanding of how commonly used systems function while gaining understanding of commissioning principles and procedures related to building system LEED certification.
Requisite: CMT 102, CMT 103.
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.
Requisite: None.
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 Microsoft Project software to allow hands-on preparation of schedules of actual projects.
Requisite: 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.
Requisite: None.
Type: C

CMT 265 Advanced Computer Applications 3-2-4
Building Information Modeling (BIM) is not an "end all" solution. It's important to recognize use the software will bring great advantage to the process of construction as we move from a fragmented 2-D documentation system that is inherently unintelligent, to one that is centrally based and able to parametrically analyze model data almost instantly. In our legacy system, individual drawings and lines have no value other than their printed form. This second semester class uses the intelligent model produced in semester one of purposes for system integration, clash detection, constructability modeling, estimating, scheduling and related pre-construction tasks.
Requisite: CMT 105.
Type: C

CMT 268 Project Administration 3-0-3
The course will cover all the important business and legal aspects of construction management. To include: project delivery, responsibilities, resident project representatives, documentation, computers in CPM, law, safety, meetings, negotiations, operations, payments, changes to contract, claims and disputes, through project.
Requisite: CMT 102, CMT 103, CMT 153, CMT 257, CMT 244.
Type: C

CMT 299 Problems in Construction Variable up to (4)-(8)-(4)
Application of construction principles to specific problems through case studies, special projects or problem-solving procedures.
Requisite: 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/she will be given information and instruction in the fundamentals of the trade to supplement his/her on-the-job training.
Requisite: 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/she will be given information and instruction in the fundamentals of the trade to supplement his/her on-the-job training. This course is an extension of PDA 117.
Requisite: PDA 117.
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.
Requisite: PDA 127.
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.
Requisite: PDA 137.
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.
Requisite: PDA 147.
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.
Requisite: PDA 257.
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.
Requisite: PDA 267.
Type: C

PDA 288 Painting & Decorating Apprentice VIII 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, drywall taping and finishing, sign painting, estimation, and safety.
Requisite: PDA 178.
Type: C

PDA 299 Special Topics in Construction Painting Variable up to (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.
Requisite: None.
Type: C

Construction Sheetmetal

SMA 114 Construction 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.
Requisite: None.
Type: C

SMA 124 Construction Sheetmetal Apprenticeship II 3-2-4
This course will introduce the student to more related information about tools, equipment, sheetmetal fittings and their fabrication.
Requisite: SMA 114.
Type: C

SMA 134 Construction 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.
Requisite: SMA 124.
Type: C

SMA 144 Construction Sheetmetal Apprenticeship 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.
Requisite: 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.
Requisite: Concurrent enrollment in or completion of SMA 114.
Type: C

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.
Requisite: Concurrent enrollment in or completion of 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.
Requisite: Concurrent enrollment in or completion of 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- and 90-degree elbows and fittings.
Requisite: Concurrent enrollment in or completion of 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.
Requisite: Concurrent enrollment in or completion of SMA 214.
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.
Requisite: Concurrent enrollment in or completion of SMA 274.
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.
Requisite: Concurrent enrollment in or completion of SMA 284.
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 intersections. Gas tungsten arc welding will be used for fastening.
Requisite: Concurrent enrollment in or completion of SMA 254.
Type: C

SMA 254 Construction Sheetmetal Apprenticeship 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.
Requisite: SMA 114.
Type: C

SMA 264 Construction Sheetmetal Apprenticeship 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.
Requisite: SMA 254.
Type: C

SMA 274 Construction Sheetmetal Apprenticeship 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.
Requisite: SMA 264. Department consent.
Type: C

SMA 284 Construction Sheetmetal Apprenticeship 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.
Requisite: SMA 274. Department consent.
Type: C

SMA 299 Special Topics in Construction Sheetmetal Variable up to (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.
Requisite: None.
Type: C

Culinary Arts and Food Management

CUL 101 Introduction to Culinary Arts 1-0-1
This course is designed to introduce students to the food service industry and the culinary arts program at SWIC. Students will explore the importance of hospitality and culinary organizations such as the National Restaurant Association Educational Foundation and American Culinary Federation and what the organizations mean to their education/industry career. Class time will focus on uniform requirements, knife skills, equipment safety training, myculinarylab and material data safety sheets training. An understanding of program expectations will be outlined. This course must be completed with a passing grade before students can enroll in lab classes.
Requisite: None.
Type: C

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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; or MGMT 102 with a grade of "C" or better.
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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
Type: C

CUL 111 Professional Food Preparation II 3-4-5
This course is a continuation of CUL 110 Professional Food Preparation I. 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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 110, CUL 116.
Type: C

CUL 112 Advanced Professional Cooking 2-2-3
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.
Requisite: CUL 110, CUL 111, CUL 116.
Type: C

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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 110, CUL 111, CUL 116.
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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
Type: C

CUL 116 Food Service Sanitation 1-0-1
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. An additional fee of $35 must be paid to the state of Illinois upon satisfactory completion of the course.
Requisite: 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.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
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.
Requisite: None.
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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116, CUL 127.
Type: C

CUL 129 Cake Decorating I 1-2-2
This course is designed to expose students to the proper procedure for producing traditional and contemporary cakes. Emphasis will be placed on decoration of cakes including proper use of a pastry bag and various tips, writing with chocolate, use of piping and other techniques. Butter cremes, royal icing and moldable icing (fondant) will be emphasized in this class. Additional hours outside regularly scheduled class time will be required to complete projects. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
Type: C

CUL 130 Cake Decorating II 1-2-2
This course is designed to build upon techniques learned in Cake Decorating I. Emphasis will be placed on intermediate and advanced techniques with buttercream, royal icing and moldable icing (fondant), as well as contemporary cake sculpting techniques. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116, CUL 129.
Type: C

CUL 131 Experimental Baking Techniques 1-2-2
This course provides the opportunity to discover functions of bakeshop ingredients through lab experiments and explore the chemical and physical changes in foods that occur during baking. Topics include wheat and grains, sugar and sweeteners, fats and oils, egg products, leavening agents and dairy products. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
Type: C

CUL 132 Ice Cream & Frozen Desserts 1-2-2
This course is designed for those students who are seeking to expand their knowledge of the art and craft of frozen desserts. Students will learn how to prepare assorted frozen classical and non-traditional desserts with proper methods and techniques. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 116 or concurrent enrollment.
Type: C

CUL 133 Sustainable Kitchen 1-2-2
This course focuses on the knowledge, skills and techniques needed to create a sustainable commercial kitchen. Participants will learn to utilize an indoor (hydroponic herb garden) and outdoor (raised bed herb garden) which will supply fresh herbs for the culinary lab classes as well as microgreens for salad applications. Students will create and maintain kitchen waste programs for composting. They will explore the application of rain barrel irrigation for outdoor gardens. Culinary plant (s) identification and commercial kitchen usage along with local product availability will introduce students to industry methods and trends to include sustainable opportunities in food production.
Requisite: None.
Type: C

CUL 200 Culinary Competition Techniques 1-2-2
This course is designed to help individuals develop and practice skills necessary for successful completion of American Culinary Federation competencies for a certified culinarian. The course will focus on competition techniques established in accordance with the American Culinary Federation guidelines. Course assignments will focus on culinary skills in food production, garde manger, and baking as outlined by the ACF competencies for practicums.
Requisite: CUL 110, CUL 111, CUL 114.
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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; or MGMT 102 with a grade of "C" or better.
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.
Requisite: 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.
Requisite: CUL 101, 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.
Requisite: None.
Type: C

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.
Requisite: Department consent.
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.
Requisite: Department consent.
Type: C

CUL 232 Advanced Decorating Techniques 2-4-4
This course provides students with challenging baking and pastry concepts and emphasis on complex recipes. The course focuses on the study of advanced methods and mediums used in the pastry art industry. Through lecture and hands-on application, students will prepare recipes from scratch. They will study proper preparation, scaling, measuring and mixing techniques. This course will focus on an understanding of numerous techniques in sugar, chocolate, moldable mediums, gelatin designs, advanced fondant, gum paste, marzipan, royal icing and pastillage.
Requisite: CUL 101, CUL 116, CUL 129, CUL 130.
Type: C

CUL 233 Contemporary Plating Techniques 1-2-2
This course is designed for those students who are seeking to expand their knowledge of the art and craft of food presentations. Focus of class will elevate student's foundational knowledge on presentation of food mediums. They will be introduced to different styles and cultural influences in plating techniques. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 110, CUL 116, CUL 128.
Type: C

CUL 234 Breads, Rolls & Pastries 1-2-2
This course provides students with challenging baking and pastry concepts with emphasis on bread and pastry recipes. The course focuses on the study and preparation of breads, tortes, pastries, pies, 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. NOTE: Students who have not completed CUL 116 but possess a valid ServSafe® Food Protection Manager Certification or Illinois Food Handler Certification should contact the program coordinator for CUL 116 credit.
Requisite: CUL 101, CUL 110, CUL 116, CUL 128.
Type: C

CUL 299 Special Topics/Culinary Arts Variable up to (4)-(6)-(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.
Requisite: None.
Type: C

Early Childhood Education

ECE 110 Introduction 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

ECE 112 Growth & 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/emotional, cognitive, language and aesthetic developmental milestones in children prenatally to 12 years. The influence of family, community, gender, race, and socio-economic factors on development will be addressed. Observations in selected early childhood settings will be required.
NOTE: This course is accepted statewide by four-year institutions for students majoring in early childhood education.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-ECE 912

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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; ECE 110, ECE 112.
Type: T

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 agencies. Students will have one hour of lecture/discussion per week and 150 hours of supervised experiences, which may include caring for children with special needs. The 150 hours must be completed by the 15th week of the semester. Students must be able to perform with reasonable accommodation the essential functions as specified on the practicum application.
Requisite: Department consent
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; ECE 110, 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; ECE 110, 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; ECE 110, ECE 112.
Type: C

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.
Requisite: ECE 110, ECE 112.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; ECE 110, ECE 112.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; ECE 110, ECE 112.
Type: T, IAI-ECE 915

ECE 299 Special Topics/Early Childhood Variable up to (4)-0-(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.
Requisite: ECE 110, ECE 112.
Type: C

Earth Science

ES 101 Earth Science 3-2-4
In this course, students will learn how and why Earth is the way it is, and why humans should care. A systems-based approach to Earth Science will be utilized which incorporates components of geology (such as the rock cycle and plate tectonics), meteorology (including winds and weather), the hydrosphere (water in the geosphere, atmosphere and oceans), astronomy (the sun and Earth's place in space), and climatology. Students in ES 101 will use the tools of science to find patterns in nature, which is useful when considering how humans interact with and are affected by our natural world. Students will analyze climate change, our need and use of natural resources (possibly including water, mineral, and energy resources), and causes and impacts of natural hazards (possibly including flooding, earthquakes, volcanoes, and severe storms).
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-P1 907L

ES 114 Earth and the Environment 3-2-4
Students in this course will explore the ways people impact and are impacted by our Earth. Students will evaluate factors that determine how and which water, mineral and energy resources are used, and apply sustainability concepts to critique the costs and benefits of natural resource use. Both scientific and societal aspects of natural hazards, such as earthquakes, volcanoes, landslides, and floods will also be studied. Finally, impacts of human activities, such as population growth, pollution, land-use change, and global climate change will be interwoven throughout.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-P1 908L

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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-P1 905L

ES 299 Problems in Earth Science Variable up to (3)-(6)-(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.
Requisite: None.
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.
Requisite: None.
Type: T, IAI-S3 900

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.
Requisite: 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.
Requisite: None.
Type: T, IAI-S3 902

Education

ED 101 College Success Strategies Variable up to (3)-0-(3)
College Success Strategies is designed to introduce the student to the college experience and help develop the attitudes, strategies, habits, relationships, and knowledge necessary for success. Emphasis will be placed on understanding student rights and responsibilities, developing note-taking strategies, time management skills, and improving study skills. Other topics include self-discovery, interpersonal skills, college survival techniques, transition to college, and transferring to other collegiate institutions. Additional exploration of personal interests/skills, learning styles, goals, 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 workforce. Students will complete the Myers-Briggs (MBTI) personal assessment to assist in exploring personal choices and skills.
Requisite: None.
Type: T

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.
Requisite: PSYC 151.
Type: T

ED 255 Introduction to Education 3-0-3
This course is an introduction to the field of education, examining the different aspects of education as a profession. The organizational structure, education reform, finance, and curriculum of schools at the federal, state, and local levels will be discussed. Current issues in education, basic instructional strategies, teacher responsibilities, and cultural diversity, along with overviews of the social, historical, and philosophical foundations of education will be addressed. Instructional technology use will be demonstrated and experienced. Transferring to a four-year education program and state requirements for licensure will also be addresses. Students should plan schedules in advance for 20 hours of field experience at an assigned school site 2-4 hours per week. Placements will be assigned through Junior Achievement (teach JA lessons). Students must complete fingerprinting prior to placement (will be arranged for as part of course). Students should also be prepared to submit a cleared tuberculosis test result before entering most school (student responsible for paying and arranging this test). Online sections may be required to attend an orientation prior to the start of class (instructor will notify as needed).
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

ED 256 Field Experience in Education Variable up to (1)-(6)-(3)
This course is intended for education majors. It may be taken for a maximum of three semester credits in the final semester before transfer to a four-year institution or entry into the workforce. One semester credit is equivalent to 30 hours of 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 observing classrooms in their specific areas of interest (special education, elementary education, early childhood education, or secondary education). (This course requires assigned field experience in a school setting. Hours will vary dependent upon the course hours registered for by the student.)
*May be taken as independent study course. (See Education coordinator the semester before).
Requisite: Department consent.
Type: T

ED 257 Education TAP Test Prep 1-0-1
Emphasis will be placed on preparation for successful completion of the exam required for admission to a school of education program. For the state of Illinois, this test is currently called the TAP (Test of Academic Proficiency). For students transferring to Missouri (CBASE) and most other states (Praxis I), the material covered will also be helpful in preparing for SOE admission tests. Successful test taking and alleviating test anxiety strategies will also be covered. ED 255 or ECE 110 is highly encouraged, but not required.
Requisite: None.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

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 Education Act (IDEA) will be examined as well as the programs that serve special education populations as a result of this act. Students should plan schedules in advance for 30 hours of field experience at an assigned school site 2-4 hours per week. Students must complete fingerprinting prior to placement (will be arranged for as part of this course). Students should also be prepared to submit a cleared tuberculosis test result before entering most schools (student responsible for paying and arranging this test). Online sections may be required to attend an orientation prior to the start of class (instructor will notify as needed).
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: ED 255, Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

ED 293 Children's Literature 3-0-3
Primarily for the prospective early childhood 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 learning projects, demonstration of storytelling skills, and the creation of a themed text set. Students may not receive credit for both LIT 293 and ED 293.
Requisite: ENG 101 with a grade of "C" or better.
Type: T

ED 299 Special Topics in Education Variable up to (4)-0-(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.
Requisite: None.
Type: T

Electrical/Electronic Technology

EET 101 Intro to Electricity & Electronics 3-4-5
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 DC and AC electrical circuits, electrical/electronic components, 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. Students will learn to perform complete electrical analysis of complex DC and AC circuits consisting of resistors, capacitors, inductors and transformers connected in various series, parallel, and seriels-parallel configurations. Course will cover applications of these components in common electrical circuits and will begin teaching students basic troubleshooting skills.
Requisite: 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.
Requisite: None.
Type: C

EET 111 Electrical Circuits 2-2-3
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 to various series, parallel, and series-parallel configurations. Course will cover applications of these components of common electrical circuits and will begin teaching students basic circuit troubleshooting skills.
Requisite: EET 101, GT 104.
Type: C

EET 121 Electronic Devices and Circuits 2-2-3
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.
Requisite: EET 101.
Type: C

EET 131 Electrical Wiring Practices 1.5-3-3
Course is designed to provide the student with the basic knowledge and skills necessary to install, repair, and estimate costs for wiring of residential, commercial, industrial and/or specialized electrical systems. Students will learn the principles of and get hands on experience on how to safely and properly wire electrical circuits and devices according to the National Electrical Code.
Requisite: EET 101.
Type: C

EET 200 Digital Electronic Circuits 2-2-3
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.
Requisite: EET 101.
Type: C

EET 201 Wind and Solar Power Installation and Maintenance 1.5-1-2
This course is designed to introduce students to the basic concepts and equipment involved in installing and maintaining photovoltaic electrical systems and wind turbine electrical systems. Students will learn how to connect various types of wind and solar electrical systems such as stand-alone or interconnected electrical systems. Content includes advantages and disadvantages, component identification and operation, and hands-on operation, analysis and evaluation of working photovoltaic and wind power systems
Requisite: None.
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.
Requisite: EET 200.
Type: C

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 assembly language programming of a microprocessor trainer.
Requisite: 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.
Requisite: 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.
Requisite: EET 101.
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.
Requisite: EET 101.
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.
Requisite: EET 232.
Type: C

EET 235 Programmable Logic Controllers 2-2-3
This course offers electricians, maintenance mechanics, or electronic technicians a first course in programmable logic controllers. It focuses on the underlying principles of how PLCs work and provides practical information about installing, programming, and maintaining a PLC as a separate stand-alone automated control component. 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.
Requisite: EET 200.
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 such 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
Requisite: EET 101.
Type: C

EET 239 Advanced PLCs 2-2-3
This course will expand students' knowledge of programmable logic controllers from stand-alone use to being an integral part in a larger automated manufacturing system. Students will learn how to connect and program Contrologix 5000 PLCs to monitor and control various components in a system and then learn how to network multiple PLCs into an integrated system. Emphasis will be on using analog devices. Course will continue with the introduction of using PanelView and other HMI devices and then work with the PLC and HMI software packages to build a complete working machine control system.
Requisite: EET 235.
Type: C

EET 240 Motors and Drives 2-2-3
Presented in this course will be construction features, principles of operation and characteristics of DC and AC motors and variable-speed drives. The testing and troubleshooting of motors will be covered along with connecting and programming variable-speed drives. Lab work will include demonstrations and hands-on work with various motors and drives including basic test equipment.
Requisite: EET 101.
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.
Requisite: EET 101.
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.
Requisite: EET 101.
Type: C

EET 243 NEC for Industrial/Commercial 3-0-3
Advanced studies of the terms and concepts that are required for proficiency in the interpretation of electrical codes and regulations. Based on the National Electrical Code and a review of practical electrical field knowledge and industrial/commercial 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.
Requisite: EET 101.
Type: C

EET 244 Electrical Control Systems II 2-2-3
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.
Requisite: EET 240, EET 242.
Type: C

EET 246 Power Generation/Distribution 2-2-3
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.
Requisite: EET 244.
Type: C

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 equipment operating time control equipment. Troubleshooting and corrections of most electrical problems found in DC crane controls and periodic preventive maintenance inspections will be covered.
Requisite: 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 hard drives, introduction to personal computer 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
Requisite: EET 200.
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 on the Internet, understanding the basics of the Small Computer Systems Interface 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.
Requisite: EET 250.
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, installing, troubleshooting and sharing printers, and guidelines for assembling a personal computer from separately purchased parts. This course helps to prepare the student for a successful result on the Computer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam and the CompTIA A+ PC Operating System exam.
Requisite: EET 252.
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.
Requisite: NETW 101 or CISC 151 or EET 255.
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.
Requisite: EET 101.
Type: C

EET 269 Electrical/Electronics Technology Capstone 1.5-1-2
This course is designed as a capstone class for Electrical and Electronics Technology Associate in 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.
Requisite: None.
Type: C

EET 290 Supervised Internship I Variable up to 0-(30)-(6)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.
Requisite: Department consent.
Type: C

EET 291 Supervised Internship II Variable up to 0-(30)-(6)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.
Requisite: Department consent.
Type: C

EET 292 Supervised Internship III Variable up to 0-(30)-(6)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.
Requisite: Department consent.
Type: C

EET 293 Supervised Internship IV Variable up to 0-(30)-(6)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.
Requisite: Department consent.
Type: C

EET 299 Special Topics in Electricity/ Electronics Variable up to (4)-(8)-(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.
Requisite: None.
Type: C

Emergency Medical Services

EMS 105 First Responder - EMS 4-0-4
This course is designed to provide training in all aspects of emergency medical care. It is for rescuers who are not emergency medical technicians and who do not transport patients to a hospital. The majority of training time is devoted to the practical aspects of emergency care. NOTE: Occasional Saturdays may be required for specialized instruction and testing. The dates, times and locations will be announced the first day of class. This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: None.
Type: C

EMS 110 Emergency Medical Technician 4-8-8
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. Note: Occasional Saturdays may be required for specialized instruction and testing. The dates, times and locations will be announced the first day of class. This course requires access to a reliable Internet connection to complete weekly online assignments. Students must be competent computer and internet users. A criminal background check and drug testing is required for this course. Details are provided the first day of class. For more information contact 618-235-2700, ext. 5355. The basic fee for these tests are included in lab fees, however additional fees may be required for students who have resided in states other than Missouri and Illinois.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

EMS 115 EMT-Basic Recertification Topics Variable up to (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.
Requisite: Department consent.
Type: C

EMS 116 EMT Certification Review 0.5-0-0.5
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 Registry of Emergency Medical Technicians certification examination or Illinois licensure examination. This class will include two opportunities to complete a timed, computerized full length examination that will identify both areas of strength and weakness, as well as offer specific suggestions for remedial activities.
Requisite: Completion of EMS 110 or current Illinois EMT licensure.
Type: C

EMS 205 Paramedicine I 7.25-2.5-8.5
The first of four didactic courses designed to provide the student with the knowledge and skills necessary to perform as a paramedic as well as meet state and national classroom and lab standards for certification. Topics covered in this section include anatomy and physiology review, airway management, assessment skills, intravenous therapy, and trauma.
Requisite: Program admission.
Type: C

EMS 206 Paramedicine II 3.75-1.5-4.5
The second of four didactic courses designed to provide the student with the knowledge and skills necessary to perform as a paramedic as well as meet state and national classroom and lab standards for certification. Topics covered in this section include pharmacology, cardiovascular emergencies, ECG interpretation and arrhythmias.
Requisite: EMS 205, EMS 210, EMS 220 each with a grade of "C" or better.
Type: C

EMS 207 Paramedicine III 3.5-1-4
The third of four didactic courses designed to provide the student with the knowledge and skills necessary to perform as a paramedic as well as meet state and national classroom and lab standards for certification. Topics covered in this section include respiratory and other medical emergencies, environmental emergencies, obstetrical emergencies, pediatrics and neonatology.
Requisite: EMS 206, EMS 211, EMS 221 each with a grade of "C" or better.
Type: C

EMS 208 Paramedicine IV 4.25-1.5-5
The last of four didactic courses designed to provide the student with the knowledge and skills necessary to perform as a paramedic as well as meet state and national classroom and lab standards for certification. Topics covered in this section include toxicology, behavioral emergencies, geriatrics, special patient populations and EMS operations.
Requisite: EMS 207, EMS 212, EMS 222 each with a grade of "C" or better.
Type: C

EMS 210 Paramedic Clinical Practice I 0-7.5-2
The first of four clinical courses designed to provide the student, under supervision, with observation experience, practice and application of patient assessment as well as other paramedic skills and procedures in the clinical environment. This course is designed to meet state and national clinical standards for certification. Clinical settings include emergency department and operating room.
Requisite: Program admission.
Type: C

EMS 211 Paramedic Clinical Practice II 0-15-1
The second of four clinical courses designed to provide the student, under supervision, with observation, experience, practice and application of patient assessment as well as other paramedic skills and procedures in the clinical environment. This course is designed to meet state and national clinical standards for certification. Clinical settings usually include various hospital and clinical areas.
Requisite: EMS 205, EMS 210, EMS 220 each with a grade of "C" or better.
Type: C

EMS 212 Paramedic Clinical Practice III 0-15-1.5
The third of four clinical courses designed to provide the student, under supervision, with observation, experience, practice and application of patient assessment as well as other paramedic skills and procedures in the clinical environment. This course is designed to meet state and national clinical standards for certification. Clinical settings usually include various hospital and clinical areas.
Requisite: EMS 206, EMS 211, EMS 221 each with a grade of "C" or better.
Type: C

EMS 213 Paramedic Clinical Practice IV 0-15-1.5
The last of four clinical courses designed to provide the student, under supervision, with observation, experience, practice and application of patient assessment as well as other paramedic skills and procedures in the clinical environment. This course is designed to meet state and national clinical standards for certification. Clinical settings usually include various hospital and clinical areas.
Requisite: EMS 207, EMS 212, EMS 222 each with a grade of "C" or better.
Type: C

EMS 220 Paramedic Field Internship I 0-6-1
The first of five field internship courses designed to provide the student, under supervision, with experience by observing patient assessment as well as other paramedic skills and procedures in the EMS field environment. This course is designed to meet state and national field internship standards for certification. The field internship will typically take place on an ambulance.
Requisite: Program admission.
Type: C

EMS 221 Paramedic Field Internship II 0-6-0.5
The second of five field internship courses designed to provide the student, under supervision, with experience by observing patient assessment as well as other paramedic skills and procedures in the EMS field environment. This course is designed to meet state and national field internship standards for certification. The field internship will typically take place on an ambulance.
Requisite: EMS 205, EMS 210, EMS 220 each with a grade of "C" or better.
Type: C

EMS 222 Paramedic Field Internship III 0-6-0.5
The third of five field internship courses designed to provide the student, under supervision, with experience by observing patient assessment as well as other paramedic skills and procedures in the EMS field environment. This course is designed to meet state and national field internship standards for certification. The field internship will typically take place on an ambulance.
Requisite: EMS 206, EMS 211, EMS 221 each with a grade of "C" or better.
Type: C

EMS 223 Paramedic Field Internship IV 0-12-1
The fourth of five field internship courses designed to provide the student, under supervision, with experience by observing patient assessment as well as other paramedic skills and procedures in the EMS field environment. This course is designed to meet state and national field internship standards for certification. The field internship will typically take place on an ambulance.
Requisite: EMS 207, EMS 212, EMS 222 each with a grade of "C" or better.
Type: C

EMS 224 Paramedic Field Internship V 0-12-2
The last of five field internship courses designed to provide the student, under supervision, with experience by observing patient assessment as well as other paramedic skills and procedures in the EMS field environment. This course is designed to meet state and national field internship standards for certification. The field internship will typically take place on an ambulance.
Requisite: EMS 208, EMS 213, EMS 223, FS 160, FS 280 each with a grade of "C" or better.
Type: C

EMS 299 Special Topics In EMS Variable up to (4)-0-(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.
Requisite: None.
Type: C

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 will be used to produce technical drawings. Topics covered include: lettering, technical sketching, orthographic views, sections, isometrics, obliques, dimensioning, and descriptive geometry.
Requisite: None.
Type: T, IAI-EGR 941

ENGR 251 Surveying 2-2-3
Provides the participant with an understanding of the use of the transit, level, tape, Theodolites and total stations, fundamental surveying procedures, and land surveying. It is recommended that students have completed algebra, geometry and trigonometry courses before enrolling.
Requisite: None.
Type: C

ENGR 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.
Requisite: PHYS 204, MATH 203 each with a grade of "C" or better.
Type: T, IAI-EGR 942

ENGR 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.
Requisite: ENGR 263, MATH 203 each with a grade of "C" or better.
Type: T, IAI-EGR 943

ENGR 271 Electrical Circuits 3-0-3
An introduction to DC and AC circuit analysis. Topics include network analysis of resistive and transient circuits.
Requisite: MATH 205, PHYS 205 each with a grade of "C" or better.
Type: T, IAI-EGR 931

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.
Requisite: ENGR 263 with a grade of "C" or better.
Type: T, IAI-EGR 945

English

ENG 91 Reading Comprehension 3-0-3
English 91 is the first course in a two-course sequence designed to help students become lifelong critical readers. ENG 91 focuses on the five language arts: thinking, reading, writing, speaking, and listening. Students work toward mastery of the knowledge, comprehension, and application levels of reading and are introduced to the reading levels of analysis, synthesis, and evaluation, which are emphasized in ENG 92 (Intermediate Reading). A variety of materials may be employed, such as textbooks, newspapers, novels, expository essays and articles, short stories, and other outside readings. Students are encouraged to use the Success Center, and in some instances, may be required to do so. Successful completion of all developmental reading/writing courses is required for admission to ENG 101 Rhetoric & Composition I.
Requisite: Reading placement above GSBS 60 or completion of GSBS 60.
Type: P

ENG 92 Critical Reading 3-0-3
English 92 is the second course in a two-course sequence that comprises the SWIC 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 critical reading of college-level materials. Students use textbooks and novels that are more challenging than those used in ENG 91. Students registering for ENG 92 are expected to have already mastered literal and inferential comprehension, which is the subject matter of ENG 91. Successful completion of required developmental reading/writing courses is required for admission to ENG 101 Rhetoric & Composition I.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: P

ENG 95 Building Writing Strategies 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.
Students whose scores on the English placement test indicate they need help in improving their composition skills are required to take and pass this course as Requisite: for ENG 96 or ENG 101. The course offers three hours of non-transferable credit.
Requisite: ENG 95 Placement.
Type: P

ENG 96 Preparing for College Writing 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 English 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.
Students whose scores on the English placement test indicate they need help in improving their composition skills are required to take and pass this course as Requisite: for ENG 101. The course offers three hours of non-transferable credit.
Requisite: Reading placement at or above ENG 91; writing placement above ENG 95 or completion of ENG 95.
Type: P

ENG 101 Rhetoric & Composition I 3-0-3
English 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 prewriting, 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-C1 900

ENG 102 Rhetoric and 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 effectively in their own writing.
Requisite: ENG 101 with a grade of "C" or better.
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 writing, collaboration, critical thinking and reading, and effective uses of technology in communication. Note: This course is considered an alternative to English 102 in Associate in Applied Science programs, and therefore is not automatically transferable to all four-year colleges.
Requisite: 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, nonfiction 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

ENG 108 Modern Grammars 3-0-3
This course is designed to improve theoretical knowledge of grammar and sentence structure. It will focus on sentence elements, syntax, grammar, and punctuation, as well as construction of sentences to convey meaning effectively. The course will also provide a brief sampling of various topics in grammar, language, and linguistics. In addition, students will discuss the development of the English language.
Requisite: None.
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.
Requisite: ENG 107.
Type: T

ENG 299 Special Topics in English Variable up to (4)-0-(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.
Requisite: Department consent.
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.
Requisite: 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 and discussing films of different genres and time periods, students will learn about different critical approaches to film and how historical, political, and cultural contexts shape films.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-F2 908

FILM 140 Video Editing I 1-5-3
This course provides an introduction to the principles of videos editing using Final Cut Pro editing software. Students will learn to create smooth, effective edits following the conventions of continuity editing. Students will also learn how to do basic sound editing, log and transfer video footage, organize files and workflow, create graphics such as titles and credits, and export finished projects.
Requisite: Reading and writing placement at ENG 101 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 all aspects of the production stage of the moviemaking process, including operating digit video cameras and DSLR's, setting up and operating lighting equipment, capturing location sound, and serving in all the main crew positions found on professional film sets.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

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 film stories, 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 continue to develop skills in giving and receiving constructive feedback of their peers work and revision. Student will also work on marketing their script by creating a logline and treatment, and pitching their idea orally.
Requisite: 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 that have impacted the direction of the art form.
Requisite: ENG 101 with a grade of "C" or better.
Type: T, IAI-F2 909

FILM 225 Film and Literature 3-0-3
A study of the relationship between film and literature. This course will analyze the literary aspects of narrative films, including plot, setting, character, theme, point of view, etc., as well as examining film adaptations of literary works (novels, plays, short stores, graphic novels, and others) and the similarities and differences between the different media.
Requisite: ENG 101 with a grade of "C" or better.
Type: T, IAI-HF 908

FILM 230 Sound Design 1-5-3
A hands-on course in sound design, sound editing, and sound mixing for video and film. Using Apple Final Cut Pro, students will learn how to edit dialog, clean up location audio, add sound effects and ambient sound, create musing using loop, place music into video projects effectively, and create a balanced 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.
Requisite: 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. Student will edit a variety of narrative, informative, and experimental projects. There will be a focus on more complex editing techniques such as chroma keying, composting, color correction, working with stills and round footage, and advanced sound editing.
Requisite: FILM 140 with a grade of "C" or better.
Type: T

FILM 250 Moviemaking II 3-0-3
A continued hands-on experience with motion picture production, with an increased emphasis on the duties of the director through preproduction (casting, shotlisting, storyboarding, scheduling), production (working with actors and crew throughout the stages of auditions, rehearsals, and shooting) and post-production (editing, sound design, and promotion). Students will also gain more in-depth experience with lighting, camera movement, and other aspects of digital cinematography. Each student will plan and direct their own short film project.
Requisite: FILM 140, FILM 150 each 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, historical, 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.
Requisite: FILM 140, FILM 150 each 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.
Requisite: FILM 260 with a grade of "C" or better.
Type: T

FILM 280 Digital Cinematography 1-5-3
This course provides hands-on instruction in cinematography for all types of digital video production. Emphasis will be placed on understanding and controlling exposure, focal length, depth of field, composition, and color balance. Students will also practice advanced lighting techniques, creating time-lapse videos, and post-production methods of improving image quality such as color correction, cropping, chroma keying, and compositing.
Requisite: FILM 150 with a grade of "C" or better.
Type: T

FILM 298 Special Topics in Film Production 3-5-3
A hands-on course in a specific area of film/video production. Topics will vary and may include (but are not limited to) the following: Specific aspects of the production process such as lighting, production design, and acting for the camera; topics in postproduction such as visual effects and scoring; and video production in specific genres such as experimental video, music videos, animation, etc.
Requisite: FILM 140 or FILM 150 each with a grade of "C" or better; certain topics may have other prerequisites.
Type: T

FILM 299 Special Topics in Film Study 3-0-3
An in-depth study of one particular topic or aspect of film. Topics will vary with each course topics may include (but are not limited to) the following: a specific film genre; a cinematic period or movement; a particular regional or national cinema; a film technique such as musical score, special effects, or lighting; or the work of a particular film direction or writer.
Requisite: 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 firefighter trainee to become a certified firefighter according to standards set by the National Fire Protection Association. It includes instruction in fire service history and organization, fire fighter safety, fire behavior, personal protective equipment, portable fire extinguishers, water supply, fire hose, fire streams, and ladders. NOTE: Students must be an active member of a fire department.
Requisite: Department consent.
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.
Requisite: 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.
Requisite: 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, identification 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.
Requisite: None.
Type: C

FS 115 Fire Fighter B 2-2-3
This is the second of three courses designed to prepare a firefighter trainee to become a Certified Firefighter according to standards set by the National Fire Protection Association. It includes instruction in rescue, building construction, forcible entry, ventilation, and fire control.
Requisite: 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 fire fighter 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.
Requisite: 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 service vehicle operations according to state and national standards. Note: Coordinator Permission required to enroll.
Requisite: Department consent.
Type: C

FS 130 Fire Fighter C 1-2-2
This is the third of three courses designed to prepare a firefighter trainee to become a certified firefighter 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.
Requisite: 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.
Requisite: FS 110 or FS 130.
Type: C

FS 159 Fire Suppression & Rescue 0.5-0-0.5
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.
Requisite: Department consent.
Type: C

FS 160 Technical Rescue Awareness 0.5-0-0.5
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.
Requisite: Department consent.
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, equipment, and extinguishing agents on the fire grounds.
Requisite: FS 101 or FS 130.
Type: C

FS 181 Haz Mat First Responder Variable up to (2.5)-(1)-(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.
Requisite: Department consent.
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.
Requisite: 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.
Requisite: FS 130.
Type: C

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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: FS 101.
Type: C

FS 233 Occup Safety & Health 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.
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.
Requisite: 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.
Requisite: FS 160 or EMS 105 or EMS 110.
Type: C

FS 262 Rope Rescue I & II 3-0-3
The successful student in this course shall possess the rope rescue skills necessary to perform low angle rescue.
Requisite: FS 160 or EMS 105 or EMS 110.
Type: C

FS 264 Confined Space Rescue I & II 3-0-3
The successful student shall possess the skills necessary to perform a safe and effective confined space rescue at the operations level.
Requisite: FS 262.
Type: C

FS 266 Trench Rescue I & II 3-0-3
The successful student shall possess the skills necessary to perform a safe and effective water rescue according to the applicable NFPA standards.
Requisite: FS 160.
Type: C

FS 268 Water Rescue I & II 3-0-3
The successful student shall possess the skills necessary to perform a safe and effective water rescue according to applicable NFPA standards.
Requisite: FS 160, FS 262.
Type: C

FS 280 Hazardous Materials - Awareness Variable up to (1.5)-0-(1.5)
This course is designed to provide the educational components required for individuals who may come in contact with a hazardous materials incident.
Requisite: Department consent.
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.
Requisite: 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.
Requisite: FS 101 or FS 130.
Type: C

FS 299 Special Topics In Fire Science Variable up to (4)-0-(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.
Requisite: Department consent.
Type: C

French

FREN 101 Elementary French 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 French. Students are also introduced to the history and cultures of the French-speaking world.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

FREN 102 Elementary French II 4-0-4
This introductory language course is a continuation of FREN 101and 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.
Requisite: FREN 101.
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.
Requisite: FREN 102.
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.
Requisite: FREN 201.
Type: T, IAI-H1 900

FREN 299 Special Topics in French Variable up to (4)-0-(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.
Requisite: None.
Type: T

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.
Requisite: 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

GEOG 152 World Regional Geography 3-0-3
This course introduces the basic concepts and tools of geography through a survey of the various regions of the world. Students will use spatial ideas and frameworks to explore and evaluate the causes of and interrelationships between environmental conditions and uneven patterns of human activities across the globe. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S4 903N

GEOG 240 Geographic Info Systems I 3-0-3
This course is a hands-on introduction to the Geographic Information Science. Students will combine a conceptual understanding of cartography and geodetic science with a working knowledge of GIS software to perform geospatial data analysis and produce professional-quality maps.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

GEOG 241 Geographic Info Systems II 3-0-3
In this course, students will both expand their conceptual understanding of geospatial science and learn additional practical GIS software skills. The course focuses on remote sensing and raster data analysis, with additional attention given to 'spatially enabling' various types of data for use in a GIS.
Requisite: GEOG 240.
Type: T

GEOG 299 Special Topics In Geography Variable up to (3)-0-(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.
Requisite: Sophomore standing, one course in geography.
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.
Requisite: Reading placement above ENG 91 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.
Requisite: GERM 101.
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.
Requisite: GERM 102.
Type: T

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.
Requisite: GERM 201.
Type: T, IAI-H1 900

GERM 299 Special Topics in German Variable up to (4)-0-(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.
Requisite: None.
Type: T

GT - *See Technical Mathematics*

Health & Exercise Science

HES 101 Coed Volleyball 0-2-1
This is a beginning course in volleyball stressing individual skills, basic rules and strategy.
Requisite: None.
Type: T

HES 102 Coed Basketball 0-2-1
This is a beginning course in basketball stressing individual skills, basic rules, strategy, history, and terminology.
Requisite: None.
Type: T

HES 105 Bowling 0-2-1
This is an elementary course stressing basic skills, rules, and strategy.
Requisite: None.
Type: T

HES 106 Golf 0-2-1
This is a practical course in golf, primarily for beginners.
Requisite: None.
Type: T

HES 107 Beginning Swimming 0-2-1
Introduction to basic elementary swimming, stressing orientation to water and the basic strokes.
Requisite: None.
Type: T

HES 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.
Requisite: HES 107.
Type: T

HES 110 Strength Training 0-2-1
A study of the fundamental principles involved in body building, including progressive resistance exercises.
Requisite: None.
Type: T

HES 112 Coed Softball 0-2-1
A beginning course in softball stressing individual skills, basic rules, strategy, history and terminology.
Requisite: None.
Type: T

HES 113 Beginning Tennis 0-2-1
A beginning course in the basic skills of tennis including tennis rules, strategy, and scoring.
Requisite: None.
Type: T

HES 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.
Requisite: HES 113.
Type: T

HES 115 Personal Defense-Karate I 0-2-1
Introduction to basic karate techniques for self-defense and body-toning exercises. No previous training necessary.
Requisite: None.
Type: T

HES 116 Personal Defense-Karate II 0-2-1
Advanced karate techniques, physical conditioning and philosophical teachings of karate.
Requisite: HES 115.
Type: T

HES 118 Personal Defense-Kodokan Judo I 0-2-1
Beginning course in self-defense, stressing the fundamentals of Kodokan Judo.
Requisite: None.
Type: T

HES 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.
Requisite: HES 118.
Type: T

HES 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.
Requisite: HES 119.
Type: T

HES 124 Beginning Soccer 0-2-1
Students learn the rules of the game, basic skills, basic drills, strategy and scoring.
Requisite: None.
Type: T

HES 128 Aerobic Exercise 0-2-1
An exercise/dance course designed to introduce students to low impact aerobics, step and strength training, cardio-boxing, hi/lo aerobics and/or body sculpting.
Requisite: None.
Type: T

HES 130 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.
Requisite: None.
Type: T

HES 131 Physical Fitness II 0-2-1
A continuation of physical fitness programming based upon individual improvement.
Requisite: HES 130.
Type: T

HES 132 Pilates I 0-2-1
This course focuses on strengthening and lengthening the entire body through the Pilates techniques of core conditioning and breathing.
Requisite: None.
Type: T

HES 141 Yoga I 0-2-1
An exercise course designed to introduce students to the breathing technique, postures, and benefits of yoga.
Requisite: None.
Type: T

HES 142 Yoga II 0-2-1
An exercise course designed to build upon techniques and skills mastered in Yoga I.
Requisite: HES 141.
Type: T

HES 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.
Requisite: None.
Type: T

HES 146 Tai Chi Intermediate 0-2-1
This course is designed to build upon the skills and techniques mastered in HES 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.
Requisite: HES 145.
Type: T

HES 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 152 First Aid-Medical Self Help 2-0-2
This course is designed to teach emergency care to be given to a victim in the event of accidental injury or sudden illness. Students will have the opportunity to obtain certification from the American Red Cross for Adult, Child and Infant CPR/AED and Standard First Aid.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 154 Nutrition, Exercise, & Weight Management 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 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 HES 130, 131, 230 or 231.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 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 HES 130, 131, 230 or 231.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 158 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 170 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 172 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 180 Personal Trainer Certification Prep 4-0-4
This course introduces the fundamentals of personal training to help prepare students for a national fitness certification examination. Students will learn how to develop and implement an individualized approach to exercise leadership in healthy populations and/or those individuals with medical clearance.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

HES 203 Baseball Theory 2-0-2
This course provides a professional preparation of coaches in baseball to include fundamentals of the game, maintenance of playing field, and team organization.
Requisite: Department consent.
Type: T

HES 204 Basketball Theory 2-0-2
This course provides a professional preparation of coaches in basketball to include fundamentals of the game, rules of the game, and team organization.
Requisite: Department consent.
Type: T

HES 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).
Requisite: Department consent
Type: T

HES 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.
Requisite: None.
Type: T

HES 230 Physical Fitness III 0-2-1
A continuation of physical fitness programming based upon individual improvement.
Requisite: HES 131.
Type: T

HES 231 Physical Fitness IV 0-2-1
A continuation of physical fitness programming based upon individual improvement.
Requisite: HES 230.
Type: T

HES 299 Spec Topics: Hlth & Ex Science Variable up to (4)-(4)-(4)
This course will cover special topics or problems in health and exercise science and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Requisite: None.
Type: T

Health Information Technology

HIT 101 Health Information Intro 1-2-2
This course covers: introduction to the Health Information Management field including orientation to various health care delivery systems (example: hospitals, ambulatory care, etc.), health information departments, the medical record, documentation requirements, the medical staff, role(s) of the health information technologist, the American Health Information Management Association, ethics, accrediting and licensing bodies (example: Joint Commission), and forms design. The student practices basic medical record techniques in the college laboratory and observes health information department functions through field trip(s) to area health care facilities and/or practical or simulated applications. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: 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 improvement activities, abstracting medical data, research, teaching and training employees, and preparing reports using medical language. NOTE: This course requires access to a reliable Internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: Program admission.
Type: C

HIT 130 Intro to Computers for HIT 3-0-3
This course focuses on health care administration applications of software, including word processing, spreadsheets, databases, and presentation graphics. The course is designed to assist students to acquire basic computer skills in word processor, spreadsheet, database, and presentation applications with a focus on navigation and accuracy; discussing and demonstrating how these applications are used in the healthcare environment; introducing methods to assemble and analyze patient data for the purpose of improving patient care and controlling costs. NOTE: This course requires access to a reliable Internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: Program admission.
Type: C

HIT 151 Pathophysiology 3-0-3
This course is designed to introduce the student to the study of diseases, disease processes 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. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 101, HIT 110 each with a grade of "C" or better.
Type: C

HIT 160 Health Data Management 1-2-2
This course is a continued study of medical record/health information management practices including: health information technology applications and health information (medical record) functions, filing systems, record organization methodologies (assembly, scanning, etc.), quantitative and qualitative analysis, correspondence procedures and resume development and writing. The student practices basic health information (medical record) techniques in the college laboratory and observes overall health information (medical record) department functions through field trips to area health care facilities and/or practical or simulated applications. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: 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 information technology concepts and its application to health care and associated delivery systems, the electronic health record or computerized medical record and the health information management department. The software laboratory assignments will focus on computer techniques in spreadsheet design, database management, work processing/transcription, and other health care applications. Topics include spreadsheet design, word processing/transcription, data collection/analysis, archival systems, data sources/sets, quality and integrity of health care data including introduction to the chargemaster, reimbursement methodologies, etc. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 101, HIT 110, HIT 130 each with a grade of "C" or better.
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 health information students to sufficiently analyze and evaluate health information (medical record) data. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 110 with a grade of "C" or better.
Type: C

HIT 200 Health Care Delivery 3-2-4
Students will continue their study of nomenclature and classification systems; applicable reimbursement methodologies (example: DRGs, MS-DDRGs), indexes and statistical reports of medical information; information handling and computer/information technology. Federal structure as it relates to health care, quality assessment and improvement, cancer and other registries and varied delivery systems (example: Managed Care, etc). NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 160 with a grade of "C" or better.
Type: C

HIT 210 Health Statistics 3-0-3
This course will include the study of vital and public health statistics incorporating statutory and/or regulatory requirements as it relates to health information management; in-depth study of hospital statistics; sources, definitions, collection, reporting; presentation of data with the emphasis of reliability and validity of data. The importance of health care statistics as it relates to management, decision making, governmental agencies, quality assessment and research will be introduced. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 130, HIT 151, HIT 160, HIT 161, HIT 170 each with a grade of "C" or better.
Type: C

HIT 220 Classification Systems I 2-4-4
During this course students are introduced to the current classification and applicable legacy systems with emphasis on diseases, injury and procedure codes. Application of coding practices to applicable reimbursement methodologies (DRGs, MS-DRGs), and encoders. Students will apply skills learned with practical application and/or simulated activities/scenarios. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: BIOL 157, BIOL 158, HIT 151, HIT 160, HIT 161, HIT 170 each with a grade of "C" or better.
Type: C

HIT 230 PPE: Professional Practice I 0-10-2
The student is assigned to local health care/health information facilities or applicable department/location to practice the theory and techniques of the classroom. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 151, HIT 160, HIT 161, HIT 170 each with a grade of "C" or better.
Type: C

HIT 240 Classification Systems II 1-2-2
This course covers: instruction covering basic principles of current classification system (CPT/HCPCS), sequencing of codes and impact on reimbursement. Students will gain information about APC grouping, chargemaster, and medical necessity, and application of skills incorporating practical application and/or simulated activities/scenarios covered in HIT 220 and HIT 240. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 220 with a grade of "C" or better.
Type: C

HIT 245 Pharmacology for the HIT 1-2-2
The course provides an overview of basic concepts and terminology associated with medication structure, function, interaction and administration available for clinical management of patient care. Identification of diseases associated with certain medications will be studied. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 151, HIT 170 each with a grade of "C" or better.
Type: C

HIT 250 Legal Aspects of HI 2-0-2
This course covers: study of the medical record as a legal document; confidential communications, release of information, the medical record in court, consents, authorizations and releases, privacy and security, e-role(s) or information technology as it relates to legal aspects, Health Insurance Portability and Accountability Act, legislative process including federal court systems, legal vocabulary and retention management principles. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 101 with a grade of "C" or better.
Type: C

HIT 260 PPE: Professional Practice II 0-15-3
Continuation of Health Information Practicum I. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 230 with a grade of "C" or better.
Type: C

HIT 270 Health Information Management 3-2-4
This course covers the basic principles of efficient and effective management, supervision, policy and procedure development, roles/functions of teams/committee leadership, training program design and implementation, operational workflow, revenue cycle, organization resource activities (budgeting) as it applies to the health information management profession. Includes also a basic overview of assessment and improvement processes and investigates health care delivery in the long-term care setting. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 200 with a grade of "C" or better.
Type: C

HIT 280 Advanced Coding 3-0-3
This course is designed to assist students in their efforts to achieve an explicit set of coding competencies needed to successfully pass the CCA examination. These competencies have been determined through a job analysis study conducted of practitioners. The competencies are divided into domains and tasks as outlined by AHIMA. This nationally recognized credential distinguishes coders by exhibiting commitment to the coding profession and demonstrating coding competencies across all settings, including both hospitals and physician practices. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: Concurrent enrollment in or completion of HIT 240 with a grade of "C" or better.
Type: C

HIT 285 Advanced Data Analytics 3-0-3
This course is designed to assist students in their efforts to advance their skills in analytics for carious health care settings. The course will start with an overview of data mining techniques, tools for data organization/analysis, process of analyzing data, and the use of external data for benchmarking. These techniques and tools will be covered in the context of healthcare data using an electronic health record. The course will address the benefits and challenges of analyzing healthcare data, and the integration strategies for various data types commonly found in EHRs as well as environmental and biological data that affects health care. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 210 with a grade of "C" or better.
Type: C

HIT 290 Health Information Capstone 1-0-1
This review class is designed to assist students in their efforts to prepare for the American Health Information Management Association's (AHIMA's) Registered Health Information Technician (RHIT) examination. NOTE: This course requires access to a reliable internet connection to complete online assignments. Students must be competent computer and internet users.
Requisite: HIT 220, HIT 230 each with a grade of "C" or better; concurrent enrollment in or completion of HIT 270 with a grade of "C" or better.
Type: C

Health Related Occupations

HRO 90 Health Sciences Prep 5.5-3-7
This course is designed to assist the student who is interested in health science to further develop his/her self-concept and match abilities to potential career choices. Students will learn medical terminology, basic structure and function of the body systems, organs, tissues, and cells; use health science scenarios/case studies to reinforce learning. Upon completion, students will have CPR and first aid certifications. This course is designed for students who are interested in a career in health care and tested into development reading and writing. The course will assist students in developing their reading and writing skills while learning health science content.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: C

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.
Requisite: None.
Type: C

HRO 105 Nurse Assistant 5.5-3-7
This state-approved Nursing Assistant training course prepares students to perform simple and basic nursing functions utilized in a variety of health care settings under the supervision of a nurse. Instruction includes hands-on experience in the classroom, lab and clinical settings. Skills taught include the 21 IDPH required skills as well as all elements of personal care, proper body mechanics, safety measures including cardiopulmonary resuscitation (CPR), vital signs, resident rights, infection control, communication and observation. Students will also learn basic anatomy and physiology as well as medical terminology. Following successful completion of the course, a student must pass a written state competency examination to work as a certified nurse assistant (CNA). NOTE: To meet the Illinois Department of Public Health's requirements, students must be 16 years of age and pass a criminal background check to participate in this course which is offered in either accelerated (six weeks), summer (eight weeks) or extended (16 weeks) time frame. Students will be dropped from the course if they fail to pass the criminal background check, meet IDPH course attendance requirements, or fail to meet clinical facility requirements. Students must have completed, at a minimum, eight years of grade school or provide proof of equivalent knowledge; be in good physical and emotional health; and have good interpersonal communication skills.
Requisite: Reading placement above ENG 91 or completion of ENG 91 and math above MATH 93 or completion of MATH 93.
Type: C

HRO 120 Pharmacology Variable up to (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.
Requisite: 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.
Requisite: 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.
Requisite: None.
Type: C

HRO 299 Problems in Health Related Occupations Variable up to (4)-(2)-(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.
Requisite: None.
Type: C

Heating, Ventilation, Air Conditioning & Refrigeration

HVAR 100 Fitting, Fusion and Fabrication 3-2-4
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.
Requisite: None.
Type: C

HVAR 101 Refrig. & A.C. Principles I 3-2-4
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.
Requisite: Concurrent enrollment in or completion of HVAR 103.
Type: C

HVAR 103 Basic Electrical Controls & Systems 3-2-4
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.
Requisite: None.
Type: C

HVAR 152 Advanced Refrig. & A.C. Principles 3-2-4
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.
Requisite: Concurrent enrollment in or completion of HVAR 101.
Type: C

HVAR 153 Heating Fundamentals 3-2-4
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.
Requisite: HVAR 103.
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.
Requisite: Concurrent enrollment in or completion of HVAR 152.
Type: C

HVAR 202 Commercial Refrigeration I 3-2-4
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.
Requisite: Concurrent enrollment in or completion of 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.
Requisite: HVAR 103, HVAR 153.
Type: C

HVAR 205 Commercial Icemakers & Water Treatment 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.
Requisite: HVAR 101, HVAR 103, HVAR 152.
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.
Requisite: HVAR 101, HVAR 152, HVAR 202.
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.
Requisite: None.
Type: C

HVAR 210 Mech Codes & Installation Practices 3-2-4
Students will learn how to install various major appliances. Plumbing and venting codes as set forth in the local codes will be discussed.
Requisite: None.
Type: C

HVAR 211 Distribution Panels & Elect Building Wiring 2-2-3
Students will learn how to install, repair, and estimate costs for wiring in residences and commercial establishments for appliances.
Requisite: None.
Type: C

HVAR 251 Commercial Refrigeration II 3-2-4
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.
Requisite: HVAR 202.
Type: C

HVAR 252 Air Conditioning & Htg Sys. Design 3-2-4
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.
Requisite: HVAR 201.
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.
Requisite: 12 hours of HVAR courses completed.
Type: C

HVAR 256 Advanced Elect. Controls & Systems 3-2-4
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.
Requisite: HVAR 103.
Type: C

HVAR 257 Internship 0-20-4
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.
Requisite: 12 hours of HVAR courses completed. Department consent.
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.
Requisite: None.
Type: C

HVAR 260 Refrigerant Transition/Recovery Cert 0.5-0-0.5
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.
Requisite: None.
Type: C

HVAR 262 Air Delivery Systems Materials & Methods 0-2-1
Introduces sheet metal components necessary to physically install a heating and air conditioning system. Tools and assembly will also be covered.
Requisite: 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.
Requisite: HVAR 152.
Type: C

HVAR 280 Commercial Cooking Equipment I 1-2-2
This course introduces the components that make up commercial cooking equipment as well as their application. Troubleshooting and repair of commercial cooking equipment are introduced as well. Testing of ignition systems and operating systems as well as specialty controls are emphasized.
Requisite: HVAR 103, HVAR 153.
Type: C

HVAR 299 Special Problems in HVAR Variable up to (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.
Requisite: None.
Type: C

History

HIST 101 World Civilization I 3-0-3
This course is a survey of world history from the birth of civilization to the beginning of the Age of Exploration at the close of the 15th 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. This course will conclude with a discussion and a review of the Age of Exploration.
Requisite: Reading and writing placement at ENG 101 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 Age of Exploration 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 913N

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 developments and current events in Latin America. Completion of this course fulfills the third world culture requirement for graduation from Southwestern Illinois College.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 920N

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 SWIC.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 920N

HIST 117 African History 3-0-3
A broad overview of the historic, economic, political, social and cultural 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. Completion of this course fulfills the Non-Western Culture requirements for graduation from Southwestern Illinois College.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 920N

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 SWIC.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 920N

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.
Requisite: Reading and writing placement at ENG 101 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, 19th 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 901

HIST 230 African-American History 3-0-3
A course designed to study the African-American impact on the economic, political, social and cultural institutions of the United States. Topics covered include slavery prior to the Civil War, the war itself, Reconstruction and the establishment of the Jim Crow system. Included in this course is an examination of the role of the African-American in the 20th century, the Civil Rights movement and the election of the first African-American President, Barack Obama.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H2 909D

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

HIST 234 American Civil War 3-0-3
Beginning with an overview of events that led to the disruption of the Union, this course will then focus on the War Between the States. Emphasis will be on the major campaigns, battles, military leaders and naval operations. Politics of the two rival governments, foreign policy, economics, and social changes that resulted from this turbulent period will also be examined. The course closes with a survey of Reconstruction and the problems of reuniting this country.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

HIST 250 20th Century Western Civilization 3-0-3
A survey of the 20th Century Western Civilization which includes interactions with Eastern and third world countries, and an examination of the definitions, causes, and effects of the major forces and events that have shaped the development of the modern western societies and the world.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

HIST 299 Special Topics In History Variable up to (3)-0-(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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

Homeland Security

HS 100 Intro to Homeland Security 3-0-3
This course addresses the functions of Homeland Security and critical infrastructure and asset protection as they relate to government, industry, and the community. The key functions of threat prevention, crisis response, and operations recovery are addressed from a variety of perspectives given that homeland security is a responsibility that is shared by government agencies, the private sector, and individuals, encompassing a broad spectrum of professional career positions throughout our society. This course provides an overview of the elements involved in the homeland security function, as well as the challenges critical infrastructure managers in government and industry can/will face while maintaining mission operations and staff accountability in the midst of multiple overlapping roles and responsibilities in our rapidly changing world. NOTE: This course requires access to a reliable Internet connection to complete online assignments. Students must be competent computer and Internet users.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

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.
Requisite: None.
Type: T, IAI-AG 905

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).
Requisite: HORT 102; BIOL 101 or BIOL 151.
Type: C

HORT 120 Container Gardening 2-0-2
This course is designed to teach students the art, skill, and technique of container gardening. Selection 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.
Requisite: None.
Type: C

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 (offered fall).
Requisite: None.
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).
Requisite: HORT 102.
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).
Requisite: HORT 102.
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).
Requisite: HORT 102.
Type: C

HORT 165 Floral Design 2-2-3
This course includes the study of basic design principles, decorative uses and arrangements of flowers, foliages, and accessories. This includes the construction of occasional floral arrangements (offered fall).
Requisite: 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 (offered fall of even-numbered years).
Requisite: HORT 165.
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.
Requisite: 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.
Requisite: 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 décor (offered fall of odd-numbered years).
Requisite: HORT 102.
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).
Requisite: Concurrent enrollment in or completion of 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 (offered spring).
Requisite: Concurrent enrollment in or completion of HORT 136.
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.
Requisite: HORT 226.
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 (offered spring).
Requisite: HORT 226.
Type: C

HORT 232 Irrigation & Design 2-2-3
The study of the principles of irrigation with an emphasis on turfgrass.
Requisite: HORT 135.
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).
Requisite: HORT 135.
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).
Requisite: HORT 132.
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 (offered fall of even-numbered years).
Requisite: HORT 102.
Type: C

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).
Requisite: HORT 152.
Type: C

HORT 262 Small Fruit Production 2-0-2
This course teaches the science and practice of growing, harvesting, handling, storing, processing, and marketing of small fruits (offered spring of even-numbered years).
Requisite: HORT 102.
Type: C

HORT 265 Advanced Floral Design 2-2-3
This is an advanced floral design course with emphasis on artistic qualities, sympathy floral arrangements, bridal designs, and theme development.
Requisite: HORT 165.
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).
Requisite: HORT 132, HORT 135.
Type: C

HORT 280 Vegetable Gardening 2-0-2
This course is designed to teach students the science and practice of growing, harvesting, handling, storing, processing, and marketing vegetables for the home garden and commercial production (offered spring of odd-numbered years).
Requisite: HORT 102.
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.
Requisite: Department consent.
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.
Requisite: Department consent.
Type: C

HORT 289 Supervised Intern Employment Variable up to 0-(30)-(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.
Requisite: Department consent.
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.
Requisite: HORT 102, HORT 132, HORT 135, HORT 136, HORT 152, HORT 226, HORT 287, HORT 288.
Type: C

HORT 299 Special Topics In Horticulture Variable up to (4)-(4)-(6)
Application of horticulture principles to specific problems through case studies, simulation, special projects or problem-solving procedures.
Requisite: None.
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.
Requisite: Reading placement at ENG 101 or completion of 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.
Requisite: 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.
Requisite: HMS 200 with a grade of "C" or better.
Type: C

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.
Requisite: Department consent.
Type: C

Humanities

HUM 200 Humanities Travel/Study 3-0-3
This course seeks to introduce students to another part of the world through travel. The class will focus on select features of a country or place. These might include such things as culture, language and literature, politics, geography, art and architecture, etc. The places and aspects focused on may change with each offering of the course. Given these changes, the course may be taken more than once for credit.
Requisite: None.
Type: T

Independent Study

IND 296 Independent Study Variable up to (4)-(6)-(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.
Requisite: Department consent.
Type: T

Industrial Electricity

- See Electrical/Electronics Technology

Industrial Mechanics

IML 101 O.S.H.A. Awareness 0.5-0-0.5
This course familiarizes the student with the industries' regulatory agencies (e.g., Occupational Safety and Health Administration, Environmental Protection Agency, and Department of Transportation).
Requisite: 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. Students are exposed to craft related mathematics in their field.
Requisite: Department consent
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.
Requisite: 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.
Requisite: None.
Type: C

IML 120 Mechanical Blueprint Reading I 2-1-3
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.
Requisite: None.
Type: C

IML 125 Industrial Maintenance Welding 3.5-1-4
This course is designed to introduce the student to the fundamentals of typical arc welding processes commonly found in the Industrial Maintenance field. The course introduces the Student to the OAW (oxyacetylene welding), SMAW (stick welding), GTAW (tig), GMAW (mig), and PAC (plasma arc cutting). Also included is the acetylene cutting of mild steel, along with the care and use of welding tools and equipment. Materials covered in this course will include welding machines, equipment, and welding supplies.
Requisite: None.
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.
Requisite: 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.
Requisite: None.
Type: C

IML 145 USS MOD 13 Alignment 1.5-1-2
This course is designed to provide mechanical maintenance personnel information and exercises pertaining to the various types of alignment systems. The course will include terminology, alignment procedures, preventative maintenance, safety and troubleshooting.
Requisite: None.
Type: C

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.
Requisite: 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.
Requisite: 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.
Requisite: 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 OSHA regulations as required by CFR 1910.178 and CFR 1910.179.
Requisite: 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. Students will be trained in entry, monitoring, and rescue of a confined space.
Requisite: None.
Type: C

IML 203 24 Hour HAZWOPER 0.5-1-1
This course provides training in the clean-up resulting from a hazardous spill. The course will consist of eight hours of lecture with a 16-hour lab simulating clean-up and disposal of a spill in Class A suites.
Requisite: None.
Type: C

IML 205 O.S.H.A. 30 Hour Outreach 2-0-2
This course will provide the student with an OSHA 30-hour certification card which covers the entire spectrum of OSHA compliance areas such as Lockout/Tagout, OSHA awareness, Personal Protective Equipment, and fit testing, medical surveillance, fire protection, HAZCOM, and working hazards.
Requisite: None.
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.
Requisite: 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.
Requisite: None.
Type: C

IML 299 Problems in Millwright Variable up to (4)-(8)-(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.
Requisite: Department consent.
Type: C

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.
Requisite: 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.
Requisite: IDP 116.
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.
Requisite: None.
Type: C

IDP 299 Problems in Pipefitting Variable up to (4)-(8)-(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.
Requisite: None.
Type: C

Industrial Ironworker

- See Construction Ironworker

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-MC 919

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, and working with reporters and editors to produce news packages, stories, photos, and other items for publication.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-MC 920

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; types of journalistic stories; techniques of writing leads; ethical issues in journalism; the application of research methods, including developing sources and interviewing; Associated Press style and copyediting; 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

JOUR 299 Special Topics in Journalism Variable up to (4)-0-(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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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 four-hour highway workzone flagger training, Illinois flagging certification, basic construction rigging and knot tying, 10-hour OSHA certification, basic math, first aid/CPR certification, back injury prevention, hazard communication training, drug and alcohol awareness, and sun sense training.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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 safely, 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 on 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.
Requisite: 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 pipe laying.
Requisite: 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.
Requisite: 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.
Requisite: None.
Type: C

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.
Requisite: 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.
Requisite: None.
Type: C

LABR 130 Labr Constr Bp Reading Intro 1.5-1-2
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.
Requisite: None.
Type: C

LABR 131 Laborers Asbestos Abatement 1.5-1-2
This course is designed to introduce the student to the important aspects, techniques and safety procedures that a Construction Craft Laborer must know regarding asbestos abatement. Also included in this course is the history of asbestos, asbestos components, personal protective equipment, and health information in reference to the hazardous substance of asbestos. Upon successful completion, students will have met the requirements and have the option to apply for licensure through the state of Illinois in asbestos abatement.
Requisite: None.
Type: C

LABR 299 Special Topics in Construction Laborers Variable up to (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.
Requisite: 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.
Requisite: Reading and writing placement at ENG 101 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 by women of minority races, ethnicities, and socio-economic classes as well as European-American women.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 911D

LIT 120 Introduction to Poetry 3-0-3
Through a survey of poems and criticism, Literature 120 will introduce students to poetry as genre, field of interpretation and analysis, rhetorical stance, and historical artifact. Students will read and discuss a variety of world poetry, gain critical and literary vocabularies, learn interpretive schemes, and deepen their appreciation for poetry in many forms, including formal, free, and spoken verse.
Requisite: Reading and writing placement at ENG 101 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 dramatic literature from different cultures and periods. The historical, cultural and artistic contexts of each work will be explored, as will issues of staging and performance.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 902

LIT 133 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H5 901

LIT 134 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H5 901

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 907

LIT 205 Lit of 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.
Requisite: ENG 101 with a grade of "C" or better.
Type: T, IAI-H3 908N

LIT 213 American Literature I 3-0-3
This is a survey course which introduces students to a wide range of authors from 1492 to 1865, the colonial period to the Civil War. The course will celebrate the rich diversity of American cultural heritage, including the study of the work of Native Americans, African-Americans, women, and Hispanic writers. Students will begin to appreciate the rich cultural heritage of America, and to see comparisons and contrasts between male and female writers, one ethnic group and another, and one social class and another. The metaphor of American Literature I shall be a "mosaic of American writers."
Requisite: ENG 101 with a grade of "C" or better.
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. While the course may touch on an author's work in terms of style, language, and literary technique, the course is designed for the student who may never take another literature course again, as well as for potential English majors. LIT 213 is NOT a prerequisite for LIT 214.
Requisite: ENG 101 with a grade of "C" or better.
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, including those of women, 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 910D

LIT 216 African American Literature 3-0-3
This course will survey a wide range of African American literature exploring cultural norms, historical and social context, and the intersectionality of gender, race, and class in various genres using both traditional and non-traditional texts.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 910D*
*Pending IAI panel approval

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.
Requisite: ENG 101 with a grade of "C" or better.
Type: T

LIT 251 British Literature I 3-0-3
This is a survey of British literature from the Middle Ages through the 18th century. The disparate voices that comprise the literature of the British Isles at the time are examined. LIT 252 is NOT a prerequisite for LIT 251.
Requisite: ENG 101 with a grade of "C" or better.
Type: T, IAI-H3 912

LIT 252 British Literature II 3-0-3
This is a survey of British literature from the 19th century to the present. The disparate voices, including colonial and post-colonial voices, that comprise British literature during these centuries are emphasized. LIT 251 is NOT a prerequisite for LIT 252.
Requisite: ENG 101 with a grade of "C" or better.
Type: T, IAI-H3 913

LIT 290 Shakespeare - Comedies & Histories 3-0-3
LIT 290 is a study of Shakespeare's comedies and histories. This study will pursue an understanding of Shakespeare's language, dramatic art, production values and performance, as well as multiple critical perspectives. LIT 291 is NOT a prerequisite for LIT 290.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 905

LIT 291 Shakespeare - Tragedies & Romances 3-0-3
LIT 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 905

LIT 293 Children's Literature 3-0-3
Primarily for the prospective early childhood 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 learning projects, demonstration of storytelling skills, and the creation of a themed text set. (Students may not receive credit for both LIT 293 and ED 293.)
Requisite: ENG 101 with a grade of "C" or better.
Type: T

LIT 299 Topics in Literature Variable up to (4)-0-(4)
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

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. Students may receive credit for only one of the following: BUS 102 or MGMT 102.
Requisite: Math placement above MATH 93 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.
Requisite: None.
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.
Requisite: 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.
Requisite: Concurrent enrollment in or completion of MGMT 201 & 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.
Requisite: Concurrent enrollment in or completion of 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.
Requisite: SPCH 151, ENG 101; MGMT 219 or (MGMT 201 and MGMT 202 and MGMT 203); sophomore standing.
Type: C

MGMT 206 Individual & Business Income Tax 3-0-3
This course introduces students to federal income taxes as they relate to individuals, businesses, and other entities. Students will study income tax concepts, such as filing status, gross income, ordinary gains and losses, capital gains and losses, exemptions, deductions and expenses, business and rental properties, payroll and estimated tax, tax credits and special taxes, depreciation, partnerships, corporations, trusts, and estates. Filling out tax forms in their entirety for individuals and different types of business entities will be covered as well. In addition, students will learn how to find answers to tax questions when unique situations occur. Note: Students may receive credit for only one of the following: MGMT 206 or ACCT 206.
Requisite: ACCT 105 or ACCT 110.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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 responsibility.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

MGMT 241 Fundamentals of Finance 3-0-3
This course provides critical financial information required for entrepreneurial success. Topics covered include: forms of ownership; break-even analysis; time value of money; balance sheets, cash flow statements, and income statements; forecasting; risk management; and, personal financial management as it relates to business success. Students may receive credit for only one of the following: BUS 241 or MGMT 241.
Requisite: ACCT 105 or ACCT 110.
Type: T

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements; MGMT 204, MGMT 241; Sophomore Standing.
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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

MKT 128 Marketing & Social Media 1-0-1
This course reviews how social media is used by a variety of organizations to market products and services. It also addresses how individuals use social media tools in a similar fashion to market themselves. The course will focus on the most widely used social media sites and provide limited instruction in the use of one or two of the sites. A review of basic marketing principles is included. Students will be required to create accounts on several social media websites. Note: Students must be competent computer and internet users.
Requisite: None.
Type: C

MKT 226 eMarketing 3-0-3
This course provides an overview of the ways marketers use the internet to connect with customers to promote and sell products and services. The course examines email marketing, advertising, search marketing, social media and mobile marketing. The course will address the need to integrate online and offline marketing efforts. Search engine optimization and analytics are introduced as well. Students will be required to register for several social media websites. Note: MKT 126 recommended; students must be competent computer and internet users.
Requisite: Reading placement at ENG 101 or completion of ENG 92.
Type: C

MKT 227 SEO & Web Analytics for Marketing 3-0-3
The course introduces students to search engine optimization techniques used to help drive traffic to a web page. Commonly used web analytics tools are reviewed to demonstrate how to assess the effectiveness of basic online marketing efforts. Google Analytics will be featured. Note: Students must be competent computer and internet users.
Requisite: None.
Type: C

MKT 228 Social Media Tools 3-0-3
This course provides instruction for using a variety of social media tools. It includes a discussion of how social media is used to market products and services. Students will create accounts on a number of social networking sites and develop basic skills in their use from a personal and/or business perspective. Discussion topics will include: best practices in the use of social media; trends in social media use, and ethical issues.
Requisite: None.
Type: C

MKT 229 Marketing Plans 3-0-3
This course provides a systematic approach to the application of the marketing concept. This systematic approach involves a determination of the organization's marketing objectives, an analysis of market opportunities, selection of target-market segments, development of marketing strategies and plans, and observation of target market responses. Evaluation of responses suggests adjustments that may be needed within the marketing system to better accomplish organizational marketing goals.
Requisite: MKT 126, MKT 231, 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.
Requisite: MKT 126.
Type: C

MKT 242 Marketing Communications 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.
Requisite: MKT 126.
Type: T, IAI-MC 912

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

MKT 265 Marketing Internship I Variable up to 0-(15)-(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.
Requisite: Sophomore standing; MKT 126; 6 additional MKT semester credits; minimum GPA of 3.0 in MKT coursework.
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 the internet and social media, 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-MC 911

MCOM 220 Voiceover: Vocal Production 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

MCOM 221 Voiceover: Characterization 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

MCOM 230 Introduction to Radio Production 1-5-3
This course is designed to introduce the student to the fundamentals of broadcast production techniques and digital audio equipment operation. Topics include general production principles and the techniques and operation of broadcast audio tools such as audio board, microphones, digital recorders, and computers. Students will be required to meet production deadlines while demonstrating knowledge of basic script writing, editing, and audio production of commercials, public service announcements, news casts and other studio projects produced in the campus broadcast lab using Audacity editing software.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

MCOM 240 Writing for Media 3-0-3
Emphasizes writing for audio and visual presentations, including continuity, commercials, public service announcements, news, and special events. Students will learn to write on deadline, edit copy for timed broadcasts, research subjects, write to visuals, and examine potential legal conflicts and ethical issues when writing for broadcast and new media.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

MCOM 255 Broadcast Announcing 3-0-3
This is a media performance class designed to introduce students to the principles, tools and techniques of broadcast announcing. Through hands on experience, students will learn to prepare and deliver commercials, news, interviews, public service announcements, and special events. Students will develop communication skills and confidence through regular performance before the microphone and camera.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

MCOM 299 Topics In Mass Communication 3-5-3
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 writers, etc. Alternatively, the focus may be hands-on instruction in a specific aspect of film, radio, or television production.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

Massage Therapy

MT 101 Therapeutic Massage I 4-2-5
This course lays the foundation for developing the skills of a massage therapist. Upon course completion, students will be able to perform a full Swedish massage utilizing proper technique and body mechanics. In addition, students will learn the rich history of massage therapy, how to develop a professional and therapeutic patient/client relationship and the proper methods for communication within the profession as well as the health care community. Note: To obtain department consent, contact The Body Therapy Center & School of Massage at 618-239-6400.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements. Department consent.
Type: C

MT 102 Body Structure & 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. Note: To obtain department consent, contact The Body Therapy Center & School of Massage at 618-239-6400.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements. Department consent.
Type: C

MT 160 Movement and Massage 4-2-5
During this course students will learn how and when to incorporate various type of stretching, range of motion, and/or thermal agents to enhance the outcomes of a therapeutic massage. Students will also learn basic chair massage techniques and demonstrate chair massage routines appropriate for the work place or with the general public. Note: To obtain department consent, contact The Body Therapy Center & School of Massage at 618-239-6400.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements. Department consent.
Type: C

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. Note: To obtain department consent, contact The Body Therapy Center & School of Massage at 618-239-6400.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements. Department consent.
Type: C

MT 195 Massage Techniques 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. Note: To obtain department consent, contact The Body Therapy Center & School of Massage at 618-239-6400. Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA.
Requisite: Department consent.
Type: C

MT 200 Business Practices in Massage Therapy 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 appropriate clinical behaviors, cultural difference, legal issues and the changing health care environment.
Requisite: MT 201, MT 203, MT 212 each with a grade of "C" or better.
Type: C

MT 201 Therapeutic Massage II 4-2-5
Building on the foundation of the first semester, students will enhance their palpation skills by moving deeper into the tissues, gain greater understanding of the specific musculature and recognize various soft tissue dysfunctions. Basic assessment procedures and the ability to locate trigger points prepare students to develop a treatment plan for clients with chronic pain and/or address client's special needs. Students will learn to adapt their massage protocols to meet the needs of pregnant mothers and other special populations.
Requisite: MT 101, MT 102, MT 160, MT 190 each with a grade of "C" or better.
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.
Requisite: MT 102 with a grade of "C" or better.
Type: C

MT 203 Complementary Techniques 4-2-5
In this course students will continue to expand their knowledge and understanding of massage modalities utilized by a massage therapist. Course content includes many complementary techniques and alternative approaches to massage. Students will demonstrate the proper technique for sports massage in addition to developing a basic understanding of: lymphatic massage, reflexology, hydrotherapies, aromatherapy, shiatsu, craniosacral therapy, and other somatic therapies.
Requisite: MT 101, MT 102, MT 160 each with a grade of "C" or better; concurrent enrollment in or completion of MT 190 with a grade of "C" or better.
Type: C

MT 210 Introduction to NMT 1-1-1.5
This is the first in a series of five courses that will lead to certification in neuromuscular therapy as founded by Judith DeLany. In this introductory course, students will learn the basic concepts and treatment principles of the American version of NMT. Students will gain a working knowledge of the six physiological factors that create or intensify pain patterns and the NMT principles and protocols for treatment of acute and chronic pain syndromes. Note: Coordinator permission is required for graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: MT 101, MT 102 each with a grade of "C" or better. Department consent.
Type: C

MT 211 NMT for the Lower Extremity 1-1-1.5
This course is one of the NMT series courses leading to certification in neuromuscular therapy. Students will review the anatomy and dysfunctions of the hip, thigh, knee, lower leg and foot while learning the NMT principles and protocols of treatment of the lower extremities.
Requisite: MT 210 with a grade "C" or better. Department consent.
Type: C

MT 212 NMT for the Torso and Pelvis 1-1-1.5
This course is one of the NMT series courses leading to certification in neuromuscular therapy. Students will review the anatomy and dysfunctions of the thoracic, pelvic and lumbar area while learning the NMT principles and protocols of treatment of the torso and pelvis.
Requisite: MT 210 with a grade "C" or better. Department consent.
Type: C

MT 213 NMT for the Upper Extremity 1-1-1.5
This course is one of the NMT series courses leading to certification in neuromuscular therapy. Students will review the anatomy and dysfunctions of the shoulder, arm and hand while learning the NMT principles and protocols of treatment of the upper extremity.
Requisite: MT 210 with a grade "C" or better. Department consent.
Type: C

MT 214 NMT Cervical Spine & Cranium 1-1-1.5
This course is one of the NMT series courses leading to certification in neuromuscular therapy. Students will review the anatomy and dysfunctions of the head, tempo-mandibular joint, cervical spine while learning the NMT principles and protocols of treatment of the cervical spine and cranium.
Requisite: MT 210 with a grade "C" or better. Department consent.
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 special 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.
Requisite: MT 201, MT 202 each with a grade of "C" or better.
Type: C

MT 230 Stretching: Neck & Shoulders 1-1-1.5
During this course students will learn how to apply stretches safely and effectively to increase the flexibility and range of motion of the neck and shoulders, in addition to reducing the potential of injury to the region. The physiology of stretching and types of stretching techniques will be examined. A self-care stretching program will be developed during this course. Note: Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: Department consent.
Type: C

MT 240 Stretching: Hips & Back 1-1-1.5
During this course students will learn how to apply stretches safely and effectively to increase the flexibility and range of motion of the hips, thigh and back, in addition to reducing the potential of injury to the region. The physiology of stretching and types of stretching techniques will be examined. A self-care stretching program will be developed during this course using ropes and stabilizing belts. Note: Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: Department consent.
Type: C

MT 250 Stretching: Hands & Feet 1-1-1.5
During this course students will learn how to apply stretches safely and effectively to increase the flexibility and range of motion of the forearms and hands and lower leg and feet, in addition to reducing the potential of injury to the region. The physiology of stretching and types of stretching techniques will be examined. A self-care stretching program will be developed during this course using ropes and stabilizing belts. Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: Department consent.
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.
Requisite: MT101, MT 160, MT 190 each with a grade of "C" or better.
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 clinical setting under close supervision of an instructor. Students will set appointments, begin to build clientele, 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.
Requisite: MT 201, MT 202, MT 203, MT 270 each with a grade of "C" or better.
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. Note: Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: Department consent
Type: C

MT 287 Wellness & Body Mechanics 1-1-1.5
During this course students will learn how to develop lifetime tools that assist their ease of movement, decrease their chance of injury and enhance their career longevity. Students will learn how to self-assess and recognize the impact of lifestyle choice; develop body awareness and mindful movement, efficient breathing, use proper body mechanics during massage and implementing self-care habits. Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: Department consent.
Type: C

MT 288 Fascial Anatomy 1-1-1.5
This course will emphasize study of the superficial and deep fascia of the body and how fascia functions to connect distant anatomical regions. A review of relevant muscular structures will be provided prior to the study of individual fascial systems. Knowledge of fascial anatomy in addition to gross musculoskeletal anatomy will better equip the therapist to understand the etiology of their clients' pain and dysfunction. Must be a graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA or MT.
Requisite: Department consent.
Type: C

MT 299 Spec Topics in Massage Therapy Variable up to (4)-(8)-(4)
Varied topics in massage therapy will be addressed in order to meet most current needs of profession.
Requisite: None.
Type: C

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, ratios, proportions, operations with signed numbers, and beginning algebra and geometry. Students whose 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).
Requisite: Math placement at MATH 93.
Type: P

MATH 94 Basic Algebra Variable up to (5)-0-(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, graphs of linear equations in two variables, and systems of two linear equations.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better.
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.
Note: Students that complete high school geometry need to provide Enrollment Services with an official transcript showing proof of two semesters with passing grades at an HLC accredited school. Students may also demonstrate proficiency by testing with the Math department chair.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better.
Type: P

MATH 97 Intermediate Algebra 4-0-4
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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 91 or completion of ENG 91.
Type: P

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.)
(Geometry requirement: Students provide proof to Enrollment Services office of two semesters of high school geometry with passing grades or show proficiency on test given by Math chair or complete MATH 96 with a grade of C or better.)
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; Completion of the geometry requirement; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T

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.)
(Geometry requirement: Students provide proof to Enrollment Services office of two semesters of high school geometry with passing grades or show proficiency on test given by Math chair or complete MATH 96 with a grade of C or better.)
Requisite: MATH 105 with a grade of "C" or better; Completion of the geometry requirement; Reading placement above ENG 92 or completion of ENG 92.
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 a statistical 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.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-M1 902

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. Three or four topics will be chosen from the following by the instructor for in-depth study: set theory and logic, geometry, counting methods and probability, statistics, graph theory, and consumer mathematics. This is a terminal course in mathematics for Associate in Arts majors and is not a prerequisite for any other mathematics course.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-M1 904

MATH 112 College Algebra 4-0-4

Topics included are: conics; 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.
Requisite: Math placement above MATH 97 or completion of MATH 97 with a grade of "C" or better; Completion of the geometry requirement; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T

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.
Requisite: Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-M1 906

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.
Requisite: Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better; Completion of the geometry requirement; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T

MATH 170 Computer Science I - C++ 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.
Requisite: Math placement above MATH 114 or concurrent enrollment in or completion of MATH 114; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-CS 911

MATH 171 Computer Science I - JAVA 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 Java language are introduced. Topics to be covered include selection, repetition, methods, classes, arrays, files, and introduction to GUI, and program design and documentation. Students will learn to program from the command line and be introduced to an IDE. It is recommended that students complete both Computer Science I and II at the same institution.
Requisite: Math placement above MATH 114 or concurrent enrollment in or completion of MATH 114; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-CS 911

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. Statistical software projects are required. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.
Requisite: Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-M1 902

MATH 203 Analytic Geometry & Calculus I 5-0-5

The calculus sequence is designed for students whose area of concentration is mathematics, science, or engineering. The SWIC Mathematics faculty 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.
Requisite: Math placement above MATH 114 or completion of MATH 114 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-MTH 901, IAI-M1 900-1

MATH 204 Analytic Geometry & Calculus II 5-0-5

The calculus sequence is designed for students whose area of concentration is mathematics, science, or engineering. The SWIC Mathematics faculty 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 204 course content includes the topics of applications of integration, techniques of integration, infinite series, conic sections, parametric equations, and polar functions.
Requisite: MATH 203 with a grade of "C" or better.
Type: T, IAI-MTH 902, IAI-M1 900-2

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 SWIC Mathematics faculty 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 205 course content includes vectors, vector valued functions, functions of two or more variables (with applications), partial differentiation, multiple integration, and vector analysis.
Requisite: MATH 204 with a grade of "C" or better.
Type: T, IAI-MTH 903, 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. This course is taught using C++.
Requisite: MATH 203 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T

MATH 213 Calculus for Business & Social Sciences 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.
Requisite: Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better; Reading placement above ENG 92 or concurrent enrollment in or completion of ENG 92.
Type: T, IAI-M1 900-B

MATH 270 Computer Science II - C++ 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.
Requisite: MATH 170 with a grade of "C" or better; concurrent enrollment in or completion of MATH 203.
Type: T, IAI-CS 912

MATH 271 Computer Science II - JAVA 4-0-4

An introduction to the fundamentals of algorithms, including searching, sorting, and recursion, associated with data structures using the Java language. Topics covered include classes, linked lists, stacks, queues, trees, maps, and algorithm complexity.
Requisite: MATH 171 with a grade of "C" or better; concurrent enrollment or completion of MATH 203.
Type: T, IAI-CS 912

MATH 290 Differential Equations 3-0-3

This is a 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.
Requisite: MATH 205 with a grade of "C" or better.
Type: T, IAI-MTH 912

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.
Requisite: MATH 204 with a grade of "C" or better.
Type: T, IAI-MTH 911

MATH 299 Special Topics in Mathematics Variable up to (4)-0-(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.
Requisite: None.
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.
Requisite: Program Admission.
Type: C

MA 135 Health Care & Patient Communications 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.
Requisite: 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, billing, banking and collection.
Requisite: Program admission.
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.
Requisite: MA 140, MA 150 each with a grade of "C" or better.
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.
Requisite: Program admission.
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.
Requisite: MA 142 with a grade of "C" or better.
Type: C

MA 145 Medical Law and 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.
Requisite: Program Admission.
Type: C

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.
Requisite: Program admission.
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.
Requisite: MA 150 with a grade of "C" or better.
Type: C

MA 170 Medical Lab Orientation I 1-2-2
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, four hours lab, eight-week module)
Requisite: Program Admission.
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, four hours lab, eight-week module)
Requisite: MA 170 with a grade of "C" or better.
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.
Requisite: MA 130 with a grade of "C" or better.
Type: C

MA 181 Cardiopulmonary Procedures 1-2-2
This course introduces the student to cardiac and respiratory anatomy and physiology, and cardiac and pulmonary function testing; electrocardiography performance, equipment and maintenance, recognition of normal findings, and response in emergency situations.
Requisite: Program Admission.
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.
Requisite: MA 130, MA 150 each with a grade of "C" or better.
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 other medical staff assistant.
Requisite: Department consent.
Type: C

MA 195 Office Practicum 2-12.5-4.5
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. NOTE: Student needs to have completed 34.5 semester credits of the MA certificate with a grade of "C" or better in each to enroll in this course.
Requisite: Department consent.
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.
Requisite: Department consent.
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.
Requisite: Department consen.t
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.
Requisite: Department consent.
Type: C

MA 243 Clinical Coding Practicum 0-12-3
The student will be proficient in ICD and CPT coding and insurance submission procedures.
Requisite: Department consent.
Type: C

MA 255 Medical Assistant Management 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) NOTE: Students must have completed the MA certificate to enroll in this course.
Requisite: Department consent.
Type: C

MA 299 Problems in Med Assist Variable up to (4)-(8)-(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.
NOTE: Requisite varies by topic.
Requisite: None.
Type: C

Medical Laboratory Technology

MLT 100 Introduction to Phlebotomy Procedures 1-2-2
This course is 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. Note: A criminal background check and drug testing is required for this program. Details are provided the first day of class. For more information contact 235-2700, ext. 5355. The basic fee for these tests are the responsibility of the student and due near the start of the semester. The course is offered in a six-week format every fall and spring.
Requisite: None
Type: C

MLT 110 Phlebotomy Skills 1-0-1
This course is designed to enhance student's competency in the following blood drawing skills: capillary or dermal puncture, evacuated tube method, syringe, and butterfly. Review of tube types, order, and complications or problems with blood drawing will be reviewed along with the practice of the blood drawing skills.
Requisite: Department consent.
Type: C

MLT 150 Intro 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.
Requisite: Program admission.
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, myeloproliferative 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: six hours lecture, six hours lab.) Summer
Requisite: MLT 150 with a grade of "C" or better.
Type: C

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. (Six hours lecture, eight hours lab, eight-week module.) Spring
Requisite: MLT 150 with a grade of "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, four hours lecture, four hours lab.) Fall
Requisite: MLT 150 with a grade of "C" or better.
Type: C

MLT 240 Immunohematology 3-3-4
A study of the blood groups of people 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, six hours lecture, six hours lab.) Spring
Requisite: MLT 150 with a grade of "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. Note: Students must contact the MLT program coordinator for permission to enroll in this course and complete MLT 100 with a grade of "C" or better.
Requisite: Department consent
Type: C

MLT 245 Clinical Practice I 0-24-3
Supervised clinical experience. Students rotate through the phlebotomy, hematology, serology, chemistry, coagulation and urinalysis departments of an affiliate hospital. (40 hours per week for nine weeks.)
Requisite: MLT 150 with a grade of "C" or better.
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, two hours lecture, four hours lab weekly.) Spring
Requisite: MLT 150 with a grade of "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 serous fluids) are also studied. (Eight-week module, four hours lecture, four hours lab.) Fall
Requisite: MLT 150 with a grade of "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, six hours lecture, six hours lab.) Fall
Requisite: MLT 150 with a grade of "C" or better.
Type: C

MLT 275 Clinical Practice II 0-24-3
Supervised clinical experience. Students will rotate through the phlebotomy, microbiology and immunohematology at an affiliate hospital. (Consists of 40 hours per week for nine weeks.) Spring
Requisite: MLT 150 with a grade of "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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: None.
Type: T

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.
Requisite: Reading placement above ENG 91 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 1840 to the present and will allow the student an opportunity to examine the various types, styles and influential musicians of American pop music.
Requisite: Reading placement above ENG 91 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. Offered in spring semester only.
Requisite: MUS 105.
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.
Requisite: 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 (sight-singing). Offered in fall semester only. Piano proficiency or concurrent enrollment in class piano is strongly suggested.
Requisite: MUS 104 with a grade of "C" or better or satisfactory score on the fundamental theory skills test.
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 (sight-singing). Offered in spring semester only.
Requisite: MUS 105 with a grade of "C" or better.
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 Non-Western Culture requirement for graduation at SWIC.
Requisite: Reading placement above ENG 91 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.
Requisite: None.
Type: T

MUS 112 Class Instruction in Piano II 2-0-2
Continuation of MUS 111.
Requisite: MUS 111 with a grade of "C" or better.
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.
Requisite: 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.
Requisite: MUS 113 with a grade of "C" or better.
Type: T

MUSIC-Private Applied Music for Enrichment
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 four hours of elective credit. These courses do not meet the requirements for pursuit of a major or minor in music at the baccalaureate level.

MUS	119	Private Applied Piano for Enrichment	1-0-1
MUS	120	Private Applied Voice for Enrichment	1-0-1
MUS	121	Private Applied Trumpet for Enrichment	1-0-1
MUS	122	Private Applied French Horn for Enrichment	1-0-1
MUS	123	Private Applied Trombone for Enrichment	1-0-1
MUS	124	Private Applied Tuba/Euphonium for Enrichment	1-0-1
MUS	125	Private Applied Flute for Enrichment	1-0-1
MUS	126	Private Applied Clarinet for Enrichment	1-0-1
MUS	127	Private Applied Oboe for Enrichment	1-0-1
MUS	128	Private Applied Bassoon for Enrichment	1-0-1
MUS	129	Private Applied Saxophone for Enrichment	1-0-1
MUS	130	Private Applied Violin for Enrichment	1-0-1
MUS	131	Private Applied Viola for Enrichment	1-0-1
MUS	132	Private Applied Cello for Enrichment	1-0-1
MUS	133	Private Applied Double Bass for Enrichment	1-0-1
MUS	134	Private Applied Guitar for Enrichment	1-0-1
MUS	135	Private Applied Bass Guitar for Enrichment	1-0-1
MUS	136	Private Applied Percussion for Enrichment	1-0-1

Students enrolling in private applied courses must contact the Program Coordinator Andrew Jensen, D.M.A., at 618-235-2700, ext. 5032 or andrew.jensen@swic.edu, for instructions and instructor assignment. First-time private applied students should contact Andrew Jensen prior to enrolling. Students receive one half-hour lesson per week for 15 weeks of the semester. All students perform in a final examination jury at the end of the semester.
Requisite: 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 as an aid in the pronunciation of foreign song material and guided listening to English and foreign art songs.
Requisite: Prior or current enrollment in Class Instruction in Voice or Private Applied Voice.
Type: T

MUS 145 Recording Studio Orientation 3-0-3
This course focuses on studio maintenance and troubleshooting techniques. Includes soldering, wiring standards, machine alignment, system architecture, Apple computer Operating System skills and troubleshooting in both hardware and software applications.
Requisite: 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 composition 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. Offered in fall semester only.
Requisite: MUS 104 with a grade of "C" or better or satisfactory score on the 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. Offered in spring semester only.
Requisite: MUS 150 with a grade of "C" or better.
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.
Requisite: Reading placement above ENG 91 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. Offered in fall semester only.
Requisite: Concurrent enrollment in or completion of MUS 111.
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. Offered in spring semester only.
Requisite: MUS 154 with a grade of "C" or better.
Type: T

MUS 159, 160, 259, 260 Concert Band I, II, III, 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 classic to contemporary. The ensemble is open to all woodwind, brass and percussion students.
Requisite: Department consent.
Type: T

MUS 161, 162, 261, 262 College Choir I, II, III, 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 20th century to various jazz, rock, and popular styles. The ensemble is open to all woodwind, brass and percussion students.
Requisite: None.
Type: T

MUS 163, 164, 263, 264 Jazz Band I, II, III, 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.
Requisite: Department consent.
Type: T

MUS 165, 166, 265, 266 Instrumental Ensemble I, II, III, IV 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 20th century, as well as various jazz, rock, and popular styles.
Requisite: Department consent.
Type: T

MUS 167, 168, 267, 268 Chamber Singers I, II, III, IV 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.
Requisite: Department consent.
Type: T

MUS 175, 176, 275, 276 Guitar Ensemble I, II, III, IV 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.
Requisite: Department consent.
Type: T

MUS 177, 178, 277, 278 Jazz Improvisation I, II, III, IV 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.
Requisite: Department consent.
Type: T

MUS 201 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.
Requisite: Reading placement at ENG 101 level or completion of ENG 92; concurrent enrollment in or completion of MUS 152.
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. Offered in fall semester only.
Requisite: MUS 106 with a grade of "C" or better.
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. Offered in spring semester only. Students are strongly encouraged to continue to enroll in subsequent levels of class piano.
Requisite: MUS 205 with a grade of "C" or better.
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.
Requisite: MUS 112 with a grade of "C" or better.
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.
Requisite: MUS 213 with a grade of "C" or better.
Type: T

Music-Private Applied Music for the Music Major or 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 eight elective semester credits. 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 Program Coordinator Andrew Jensen, D.M.A., at 618-235-2700, ext. 5032 or andrew.jensen@swic.edu, for instructions and instructor assignment.

MUS 219 Private Music Major or Minor Applied Piano 2-0-2
MUS 220 Private Music Major or Minor Applied Voice 2-0-2
MUS 221 Private Music Major or Minor Applied Trumpet 2-0-2
MUS 222 Private Music Major or Minor Applied French Horn 2-0-2
MUS 223 Private Music Major or Minor Applied Trombone 2-0-2
MUS 224 Private Music Major or Minor Applied Tuba/Euphonium 2-0-2
MUS 225 Private Music Major or Minor Applied Flute 2-0-2
MUS 226 Private Music Major or Minor Applied Clarinet 2-0-2
MUS 227 Private Music Major or Minor Applied Oboe 2-0-2
MUS 228 Private Music Major or Minor Applied Bassoon 2-0-2
MUS 229 Private Music Major or Minor Applied Saxophone 2-0-2
MUS 230 Private Music Major or Minor Applied Violin 2-0-2
MUS 231 Private Music Major or Minor Applied Viola 2-0-2
MUS 233 Private Music Major or Minor Applied Double Bass 2-0-2
MUS 234 Private Music Major or Minor Applied Guitar 2-0-2
MUS 235 Private Music Major or Minor Applied Bass Guitar 2-0-2
MUS 236 Private Music Major or Minor Applied Percussion 2-0-2

Students receive a one-hour lesson per week for 15 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 3-3:50 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.
Requisite: Department consent.
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.
Requisite: Concurrent enrollment in or completion of MUS 104 with a grade of "C" or better.
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.
Requisite: MUS 250 with a grade of "C" or better.
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.
Requisite: Concurrent enrollment in or completion of MUS 251; MUS 106 or MUS 151.
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 swic.edu/music and choosing the link to Music Technology. Practicum applicants are responsible for applying to one of the SWIC Music department approved practicum sites.
Requisite: Department consent.
Type: T

MUS 299 Special Topics in Music Variable up to (4)-0-(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.
Requisite: Department consent.
Type: T

Network Design and Administration

- See Also Cisco Networking Academy

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 and Wide Area Networks and related media, connections and components. Other topics covered include the OSI model, TCP/IP, and network security. Note: Successful students will possess basic computer skills prior to enrolling.
Requisite: None.
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. Note: Successful students will possess basic computer skills prior to enrolling.
Requisite: None.
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. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: CISC 152 with a grade of "C" or better.
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. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: NETW 101 or CISC 151.
Type: C

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. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: NETW 101 or CISC 151.
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. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: NETW 101 or CISC 151.
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. Note: Successful students will possess intermediate computer skills, including file management skills and knowledge of various operating systems, prior to enrolling.
Requisite: None.
Type: C

NETW 261 Emerging Network Technologies 3-0-3
This course is designed to familiarize students with emerging technologies and developing trends in computer networking and the overall impact of these technologies and trends on Information Technology. Topic areas align with the skills needed for technicians to administer and troubleshoot computer networks including current networking terminology, protocols, standards, software, and hardware. The course will develop skills necessary to apply these topics to maintaining and upgrading existing networks or to developing and implementing new networks. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: CISC 154 with a grade of "C" or better.
Type: C

NETW 271 Network Security 3-0-3
This course provides an overview of information security practices and techniques. Students will become familiar with the concepts and terms associated with computer and programming security techniques, local and wide area network 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. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: NETW 101 or CISC 151.
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, Domain Name System, and Windows Internet Name Service; securing Internet Protocol traffic with Internet Protocol security 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. Note: Students who meet the requisite through professional certification or work experience should contact the program coordinator.
Requisite: NETW 188.
Type: C

NETW 295 Networking Internship 0-15-3
This course requires 240 hours 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 and Administration. Note: Students should be enrolled in the last semester of study prior to graduation.
Requisite: Minimum GPA of 2.5. Department consent
Type: C

NETW 299 Special Topics in Networking Variable up to (4)-0-(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.
NOTE: Requisite: varies by topic.
Requisite: None.
Type: C

Nurse Assistant - *See Health Related Occupations*

Nursing Education

NE 100 Clinical Calculations for Nurses Variable up to (3)-0-(3)
This course is designed to enable the student to learn basic mathematical concepts and systems of measure to calculate oral and parenteral dosages for selected medication. Note: Accepted nursing students must complete this course or pass the NE 100 Proficiency Test. The Proficiency Test will be available during NE orientation. This course is offered in the summer only.
Requisite: 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 patient. The course is required for selected students who are beginning their nursing career. Four-week module (four hours classroom; 12 hours lab per week)
Requisite: NE 100 with a grade of "C" or better or NE 100 proficiency and completion of or concurrent enrollment in with a grade of "C" or better BIOL 155/157, HRO 150, SOC 153, and HRO 100/160 (or proficiency).
Type: C

NE 103 Introduction to Nursing 3-4.5-4.5
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.
Requisite: Concurrent enrollment in or completion of NE 102 with a grade of "C" or better or escrowed credits for CNA/LPN, completion of or concurrent enrollment in BIOL 157, HRO 150, SOC 153, HRO100/160 (or proficiency) each with a grade of "C" or better.
Type: C

NE 104 Health Continuum I 2-0-2
Designed to study an individual's 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.
Requisite: Concurrent enrollment in or completion of NE 102 with a grade of "C" or better or escrowed credits for CNA/LPN, concurrent enrollment in or completion of NE 103, BIOL 157, SOC 153, HRO 150 each with a grade of "C" or better.
Type: C

NE 105 Health Continuum II 2-0-2
Emphasis on the study of an individual's ability to maintain health. The developmental stages of toddler, preschool, school age and adolescent are presented in relation to basic human needs.
Requisite: (BIOL 155 or BIOL 157), HRO 150, SOC 153, (HRO 100 or HRO 160), NE 102, NE 103, NE 104 each with a grade of "C" or better; concurrent enrollment in or completion of NE 106, NE 108, ENG 101, (BIOL 156 or BIOL 158) each with a grade of "C" or better.
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. (Four hours classroom, 12 hours college and clinical lab per week)
Requisite: (BIOL 155 or BIOL 157), HRO 150, SOC 153, (HRO 100 or HRO 160), NE 102, NE 103, NE 104 each with a grade of "C" or better; concurrent enrollment in or completion of NE 105, NE 108, ENG 101, (BIOL 156 or BIOL 158) each with a grade of "C" or better.
Type: C

NE 108 Interference with Basic Human Needs I 2-6-4
Uses the nursing process in providing care for patients 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. (Four hours classroom, 12 hours college and clinical lab per week)
Requisite: BIOL 155/157, HRO 150, SOC 153, HRO100/160, NE 102, NE 103, NE 104 each with a grade of "C" or better, concurrent enrollment in or completion of NE 105, NE 106, ENG 101, BIOL 156/158 each with a grade of "C" or better.
Type: C

NE 207 Interference with Basic Human Needs II 3.5-6-5.5
Uses the nursing process in providing care for patients 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 patient settings in the hospital and the community. Eight-week module. (Seven hours classroom, 12 hours college and clinical lab per week)
Requisite: BIOL 158, ENG 101, NE 105, NE 106, NE 108 each with a grade of "C" or better, and concurrent enrollment in or completion with a grade of "C" or better of NE 209, ENG 102, and PSYC 151.
Type: C

NE 209 Interference with Basic Human Needs III 3.5-6-5.5
Uses the nursing process in providing care for patients 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. (Seven hours classroom, 12 hours college and clinical lab per week)
Requisite: BIOL 158, ENG 101, NE 105, NE 106, NE 108 each with a grade of "C" or better, and concurrent enrollment in or completion of NE 207, ENG 102, PSYC 151 each with a grade of "C" or better.
Type: C

NE 210 Interference with Basic Human Needs IV 3.5-6-5.5
Uses the nursing process in providing care for patients 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. (Seven hours classroom, 12 hours college and clinical lab per week)
Requisite: ENG 102, PSYC 151, NE 207, NE 209 each with a grade of "C" or better; concurrent enrollment in or completion of NE 211 with a grade of "C" or better.
Type: C

NE 211 Interference with Basic Human Needs V 3.5-6-5.5
Uses the nursing process in providing care for patients with selected common health problems. Emphasis is continued on human needs for safety and sensory perception, nutrition, and elimination. The role change from student to graduate nurse is also considered. Learning situations are provided in the classroom setting, the autotutorial laboratory, college laboratory simulated sessions and the hospital setting. Eight-week module. (Seven hours classroom, 12 hours college and clinical lab per week)
Requisite: None.
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.
Requisite: None.
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.
Requisite: 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. NOTE: Knowledge of Windows recommended.
Requisite: None.
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 (three semester credits) instead of OAT 130. NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
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 (three semester credits) instead of OAT 131.
NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
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 (three semester credits) instead of OAT 132.
NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
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 (two semester credits) instead of OAT 133.
NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: 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.
Requisite: None.
Type: C

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. NOTE: Knowledge of business math (MGMT 102) recommended.
Requisite: None.
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. NOTE: Knowledge of document processing and Windows recommended.
Requisite: None.
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. Students may receive credit for only one of the following: OAT 164 or OAT 170. NOTE: Knowledge of Windows and the internet recommended.
Requisite: None.
Type: C

OAT 165 Presentation Graphics 2-0-2
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. NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
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. NOTE: Knowledge of document processing recommended.
Requisite: None.
Type: C

OAT 170 Keyboarding/Touch System 2-0-2
This course has three major purposes: (1) to enable students to develop basic touch keyboarding skills for computers, (2) to teach students to use word processing software to 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. Students may receive credit for only one of the following: OAT 164 or OAT 170.
Requisite: None.
Type: C

OAT 171 Document Processing and Input Processing 3-0-3
The course is designed to enable students to learn or perfect touch keyboarding skills using correct fingering techniques. The student should improve current keyboarding speeds and develop skills necessary for entry-level employment and/or personal use. Units of instruction include business letters, memos, email, reports, tables, speech recognition, touch input, handwriting recognition, and employment documents. When the course is completed, students should key at speeds of 20 to 55 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.
Requisite: None.
Type: C

OAT 172 Advanced Information Processing 3-0-3
This course is designed to expand the subject matter of OAT 171. A further development of document production and skillbuilding will be provided. The importance of organizing work and meeting deadlines will be stressed. Units of instruction include advanced formatting of correspondence, reports, and tables as well as units on international formatting, medical and legal office documents, office forms and publications using project-based activities. When the course is completed, students should type at speeds of 30 to 65 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. NOTE: Document processing and keyboarding skill equivalent to OAT 171 recommended.
Requisite: OAT 171.
Type: C

OAT 175 Electronic Spreadsheets 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. NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
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. NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
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. NOTE: Keyboarding skill and Windows knowledge recommended.
Requisite: None.
Type: C

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.
Requisite: None.
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
Requisite: 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 pivot tables, reports, goal seek, solver, and auditing will be covered.
Requisite: 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.
Requisite: None.
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.
Requisite: 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.
Requisite: Sophomore standing.
Type: C

OAT 261 Business Communications 3-0-3
This course is designed to help students develop the skills and strategies necessary for effective oral and written business communications. Students will learn to utilize technology to collaborate and communicate persuasively. The course will cover topics such as improving both customer and employee relations, seeking employment, and conveying good and bad news.
Requisite: ENG 101.
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. Students may receive credit for only one of the following: OAT 274 or PARL 274.
Requisite: 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.
Requisite: 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, computer terminology, and document processing.
Requisite: Sophomore standing.
Type: C

OAT 280 Virtual Office Technologies 3-0-3
This course will provide the student with the necessary skills to develop and successfully operate a virtual office that provides administrative support and technical services for the rapidly changing global business environment.
Requisite: 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.
Requisite: 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.
Requisite: Department consent
Type: C

OAT 299 Special Topics in Office Admin and Tech Variable up to (4)-0-(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. NOTE: Requisite: varies by topic.
Requisite: 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.
Requisite: 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.
Requisite: ENG 101, 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.
Requisite: 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.
Requisite: PARL 120, PARL 220, PARL 240.
Type: C

PARL 235 E-Discovery/E-Investigation 2-0-2
This course will provide students with an overview and understanding of e-discovery issues, terms and technologies. Students will also gain an understanding of the basics of e-investigation by using social networking sites and internet search engines to discover admissible evidence about parties and witnesses in lawsuits.
Requisite: PARL 230.
Type: C

PARL 240 Torts 3-0-3
Students will gain an understanding of the basics of tort law and the causes of action for intentional torts, negligence and strict liability. Special topics covered will also be products liability, professional malpractice, workers compensation and other current tort topics. Students will be required to complete several writing assignments including drafting a complaint that contains all of the elements of a tort in a cause of action. Emphasis will be placed on the application of theory to fact patterns so that students can identify a tort cause of action.
Requisite: PARL 120.
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.
Requisite: PARL 120, PARL 220, PARL 230, 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.
Requisite: 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.
Requisite: 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.
Requisite: None.
Type: C

PARL 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 found in a variety of legal areas including real estate, corporate law, bankruptcy, estate planning, litigation, family law, and other areas of law found in a general practice. Students may receive credit for only one of the following: PARL 274 or OAT 274.
Requisite: OAT 122 or OAT 180.
Type: C

PARL 275 Bankruptcy/Creditors' 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.
Requisite: None.
Type: C

PARL 280 Copyright/Trademark/Patent 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.
Requisite: None.
Type: C

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.
Requisite: Department consent.
Type: C

PARL 299 Special Topics in Paralegal Studies Variable up to (4)-0-(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. NOTE:
Requisite: varies by topic.
Requisite: None.
Type: C

PDA - *See Construction Paiting & 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, since we have come to see this way of thinking 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 first take up this point of view, and second 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H4 900

PHIL 151 Introductory Logic 3-0-3
Introductory Logic is a reflection on thought, discourse, and argumentation. It accomplishes this through the study of language, specifically by an examination of sentence structures, inductive and deductive logical systems, argument forms, and formal and informal fallacies. The course provides students the opportunity to apply the methods of Logic to everyday discourse.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-H4 906

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 regard, we look at issues connected to human relations and an ethical life. This includes an examination of the idea of the good life, of human nature, of race and ethnicity, of standards of value and their justifications, and of particular moral problems and decisions. Ethical theories are critically evaluated and used as a means to reflect upon the issues that underlie human action.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 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 may be the philosophies of Hinduism, Buddhism, Confucianism, Taoism, as well as the philosophies of Native Americans, Africans, Australo-Aborigines, etc.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

PHIL 160 Introduction to Philosophy of Religion 3-0-3
The course focuses the development of the analytical and critical skills of students, and provides opportunities of reflection about matters of theological significance. This is accomplished through the study of theological issues, concepts, arguments, and theories. Topics that may be examined include the following: the existence of God, the nature of the divine, the problem of evil, religious diversity, the question of life after death, and the meaning of religious experience.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

PHIL 299 Special Topics in Philosophy Variable up to (4)-0-(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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

Physical Therapist Assistant

PTA 100 Introduction to Physical Therapy 1-0-1
This course introduces students to the profession of physical therapy, the role of the physical therapist (PT), physical therapist assistant (PTA), and the PT technician/aide. Emphasis is placed on a strong interprofessional team approach to providing optimal care for patients in a variety of practice settings. The Guide to PT Practice terminology is introduced, along with the Vision, Principles, Purpose, and Values of the American Physical Therapy Association (APTA). Discussion of the APTA includes the benefits, rights, and privileges of voluntary membership in this professional organization representing PT/PTAs. Review of APTA Core Documents provides students with insight into professional and ethical conduct; and APTA's policies, standards, positions, and guidelines serve as the basis of discussions regarding optimal healthcare standards. A comparison of federal and state statutes are discussed, along with legal issues, health care reimbursement, quality assurance and infection control. Further discussion encompasses the purpose and importance of research in providing quality, contemporary interventions. Students learn how to assess the credibility of resources and how to read professional literature identifying validity, reliability and the level of statistical significance. Integration of evidence based practice with clinical expertise is encouraged and the development of life-long learning skills is emphasized.
Requisite: Program admission, concurrent enrollment in or completion of ENG 101, BIOL 105 each a with a grade of "C" or better.
Type: C

PTA 101 Physical Therapy Science & Skills 4-0-4
This course introduces students to the science and skills of physical therapy. Anatomical muscle and joint structure and function first introduced in biology are expanded upon to provide the foundation for physical therapy related treatment. Students are introduced to physical therapy equipment and supplies necessary for providing assessments and interventions that are safe, effective, and efficient for both the patient and the clinician. Assessment of range of motion, strength, and vitals, along with an introduction to functional outcome measures prepares students for properly reporting patient status and acting as an integral member of the interprofessional health care team. Electronic Medical Records and proper documentation are introduced, along with medical terminology commonly utilized in contemporary physical therapy practice. A strong PT/PTA relationship is encouraged while students are taught to provide interventions such as range of motion, strengthening, and mobility training primarily for the patient with an orthopedic injury/condition within the PT Plan of Care. This course also includes management of medical emergencies, psychosocial issues affecting patients after injury or disease, and communication skills necessary for interaction with patients, family, caregivers, and other members of the interprofessional health care team.
Requisite: Program admission, concurrent enrollment in or completion of ENG 101, BIOL 105 each a with a grade of "C" or better.
Type: C

PTA 102 Patient Care Skills & Assessment 3-0-3
This course allows students to apply the foundational science and skills of contemporary physical therapy practice discussed in PTA 101 Physical Therapy Science and Skills. Case scenarios are utilized to facilitate the use of physical therapy equipment and supplies, and develop the skills necessary for providing assessments and interventions that are safe, effective and efficient as they pertain to the Plan of Care established by the PT while considering the patient perspective and environment. Additionally, case scenarios give students the opportunity to develop professional behaviors complimentary to the profession and recognize changes in skin condition and safety factors while using assistive devices and equipment. Oral and written communication skills are enhanced through patient education, documentation and communication with members of the interprofessional health care team. Students must demonstrate competency in performing the following assessment skills: goniometric and strength assessment of appendicular anatomy and vital signs; and interventions including: range of motion/strengthening, transfer and gait training (primarily for patients with an orthopedic injury/condition). Proper positioning and draping of patients are emphasized. This course also includes attainment of American Heart Association certification in CPR and AED for all ages.
Requisite: Program admission, concurrent enrollment in or completion of ENG 101, BIOL 105 each a with a grade of "C" or better.
Type: C

PTA 150 Theory of Physical Agents I 3-0-3

This course introduces students to manual therapy and physical agents utilized to modulate or decrease pain, reduce or eliminate edema, improve circulation, enhance connective tissue extensibility, remodel scar tissue, decrease restrictions associated with musculoskeletal injury, increase joint mobility, decrease nerve root compression and improve patients' exercise performance. Students learn to utilize manual therapy techniques such as massage, fascial release and soft tissue mobilization, and physical agents including superficial and deep heat, light, cryotherapy, hydrotherapy, compression, and traction; as an adjunct to therapeutic exercise, to achieve optimal outcomes. Appropriate tools and functional measures are discussed to assist students in reporting patient status. Classroom discussions involve theoretical and scientific background, physiological responses, indications, contraindications and precautions, clinical applications, parameter selection, documentation, discussion of current research and contemporary practice, clinical decision making, integration and sequencing within the PT Plan of Care, and reimbursement. The role of the physical therapist assistant in implementing the interventions is discussed with adherence to legal practice standards and emphasis on consistency with APTA guidelines.
Requisite: ENG 101, BIOL 105, PTA 100, PTA 101, PTA 102 each 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 manual therapies and physical agents discussed in PTA 150 Theory of Physical Agents I, as well as develop entry level skill in their application. Students are taught to skillfully assess the patient, collecting data utilizing appropriate tools and measures and how to apply manual therapies and physical agents for addressing specific anatomical locations/ conditions/ diagnoses in response to visual and palpatory assessment. Students must demonstrate competency in performing manual therapies including massage, fascial release and soft tissue mobilization and physical agents such as moist heat, paraffin, ultrasound, cryotherapy, compression and traction, as it pertains to the Plan of Care established by the PT. Students must also demonstrate competency in performing girth measurements and aseptic technique with proper donning and doffing of Personal Protective Equipment (PPE). All skills must be performed in a safe, effective and efficient manner with a variety of equipment and supplies while considering the patient perspective and environment, and recognizing changes in skin condition and other safety factors. Proper positioning and draping of patients are emphasized and case scenarios are utilized for simulated practice of assessments and interventions. Oral and written communication skills are enhanced through patient education, documentation and communication with members of the interprofessional health care team. Professional behaviors, indications, contraindications, precautions, problem solving, fiscal and time management and adherence to legal standards and APTA guidelines are emphasized in the delivery of quality patient care.
Requisite: ENG 101, BIOL 105, PTA 100, PTA 101, PTA 102 each with a grade of "C" or better.
Type: C

PTA 160 Kinesiology & Clinical Orthopedics 5-0-5

This course introduces students to kinesiology, the scientific study of human movement and how it pertains to contemporary physical therapy assessments and interventions of patients with orthopedic related diagnoses/conditions. The course enhances students' previous knowledge of muscle and joint structure and function, goniometry, manual muscle testing, range of motion/ strengthening and mobility training attained in PTA 101 Physical Therapy Science and Skills. As each joint of the appendicular skeleton and each region of the axial skeleton is studied individually, the students' knowledge is expanded to include a deeper understanding of anatomical structures, special tests and related orthopedic diagnoses/conditions, medical and physical therapy management including, but not limited to flexibility testing, stretching, strengthening, endurance/power training, aerobic/anaerobic conditioning, and use of contemporary orthoses. Functional outcome tools related to orthopedic injuries/conditions will be discussed and case scenarios utilized to enhance problem solving skills. Combined joints of the appendicular and axial skeleton are studied when introducing the gait cycle in preparation for gait analysis, posture assessment, and respiratory function.
Requisite: ENG 101, BIOL 105, PTA 100, PTA 101, PTA 102 each with a grade of "C" or better.
Type: C

PTA 161 Orthopedic Interventions 3-0-3

This course provides students the opportunity to perform stretching and strengthening exercises discussed in PTA 160 Kinesiology & Clinical Orthopedics, while refining skills acquired in PTA 102 Patient Care Skills & Assessment. Students must demonstrate competency, as well as develop entry level skill in their performance of flexibility testing, goniometry, manual muscle testing, posture assessment, stretching and strengthening of each joint of the appendicular skeleton and each region of the axial skeleton, as it pertains to the Plan of Care established by the PT. All skills must be performed in a safe, effective, and efficient manner with a variety of equipment and supplies while considering the patient perspective and environment. Students learn to recognize changes in skin condition and safety factors while using assistive devices and equipment. Proper positioning and draping of patients are emphasized and case scenarios are utilized for simulated practice of assessments and interventions. Oral and written communication skills are enhanced through patient education, documentation and communication with members of the interprofessional health care team. Professional behaviors, problem-solving skills, fiscal and time management, and adherence to legal standards and APTA guidelines are emphasized in the delivery of quality patient care.
Requisite: ENG 101, BIOL 105, PTA 100, PTA 101, PTA 102 each with a grade of "C" or better.
Type: C

PTA 165 Pathology I 1-0-1

This course begins with an analysis of the factors which affect health followed by review of pathologic conditions and interventions to various body systems. It is the first of a two part course sequence in pathology which will include: etiology, incidence, risk factors, manifestations, general medical diagnosis, treatment options, and special implications for the PTA. Topics covered in this course are intended to help prepare the PTA student for his/her first summer clinical experience and includes pathologies related to the metabolic, gastrointestinal, hepatic, biliary, endocrine, renal, urologic, genital and reproductive systems, as well as management/prevention of infectious diseases, autoimmune disorders and PT interventions utilized in the acute care setting. Appropriate tools and functional measures will be discussed to assist students in reporting patient status.
Requisite: ENG 101, BIOL 105, PTA 100, PTA 101, PTA 102 each with a grade of "C" or better.
Type: C

PTA 170 Clinical Experience I 0.5-10-3

This course allows students to enter the clinical environment under the supervision of a physical therapist or physical therapist assistant clinical instructor. Opportunities are available for students to apply skills previously simulated during didactic instruction, 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 patient interventions within the PT Plan of Care while considering the patient perspective and environment, and focusing on time efficiency and communication with members of the interprofessional health care team. A comprehensive, computerized exam of all knowledge acquired in the first year of the program must be passed prior to entering the clinic. Students meet in the classroom prior to clinical experience to perform a self-assessment of abilities, develop goals/objectives for Clinical Experience I, and discuss appropriate clinical behaviors, evidence based practice, legal and ethical dilemmas, fiscal management, conflict resolution, and quality assurance. Students return to the classroom at the conclusion of Clinical Experience I to reflect on and share their experiences while comparing and contrasting the assessments, interventions and documentation practices encountered in the various health care settings. A service activity and reflection paper are also completed in order to promote future volunteerism and patient advocacy.
Requisite: HRO 100, PSYC 151, SPCH 151, PTA 150, PTA 151, PTA 160, PTA 161, PTA 165 each with a grade of "C" or better.
Type: C

PTA 200 Theory of Physical Agents II 3-0-3

This course is a continuation of instruction involving physical agents previously taught in PTA 150 Theory of Physical Agents I. Electrotherapeutic modalities are introduced to modulate or decrease pain, reduce or eliminate edema, improve circulation, increase the rate of healing of open wounds and soft tissue, enhance connective tissue extensibility, decrease restrictions associated with musculoskeletal injury, increase joint mobility, decrease unwanted muscular activity, enhance neuromuscular performance, assist muscle force generation and contraction, and provide orthotic substitution during functional activities. Stages of wound healing, assessment of patients with open wounds, and clinical management are addressed. This course prepares students to utilize electrotherapeutic modalities concurrently with previously learned physical agents, when appropriate and indicated for pain, edema, tissue repair, medication delivery, impaired joint mobility, muscle disuse atrophy and orthotic substitution. Use of physical agents and electrotherapeutic modalities are discussed as an adjunct to physical therapy intervention. Appropriate tools and functional measures are discussed to assist students in reporting patient status. Classroom discussions involve theoretical and scientific background, physiological responses, indications, contraindications, precautions, clinical applications, parameter selection, documentation, discussion of current research and contemporary practice, clinical decision making, integration and sequencing within the PT Plan of Care, and reimbursement. The role of the physical therapist assistant in implementing the interventions is discussed with adherence to legal practice standards and emphasis on consistency with APTA guidelines.
Requisite: PSYC 210, SOC 153, PTA 170 each with a grade of "C" or better.
Type: C

PTA 201 Application of Physical Agents II 2-0-2

This course is a continuation of instruction involving physical agents previously performed in PTA 151 Application of Physical Agents I. Students experience the electrotherapeutic modalities discussed in PTA 200 Theory of Physical Agents II, as well as develop entry-level skill in their application. Students are taught to skillfully assess the patient, collecting data utilizing appropriate tools and measures and how to apply electrotherapeutic modalities for addressing specific anatomical locations/conditions/diagnoses in response to visual and palpatory assessment. Students must demonstrate competency in performing electrical stimulation for pain, edema, tissue damage, medication delivery, impaired joint mobility, muscle disuse atrophy and orthotic substitution; as it pertains to the Plan of Care established by the PT. All skills must be performed in a safe, effective and efficient manner with a variety of equipment and supplies while considering the patient perspective and environment, and recognizing changes in skin condition and other safety factors. Proper positioning and draping of patients are emphasized and case scenarios are utilized for simulated practice of assessments and interventions. Oral and written communication skills are enhanced through patient education, documentation and communication with members of the interprofessional health care team. Professional behaviors, indications, contraindications, precautions, problem solving, fiscal and time management, and adherence to legal standards and APTA guidelines are emphasized in the delivery of quality patient care.
Requisite: PSYC 210, SOC 153, PTA 170 each with a grade of "C" or better.
Type: C

PTA 210 Therapeutic Exercise & Rehabilitation 5-0-5

This course introduces students to physical therapy rehabilitative techniques that assist patients in returning to a state of optimal function. The course builds upon students' previous knowledge of data collection, special tests, patient diagnoses/conditions and medical and physical therapy management acquired in PTA 160 Kinesiology & Clinical Orthopedics, and applies it to medically complex patients with numerous comorbidities and those with chronic pain associated with spinal disorders. Students are taught the neuroscience of pain and various treatment techniques including Sahrmann and McKenzie, expanding their ability to treat patients with impairments effecting the axial skeleton and those in need of core stabilization. The course is then directed towards patients requiring more extensive rehabilitation including patients with non-organic pain, spinal cord injury, neurological dysfunction, and amputation. Contemporary orthotics, prosthetics, and assistive devices are discussed for the patient with an orthopedic or neurological injury/condition. Neuroanatomy, neurodevelopment, motor control, motor performance, motor learning, and related clinical applications are presented. Neuro-rehabilitation techniques/theorists and patient management skills emphasized include PNF, NDT, Brunnstrom, and Rood. Facilitation and inhibition of abnormal tone are discussed to promote functional training, pre-gait and balance activities utilizing the appropriate stage of motor control. Students are taught to recognize and respond to cognitive, communication, sensory, visual, perceptual, and affective impairments when interacting with patients. Appropriate tools and functional measures for related orthopedic and neurological injuries/conditions are discussed to assist students in reporting patient status and function. The unique needs of special populations, such as pediatrics, and specialized clinical environments, such as work hardening and aquatics, are also discussed. Architectural barriers and accessibility regulations are analyzed, and environmental modifications for home, community and work are determined, as well as the patient's need for adaptive equipment and assistive technologies. The unique needs of special populations, such as pediatrics, and specialized clinical environments, such as work hardening and aquatics, are also discussed. Architectural barriers and accessibility regulations are analyzed and environmental modifications for home, community and work will be determined, as well as patients' need for adaptive equipment and assistive technologies.
Requisite: PSYC 210, SOC 153, PTA 170 each with a grade of "C" or better.
Type: C

PTA 211 Rehabilitation Techniques 3-0-3

This course allows students to apply the physical therapy rehabilitative techniques discussed in PTA 210 Therapeutic Exercise and Rehabilitation to assist patients in returning to a state of optimal function. The course enhances student's previous knowledge of data collection and interventions acquired in PTA 161 Orthopedic Interventions and applies it to medically complex patients with numerous comorbidities and those with chronic pain associated with spinal disorders. Students knowledge of Sahrmann and McKenzie treatment techniques are expanded along with core stabilization exercises. As students transition from treatment of patients with orthopedic injuries/conditions to those with neurological injuries/conditions, neuro-rehabilitation techniques/theorists including PNF, NDT, Brunnstrom and Rood are emphasized. Facilitation and inhibition of abnormal tone are discussed to promote functional training/pre-gait/balance activities utilizing the appropriate stage of motor control. ransfer and gait training taught in previous semesters is enhanced highlighting proper handling techniques for patients with neurological involvement. Students must demonstrate competency in determining appropriate rehabilitative techniques to utilize, as well as performing the techniques and making necessary modifications within the Plan of Care established by the PT. All skills must be performed in a safe, effective, and efficient manner with a variety of equipment and supplies while considering the patient perspective and environment. Students learn to recognize changes in skin condition and safety factors while using assistive devices and equipment. Proper positioning and draping of patients are emphasized and case scenarios are utilized for simulated practice of assessments and interventions. Oral and written communication skills are enhanced through patient education, proper documentation and communication with members of the interprofessional health care team. Professional behaviors, problem-solving skills, fiscal and time management, and adherence to legal standards and APTA guidelines are emphasized in the delivery of quality patient care.
Requisite: PSYC 210, SOC 153, PTA 170 each with a grade of "C" or better.
Type: C

PTA 220 Pathology II 3-0-3
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. Appropriate tools and functional measures will again be discussed to assist students in reporting patient status. Pathologies covered include disorders of the hematologic, cardiovascular, lymphatic, pulmonary, nervous, and integumentary systems. Oncology and psychological disorders are also included, as well as co-morbidities. A general overview of laboratory tests and values are included to assist students in recognizing 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.
Requisite: PSYC 210, SOC 153, PTA 170 each with a grade of "C" or better.
Type: C

PTA 270 Clinical Experience II Variable up to 0-(40)-(10)
This course allows students to enter two separate clinical environments under the supervision of a physical therapist or physical therapist assistant clinical instructor. Opportunities are available for students to practice skills required of the physical therapist assistant and further refine their time efficiency with all aspects of clinical management, as well as their ability to monitor and progress patient treatment within the PT Plan of Care. Oral and written communication skills are enhanced through patient education, documentation and communication with members of the interprofessional health care team. Professional behaviors, problem solving, fiscal management, and adherence to ethical, legal standards and APTA guidelines are emphasized in the delivery of quality patient care while considering the patient perspective and environment. Prior to the conclusion of this course, students are required to demonstrate entry level performance for all applicable performance criteria, as evaluated by the clinical and academic faculty utilizing the APTA's Clinical Performance Instrument.
Requisite: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 each with a grade of "C" or better.
Type: C

PTA 280 Clinical Seminar II 2-0-2
This course prepares students for the National Physical Therapy Examination for the PTA and entry into the workforce. Prior to entering the clinic, students are required to pass a comprehensive, computerized exam of all knowledge acquired throughout the program, perform self-assessment of abilities and develop goals/objectives for Clinical Experience II. Classroom discussions include appropriate clinical behaviors, ethical and legal issues, cultural competence, sexual harassment, patient outcomes/discharge planning, fiscal management, and the changing health care environment. Students prepare a graduate resume/cover letter and discuss contemporary interviewing and job searching skills. As the culminating experience related to evidence based practice, students give an oral presentation regarding contemporary research. Students also discuss and share their clinical experiences, discuss final preparation for the national licensure exam and review life-long learning opportunities.
Requisite: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 each 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 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. Note: Permission from the PTA coordinator is required to enroll. Must be a graduate of an accredited PTA program.
Requisite: Department consent.
Type: C

PTA 299 Special Topics in Physical Therapy Variable up to (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. NOTE: Requisite: varies by topic.
Requisite: None.
Type: C

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.
Requisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
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.
Requisite: Math placement above MATH 112 or completion of MATH 112 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
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.
Requisite: PHYS 151 with a grade of "C" or better.
Type: T

PHYS 204 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.
Requisite: MATH 203 with a grade of "C" or better; Reading placement above ENG 92 or completion of ENG 92.
Type: T, IAI-PHY 911, IAI-P2 900L

PHYS 205 Physics-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.
Requisite: PHYS 204, MATH 204 each with a grade of "C" or better.
Type: T, IAI-PHY 912

PHYS 206 Physics-Light, & 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.
Requisite: PHYS 204, MATH 204 each with a grade of "C" or better.
Type: T, IAI-PHY 914

PHYS 299 Special Topics in PHYS Science Variable up to (6)-(12)-(6)
Special topics or current issues in physical science will be examined through the use of lectures, case studies, simulations, special projects or other problem-solving procedures.
Requisite: None.
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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: None.
Type: C

PLBR 106 Gas Installations 3.5-1-4
This course is designed to furnish the plumber/pipefitter apprentice with the fundamentals on the safe use of various 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.
Requisite: 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 in the installation, testing, repair, maintenance and servicing of electrical systems used in the plumbing/pipefitters industry.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: 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 pipefitters/plumbers.
Requisite: 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.
Requisite: None.
Type: C

PLBR 299 Special Topics in Piping/ Plumbing Variable up to (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.
Requisite: 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 state and local government.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S5 905

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.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S5 904

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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-PLS 913

POLS 289 Political Impact of American Films 3-0-3
One of the many ways we learn about politics is through the movies. They show us stories of war and revolution, of integrity and corruption, of heroes and villains. They teach us ethics.They help us understand policy issues from international relations to criminal justice, racism, and class conflict. They have shaped public opinion and mobilized citizens from Birth of a Nation in 1915 to The Grapes of Wrath in 1940 and Fahrenheit 911 in 2004.
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 perception other countries have of America and Americans.
Requisite: Reading and writing placement at ENG 101 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 countries have of America and Americans.
Requisite: Reading and writing placement at ENG 101 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 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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

POLS 299 Special Topics in Political Science Variable up to (3)-0-(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.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

Precision Machining Technology

PMT 100 Precision Machining Intro 0.5-0-0.5
This course prepares students to begin a successful college career in the Precision Machining Technology program. Students will learn and understand all safety aspects for all the precision machining machinery. The course also teaches the students all the information and technology that is needed for the entire PMT program which includes work ethic expectations, clothing requirements, machinist tools, measurements, and computer uses. An understanding of the PMT program requirements and expectations will be presented in this course.
Requisite: None.
Type: C

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
Requisite: Concurrent enrollment in or completion of PMT 100.
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.
Requisite: Concurrent enrollment in or completion of PMT 101.
Type: C

PMT 110 Introduction to CNC Operations 2-1-2.5
This course starts with students learning all the safety aspects when operating a CNC machine. Students review measuring instruments used in the machining industry. The course then establishes an understanding of figuring cutting tool speeds and feed-rates used on CNC machines. Students receive instruction on positioning and jogging CNC machine tools. The course introduces students to set-up and operations of computerized numerical control machine tools, which includes the three-axis HAAS vertical machining center and two-axis HAAS lathe. Provides experience in setting work offsets, tool lengths and operating the HAAS CNC control. And full understanding of set-up and running a short production run on CNC equipment.
Requisite: Concurrent enrollment in or completion of PMT 100.
Type: C

PMT 111 CNC Milling 3.5-1-4
Students will learn to program, edit, and produce a finished part using a three-axis computerized numerical control vertical machining center. The course will start with basic programming methods and advance to more complex programming codes. Students will be responsible for setting-up and producing finish parts within the tolerances that are specified. The course will also prepare students to complete NIMS level 1 CNC milling certification.
Requisite: Concurrent enrollment in or completion of PMT 100, PMT 110.
Type: C

PMT 112 CNC Turning 2-1-3
Students will be provided with a blueprint and will be responsible for programming, editing, and choosing cutting tools to create a finished part on a computer numerical control turning center. Students will program, set-up and produce finished parts. The course includes HAAS conversational programming for producing fast finished parts along with all documentations needed for the parts produced. The course will also prepare students to complete NIMS level 1 CNC turning certification.
Requisite: Concurrent enrollment in or completion of PMT 100, PMT 110.
Type: C

PMT 114 Metallurgy I (Industrial) 2-0-2
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.
Requisite: 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.
Requisite: IDM 114.
Type: C

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.
Requisite: Concurrent enrollment in or completion of PMT 102.
Type: C

PMT 202 Cutting Tools/Fixturing/Insp 2-0-2
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.
Requisite: None.
Type: C

PMT 221 Intro to Master Cam 3.5-1-4
Using Mastercam 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 3-D wire frame and solid model parts.
Requisite: None.
Type: C

PMT 222 Advanced Master Cam 3.5-1-4
Students will use Mastercam to design, draw, and produce a variety of parts using HAAS CNC equipment. This includes verifying and back plotting on the computer using Mastercam. The student will use Mastercam to develop the complex programs needed to produce a variety of parts on three-axis Haas mills and two-axis HAAS lathes.
Requisite: Concurrent enrollment in or completion of PMT 221.
Type: C

PMT 226 Geom Dim & Tolerancing (GD&T) 1-0-1
The course introduces students to GD&T dimensioning, concepts of size control and material tolerances. After defining the terminology used, geometric characteristics and symbols, the course proceeds to demonstrate how the geometric system works and applies to a machined part. Limits of size, MMC, LMC, position verification, product plans and virtual condition, along with the datum reference frame are covered during the course.
Requisite: None.
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.
Requisite: 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.
Requisite: PMT 231.
Type: C

PMT 240 NIMS Certification 3.5-1-4
This course prepares the student to take all Level One NIMS Certification tests. Starting with the basic layout procedures to creating a completed CNC machined part, this course offers the student nine certifications when completed. Students will need to create eight hands-on projects that will need to be inspected by industry and then take nine online tests to earn NIMS certification.
Requisite: Concurrent enrollment in or completion of PMT 201.
Type: C

PMT 250 Multi-Axis CNC Programming 3-2-4
This course is designed to give students an understanding of basic programming including sub-programming and set-up of multi-axis CNC machine tools. Students will learn to set up and program multi-axis computer numerical control machines, which include multiple vises, set ups, CNC tombstones, four-axis vertical mill, and five-axis vertical mill. The course includes advance set ups on CNC turning centers with bar feeding capabilities, live tooling and Y-axis capabilities. After learning set ups on all multi-axis machines, students will then write a basic CNC program to be run on the multi-axis CNC machines.
Requisite: Concurrent enrollment in or completion of PMT 110, PMT 111, PMT 112.
Type: C

PMT 262 Advanced Mastercam/Multi-Axis 3-2-4
Student will import solid models and design simple multi-axis parts into Mastercam CAD/CAM software to create programs for a variety of multi-axis CNC machine tools. The course includes creating tool paths, choosing correct cutting tools and posting a CNC program to be verified on a computer to creating a finished part on a CNC machine tool. Students will be responsible for setting-up and running CNC machines that include multi-vise set-ups, four-axis tombstone, and five-axis trunnion. Along with a CNC turning center with live tooling, Y-axis, and bar feeder. All parts produced will be programmed with Mastercam.
Requisite: Concurrent enrollment in or completion of PMT 221, PMT 222.
Type: C

PMT 299 Problems in Precision Machining Technology Variable up to (4)-(8)-(4)
This course is designed to familiarize students with special topics or problems in the Precision Machining Technology field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Requisite: None.
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.
Requisite: 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.
Requisite: 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.
Requisite: 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.
Requisite: PRCP 151.
Type: C

PRCP 155 Psychiatric Rehabilitation Practicum 1-10-4
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 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.
Requisite: PRCP 151, 152, 153, 154. Department consent
Type: C

Psychology

PSYC 151 General Psychology 3-0-3
The study of human behavior with special emphasis on an understanding of research methods in psychology, the workings of the human brain, the social, emotional and cognitive changes of human beings from birth to death, the processes of learning and memory, the impact of our social surroundings on human behavior, the development of personality and an understanding of psychological disorders.
Requisite: Reading and writing placement at ENG 101 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.
Requisite: PSYC 151.
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.
Requisite: PSYC 151.
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 research methods for human sexuality, biological foundations of sexuality, the development of loving relationships, legal issues related to sexuality such as rape, domestic violence, incest, pornography and prostitution, health issues such as sexually transmitted infections, pregnancy, and contraception, and current societal debates related to sexual issues such as sexual orientation, gender identity, commercial sex, sex education and the implications of new reproductive technologies.
Requisite: PSYC 151.
Type: T

PSYC 250 Child Development 3-0-3
Child development studies theoretical and practical uses of child growth from conception to age 13. Included are discussion of major theoretical approaches to understanding children; genetic and environmental influences; as well as physical, cognitive and social/emotional growth factors. Additional topics include parenting issues such as child-rearing techniques, school issues, and divorce.
Requisite: PSYC 151.
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.
Requisite: PSYC 151.
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 perspective. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences.
Requisite: PSYC 151.
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.
Requisite: PSYC 151.
Type: T, IAI-S6 905

PSYC 254 Death and Dying 3-0-3
This course is intended to provide an investigation of issues relevant to the study of death and dying, primarily from a psychological perspective. One primary assumption in death education is confronting, learning about, and discussing death in an open forum leads to greater acceptance. The course centers on key aspects of death and dying, including living with a terminal illness, the psychological process of dying, and grief and bereavement.
Requisite: PSYC 151.
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. The emphasis will be on human behavior ranging from the normal to the abnormal ends of the continuum. The course will be taught within a DSM-5 classification framework.
Requisite: PSYC 151.
Type: T, IAI-PSY 905

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.
Requisite: PSYC 151.
Type: T

PSYC 265 Psychology of Women 3-0-3
This course examines sex and gender from biological, sociocultural, and psychological perspectives. A central goal is to explore social and political disadvantages resulting from the intersection of gender, race and ethnicity. Topics will include 1) research methods, 2) gender differences, biases, and stereotypes, 3) gender development, 4) mental and physical health issues for women, 5) women's role in the media and workplace, 6) the relationships, sexuality, and victimization of women.
Requisite: PSYC 151.
Type: T

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.
Requisite: PSYC 151.
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.
Requisite: PSYC 151.
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. Cross-cultural psychology examines psychological diversity and the underlying reasons 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.
Requisite: PSYC 151.
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.
Requisite: PSYC 151.
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, this course will cover the anatomy and functions of the brain as it relates to concepts such as genetics, drug use, intelligence, disorders of movement and brain damage and what makes one a morning person versus an evening person. This course is an excellent course for any student interested in learning about disorders such as narcolepsy, attention deficit disorder, substance abuse and addiction or psychological disorders as each relates to the brain.
Requisite: PSYC 151.
Type: T

PSYC 295 Social Psychology 3-0-3
This course examines the ways in which people think about, influence, and relate to one another, or how the individual affects and is affected by his or her social world. A central goal of the course is to improve human relations by focusing on social and political disadvantages of race, ethnicity, gender and other issues. Overall, the course will emphasize current theory and research in social psychology, as well as the development of critical thinking skills that can be applied to both theory and research methodology.
Requisite: PSYC 151.
Type: T, IAI-PSY 908, IAI-S8 900

PSYC 299 Problems In Psychology Variable up to (3)-0-(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.
Requisite: PSYC 151.
Type: T

Radiologic Technology

RT 100 Radiologic Technology I 2.5-0-2.5
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.
Requisite: Program admission, concurrent enrollment in or completion of RT 101 with a grade of "C" or better.
Type: C

RT 101 Radiographic Positioning I 3.5-0-3.5
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.
Requisite: Program admission, concurrent enrollment in or completion of RT 100 with a grade of "C" or better.
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 principles of algebra and geometry, exponents, scientific notation, and metric conversions.
Requisite: Program admission, concurrent enrollment in or completion of RT 100 and RT 101, each with a grade of "C" or better.
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.
Requisite: RT 100, RT 101 each with a grade of "C" or better.
Type: C

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.
Requisite: RT 100, RT 101 each 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 and procedures as specified.
Requisite: RT 100, RT 101 each 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.
Requisite: RT 100, RT 101 each 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.
Requisite: 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.
Requisite: RT 111 with a grade of "C" or better.
Type: C

RT 152 Clinical Experience 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.
Requisite: 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)
Requisite: BIOL 105, RT 150, RT 151, RT 180 each with a grade of "C" or better and completion of or concurrent enrollment in HRO 100 with a grade of "C" or better.
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.
Requisite: 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 the systems of the human body.
Requisite: 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.
Requisite: RT 160 with a grade of "C" or better.
Type: C

RT 242 Clinical Modalities I 0-4-1
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.
Requisite: 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.
Requisite: RT 160 with a grade of "C" or better.
Type: C

RT 265 Computerized Tomography Review 2-0-2
This review class is designed to assist technologists in their efforts to prepare for the American Registry of Radiologic Technologists' CT Registry Examination. It is ideal, but not required, for a technologist in this class to currently be working in the CT or have had CT experience. This class addresses computed tomography's history, instrumentation, applications, physics, patient care, cross sectional anatomy, and the CT registry examination. The technologist is responsible to coordinate their performance of CT examinations in a clinical setting per the required categories, and be aware of the time frame and the number of procedures that must be performed, prior to taking a CT certification examination. NOTE: RT(R), CT experience desirable but not required.
Requisite: Department consent.
Type: C

RT 296 IT for Radiographers 1-0-1
The technology for digital imaging in health care 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.
Requisite: RT 230, RT 244 each 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.
Requisite: RT 230, RT 244 each 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 magnetic field. In interventional radiology, a student observes minimally invasive, targeted treatments performed using imaging for guidance.
Requisite: RT 241, RT 242 each 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.
Requisite: RT 241, RT 242 each with a grade of "C" or better.
Type: C

Respiratory Care

RC 102 Cardiopulmonary Anatomy and Physiology 3-0-3
This course involves an in-depth study of the anatomy and physiology of the respiratory and cardiovascular systems, including aspects of the central nervous system. Diffusion, gas transport, ventilation and perfusion are closely examined.
Requisite: Program admission.
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.
Requisite: Program admission.
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 BLS.
Requisite: Program admission, HRO 100, BIOL 105 each with a grade of "C" or better, concurrent enrollment in or completion of RC 105 with a grade of "C" or better.
Type: C

RC 105 Patient Assessment 2-2-3
This course provides the student with knowledge of how patient assessment procedures are performed. Information gathered from these assessments as well as from diagnostic tests, and laboratory assessment is related to the patient's health status and response to treatment. This course also includes obtaining, analyzing, and basic interpretation of blood gases as well as blood gas analyzer function and the quality assurance standards for blood gas analyzers.
Requisite: HRO 100, BIOL 105 each with a grade of "C" or better, concurrent enrollment in or completion of RC 104 with a grade of "C" or better.
Type: C

RC 110 Cardiopulmonary Pathology 3-0-3
This course 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. An overview of pulmonary function testing and a more in-depth discussion of acid-base balance is also provided.
Requisite: RC 102 with a grade of "C" or better.
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.
Requisite: RC 103 with a grade of "C" or better.
Type: C

RC 112 Respiratory Care Practices and Procedures II 3-4-5
Provides a continuation of classroom instruction and laboratory practice for respiratory care procedures, including airway management and noninvasive positive pressure ventilation. The course concludes with an introduction to continuous mechanical ventilation and critical care procedures.
Requisite: Concurrent enrollment in or completion of RC 110, RC 111, RC 113 each with a grade of "C" or better; RC 102, RC 103, RC 104, RC 105 each with a grade of "C" or better.
Type: C

RC 113 Clinical Practice I 0-16-4
This course provides under supervision: observation, practice, and application of patient assessment and general respiratory care procedures and airway management in the clinical setting, with an introduction to mechanical ventilation and critical care procedures toward the end of the course. Note: This course requires clinical practice each week. Dates, times and locations will be announced.
Requisite: Concurrent enrollment in or completion of RC 110, RC 111 each with a grade of "C" or better; RC 102, RC 103, RC 104, RC 105 each with a grade of "C" or better.
Type: C

RC 114 Respiratory Care Practices and Procedures III 1.5-2-2.5
This course provides a continuation and completion of classroom instruction and laboratory practice for mechanical ventilatory support and its use in respiratory care. Specific areas of interest include improving ventilation and oxygenation of the ventilated patient, ventilator graphics, assessment of the critically ill patient, and troubleshooting the ventilator. The course will conclude with an overview of pediatric respiratory care; including assessment, monitoring, basic therapies, and mechanical ventilation of the pediatric patient as well as the etiology, pathophysiology, diagnosis, and management of pediatric diseases.
Requisite: RC 110, RC 111, RC 112, RC 113 each with a grade of "C" or better; concurrent enrollment in or completion of RC 115 with a grade of "C" or better.
Type: C

RC 115 Clinical Practice II 0-8-2
This course continues to provide clinical experience in the intensive care unit to gain more experience with mechanical ventilation and critical care procedures. The course will focus on advanced ventilator management including assessing the critically ill patient, adjusting the ventilator, ventilator graphics, and troubleshooting. The student will gain more experience with critical care skills such as airway management and arterial blood gas analysis. NOTE: This course requires clinical practice each week. Dates, times and locations will be announced.
Requisite: RC 110, 111, 112, 113 each with a grade of "C" or better, concurrent enrollment in or completion of RC 114 with a grade of "C" or better.
Type: C

RC 203 Respiratory Care Practices and Procedures IV 3-4-5
The course begins with ACLS certification with extensive review of electrocardiogram technique and interpretation, cardiac pharmacology, as well as myocardial infarction and stroke care. The course will also include basic overview of Pediatric Advanced Life Support. The student will then be provided with a more in-depth study of pulmonary function testing in the classroom and lab. The course will conclude with information related to fetal development, neonatal assessment, and neonatal resuscitation. Information will include airway management, oxygen therapy, transcutaneous monitoring, capillary sticks, and mechanical ventilation of the neonatal patient.
Requisite: RC 114, RC 115 each with a grade of "C" or better, concurrent enrollment in or completion of RC 204 with a grade of "C" or better.
Type: C

RC 204 Clinical Practice III 0-16-4
This course provides under supervision: observation, practice, and application of respiratory care procedures to critically ill adults and pediatric patients. The course includes continuous mechanical ventilation and advanced patient assessment and monitoring procedures of critically ill adult and pediatric patients as well as patients in long-term care facilities. NOTE: This course requires clinical practice each week. Dates, times and locations will be announced.
Requisite: RC 114, RC 115 each with a grade of "C" or better, concurrent enrollment in or completion of RC 203 with a grade of "C" or better.
Type: C

RC 205 Respiratory Care Practices and Procedures V 4.5-0-4.5
The course provides information about respiratory care in alternate sites, cardiopulmonary rehabilitation, polysomnography, patient and community education, assessment of hemodynamics, transport inside and outside of the hospital, nutrition and metabolic testing, legal and moral ethics of health care, and health care management and reimbursement. The course will also provide career assistance such as interview skills and resume design.
Requisite: RC 203, RC 204 each with a grade of "C" or better; concurrent enrollment in or completion of RC 207, RC 206 each with a grade of "C" or better.
Type: C

RC 206 Clinical Practice IV 0-16-4
This course provides under supervision: observation, practice, and application of respiratory care procedures to critically ill neonatal patients, continuous mechanical ventilation of the new born, rehabilitation of respiratory care patients, care and testing of patient's with sleep disorders, testing of patients' pulmonary function, cardiac stress testing and electrocardiography, and the care of respiratory care patients in alternate settings. Note: This course requires clinical practice each week. Dates, times and locations will be announced.
Requisite: RC 203, RC 204 each with a grade of "C" or better; concurrent enrollment in or completion of RC 207, RC 206 each with a grade of "C" or better.
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 Therapist Multiple Choice Exam and Clinical Simulation Exam, as well as exercises is critical thinking and review of clinical practice guidelines and therapist driven protocols.
Requisite: RC 203, RC 204 each with a grade of "C" or better; concurrent enrollment in or completion of RC 205, RC 206 each with a grade of "C" or better.
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.
Requisite: Reading placement above ENG 91 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.
Requisite: RUSS 101.
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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

SLS 101 American Sign Language I 5-0-5
In-depth and eventual total immersion exposure to American Sign Language 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)
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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)
Requisite: ENG 101, SLS 100, SLS 101, SLS 110, SLS 125 each with a grade of "C" or better.
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)
Requisite: Concurrent enrollment in or completion of SLS 102 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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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)
Requisite: ENG 101 with a grade of "C" or better, concurrent enrollment in or completion of SLS 102 with a grade of "C" or better.
Type: C

SLS 125 ASL Fingerspelling and 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.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

SLS 203 American Sign Language III 4-0-4
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)
Requisite: SLS 102 with a grade of "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. Coursework will consist of videotaped projects and activities for skill enhancement in working with English/ASL interpretations. (Fall only)
Requisite: SLS 105 with a grade of "C" or better; concurrent enrollment in or completion of SLS 203 , SLS 206, SLS 210 each 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)
Requisite: SLS 105, SLS 120 each with a grade of "C" or better; concurrent enrollment in or completion of SLS 203 with a grade of "C" or better.
Type: C

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)
Requisite: SLS 120 with a grade of "C" or better, concurrent enrollment in or completion of SLS 203 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. Coursework will consist of videotaped projects, in class exercises, activities and individual work for skill enhancement. (Spring only)
Requisite: 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. Coursework will consist of lecture and discussion, videotaped projects and in class exercises and activities for skill enhancement. (Spring only)
Requisite: SLS 255 with a grade of "C" or better.
Type: C

SLS 230 Interpreting Practicum 1.5-6.2-3
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)
Requisite: SLS 255 with a with a grade of "C" or better; concurrent enrollment in or completion of SLS 220 and SLS 225 each 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. Coursework will consist of lecture and discussion, videotaped projects and in-class exercises and activities for skill enhancement. (Fall only)
Requisite: Concurrent enrollment in or completion of SLS 203, SLS 206, SLS 210 each 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-secondary 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)
Requisite: SLS 203 with a grade of "C" or better; concurrent enrollment in or completion of SLS 220, SLS 225 each with a grade of "C" or better.
Type: C

SLS 275 Interpreting Practicum II 1-6-2
Students will interpret in a variety of low-risk settings under the supervision of the instructor and selected professional practitioners/mentors, building on the skills and experiences acquired in SLS 230. Weekly discussions will contain review and analysis of the interpreting experiences as well as individual skill development. The focus of this course will be field work (50 hours) with mentorship opportunities and skill development based on individual need.
Requisite: SLS 230 with a grade of "C" or better.
Type: C

SLS 280 Performance Interpreting 3-0-3
The key to successful performance interpreting lies in conveying the characters, relationships and atmosphere of the performance. This course assists interpreters and student interpreters in transitioning from everyday interpreting to a theatre/concert interpreting setting.
Requisite: Department consent.
Type: C

SLS 299 Special Topics In SLS Variable up to (4)-(8)-(4)
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 effectively with those topics or problems in relation to their specific requirements. NOTE: Requisite: varies by topic.
Requisite: SLS 230.
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 situations (such as the family, education, religion and economy). A major focus is the intersection of social class, race, ethnicity and gender. The course will focus on assisting the student to develop a Sociological Imagination.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S7 900

SOC 203 Social Problems 3-0-3
This course will introduce the sociological study of social problems focusing on both the structural context and symbolic construction within U.S. society. Social issues such as poverty, unemployment, racism, gender inequality, pollution, war, issues in education, drugs and crime will be explored with an emphasis on the intersection of race, ethnicity, gender and social class. Research will be used to understand the nature of these problems and to explore ongoing and new solutions.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S7 901

SOC 210 Deviance, Crime and Society 3-0-3
This course explores the nature and variety of crime and deviant behavior in American society. Violence, crime, sexual deviance, alcohol and drug use and elite deviance are examined. Various theoretical approaches will be explored and applied. Issues surrounding social control will be considered.
Requisite: SOC 153 or ANTH 150.
Type: T

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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

SOC 230 Race & Ethnicity in the United States 3-0-3
This class is an introduction to the sociological study of race and ethnicity in the United States. The focus is major sociological concepts, theories and ideas related to race and ethnicity. 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 will be included. The development and use of a sociological perspective will be emphasized to critically examine our current situation and our future as a multicultural society, emphasizing the intersection of race and ethnicity with gender and social class.
Requisite: 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. It offers analyses of courtship patterns, marriage and the family forms, relationships and functions, and socio-cultural differences in family.
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-S7 902

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.
Requisite: SOC 153.
Type: T

SOC 299 Research Study Problems in Soc. Variable up to (3)-0-(3)
Seminar on a special topic or current issue in sociology.
Requisite: 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

SPAN 102 Elementary Spanish II 4-0-4
An introductory course whose primary purpose is to help beginning-level students become functionally proficient in Spanish. Emphasis is placed on the development of listening, speaking, reading and writing skills in the target language. An introduction is given to the history and culture of Spanish-speaking countries.
Requisite: SPAN 101.
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 and compositions. Course is conducted almost entirely in Spanish.
Requisite: SPAN 102.
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 and compositions. Course is conducted almost entirely in Spanish.
Requisite: SPAN 201.
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.
Requisite: SPAN 102.
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.
Requisite: SPAN 211.
Type: T

SPAN 299 Special Topics in Spanish Variable up to (4)-0-(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.
Requisite: None.
Type: T

Speech

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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of 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; social consequences; and creating, maintaining and terminating various types of relationships.
Requisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI-MC 901

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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

SPCH 174 Applied Forensics I 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

SPCH 175 Applied Forensics II 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.
Requisite: SPCH 174.
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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-TA 916

SPCH 213 Intro to Public Relations 3-0-3
This course is designed to introduce students to the history and evolution of public relations as a profession. The course looks at the range of responsibilities and functions that public relations practitioners assume in a variety of organizational structures as well as the significant issues and trends that will continue to influence the practice of public relations in the future. Through lectures, discussions, activities and assignments, students will learn about the history and theories of public relations and ultimately have a better understanding of current public relations practices.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-MC 913

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 overall effectiveness and success of small group discussions and presentations.
Requisite: SPCH 151 or SPCH 155 each with a grade of C or better.
Type: T

SPCH 274 Applied Forensics III 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.
Requisite: SPCH 175.
Type: T

SPCH 275 Applied Forensics 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.
Requisite: SPCH 274.
Type: T

SPCH 299 Problems in Speech Variable up to (3)-(6)-(3)
Seminar on a special topic or current issue in speech.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of 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).
Requisite: 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, and triangular trigonometry. Offered in fall, spring, and summer. Graphing calculator required (TI-84).
Requisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better.
Type: C

Theatre

THEA 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-F1 907

THEA 150 Stagecraft 1-5-3
The purpose of this course is to introduce students to the world of technical theatre. Through lecture, hands-on lab and stage experience, students will gain a working knowledge of theatre terminology, operations, stage equipment and construction methods and materials in such areas as scenery, lighting, sound, and costumes, and safely demonstrate their use.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

THEA 161 Production Lab 0-3-1
This is a theatre performance class designed to instruct students in dramatic interpretation and presentation. Examining different acting, movement, and vocal techniques, students will have opportunities for developing skills by examining concepts, principles, and techniques for dramatic performance through regular rehearsal and performance.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

THEA 162 Production Lab 0-3-1
This is a theatre performance class designed to instruct students in dramatic interpretation and presentation. Examining different acting, movement, and vocal techniques, students will have opportunities for developing skills by examining concepts, principles, and techniques for dramatic performance through regular rehearsal and performance.
Requisite: SPCH 161.
Type: T

THEA 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.
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T

THEA 256 Theatre Acting 3-0-3
Theatre Acting is designed for the college student possessing little or no background in the performing arts and/or the student with some knowledge and experience. Course content includes beginning technique, theory, and the methodology needed to grasp the concept of acting. The practice of acting is explored through exercises using imagination, concentration, relaxation, intention, improvisation, spontaneity, and the reality of doing (as each applies to the craft of acting).
Requisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95.
Type: T, IAI-TA 914

THEA 261 Production Lab 0-3-1
This is a theatre performance class designed to instruct students in dramatic interpretation and presentation. Examining different acting, movement, and vocal techniques, students will have opportunities for developing skills by examining concepts, principles, and techniques for dramatic performance through regular rehearsal and performance.
Requisite: SPCH 162.
Type: T

THEA 262 Production Lab 0-3-1
This is a theatre performance class designed to instruct students in dramatic interpretation and presentation. Examining different acting, movement, and vocal techniques, students will have opportunities for developing skills by examining concepts, principles, and techniques for dramatic performance through regular rehearsal and performance.
Requisite: SPCH 261.
Type: T

Warehousing

WRH 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.
Requisite: None.
Type: C

WRH 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.
Requisite: None.
Type: C

WRH 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 hazardous materials.
Requisite: None.
Type: C

WRH 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.
Requisite: None.
Type: C

WRH 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 performance issues.
Requisite: None.
Type: C

Welding Technology

WLDT 101 Introduction to Welding 3-6-6
Introduced the basic concepts of joining metal by fusion processes. This course covers SMAW (stick welding), using 6010, 7018 and 7024 electrodes and the FCAW 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.
Requisite: 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.
Requisite: 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.
Requisite: WLDT 106.
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.
Requisite: 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.
Requisite: 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 detail. Special welding application also will be covered.
Requisite: 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.
Requisite: 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. Introduction to Gas Metal Arc Welding and Flux Core Arc Welding. Types and weldability of metals with electric cutting and gouging also included.
Requisite: None.
Type: C

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 AWS test will be given in the vertical and overhead position from the D1.1 Code Book. Introduction to Submerged Arc Welding, Flux Core Arc Welding, and Gas Metal Arc Welding.
Requisite: 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-degree 6G position. Fillet welds of pipe are covered. The laying out and flame cutting of pipe joints is covered.
Requisite: None.
Type: C

WLDT 253 GTAW/GMAW/FCAW/PAC 2-4-4
Provides welding practice and theory in Gas Tungsten Arc Welding, Gas Metal Arc Welding, Flux Cored Arc Welding with and without gas shielding, and Plasma Arc Cutting. Welding and cutting techniques on both ferrous and nonferrous metals.
Requisite: 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.
Requisite: None.
Type: C

WLDT 255 Layout and Fitup for Welders 3-0-3
Provides instruction in the complete process of plate, structural and 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.
Requisite: 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.
Requisite: None.
Type: C

WLDT 260 Welding Automation 3-4-5
This course introduces the student to welding automation. It provides detailed instruction and hands on experience working with controls for welding automation and automated welding systems. The student will work with many types of equipment including an automatic voltage control, cold wire feeder, arc video camera and monitor, longitudinal seamer, sidebeam and carriage, tilt and rotate positioner, turning roll system and weld lathe.
Requisite: WLDT 253.
Type: C

WLDT 270 Robotic Welding & CNC Cutting 3-4-5
This is an introductory course that will introduce the student to robotic arc welding and CNC cutting. It provides detailed instruction on the safe operation of robotic arc welding and CNC plasma/oxy-fuel cutting systems. Students will be required to program and perform various robotic arc welds with the GMAW process, program CNC equipment to perform cutting operations with both the plasma cutting process and oxy-fuel process on both plate and pipe. Also covered will be the use of a CNC plate marking system.
Requisite: WLDT 253.
Type: C

WLDT 299 Special Problems in Welding Variable up to (1)-(10)-(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/she would like to cover. Should consist of a special project or special welding techniques.
Requisite: None.
Type: C

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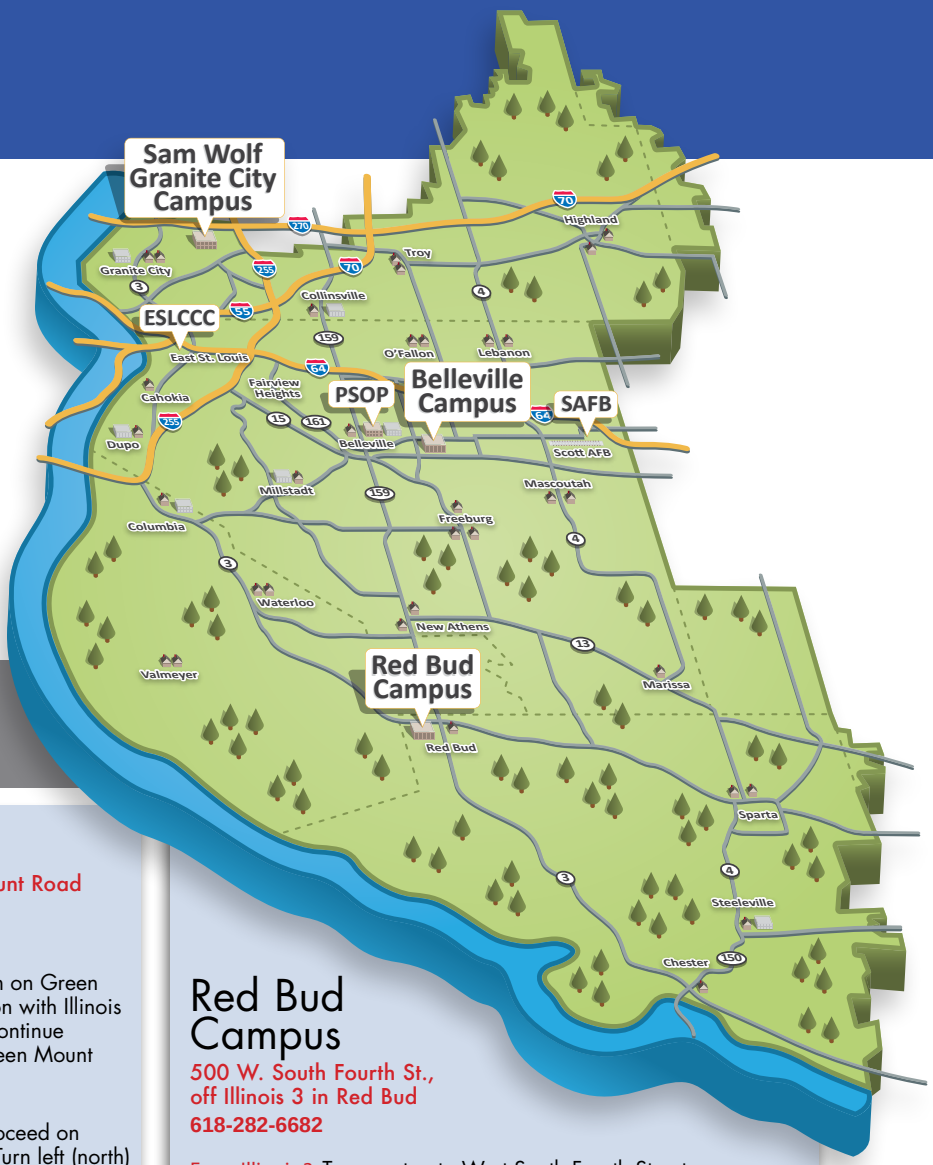
HOW TO FIND SWIC

Visit us online at swic.edu.

Southwestern Illinois College, Community College District 522, serving counties St. Clair, Madison, Monroe, Randolph, Washington, Bond, Perry, Montgomery, state of Illinois.



Belleville Campus

2500 Carlyle Ave., at the intersection of Green Mount Road and Illinois 161/Carlyle Avenue

618-235-2700, ext. 5258

From I-64: Take Exit 16, Green Mount Road. Drive south on Green Mount Road. Proceed about 4.5 miles to the intersection with Illinois 161/Carlyle Avenue. The college will be on the left. Continue through the intersection, then turn left at the second Green Mount Road entrance at Weatherstone Drive.

From I-255: Exit at Illinois 15 East, the Belleville exit. Proceed on Illinois 15 East about 13 miles to Green Mount Road. Turn left (north) onto Green Mount Road. Continue approximately 3 miles, passing the Illinois 158/177 intersection and Metro overpass.
At the Weatherstone Drive intersection, turn right into the campus.

MetroLink: The Belleville Campus is located across from College Station.

East St. Louis Community College Center (ESLCCC)

601 James R. Thompson Blvd. on the East St. Louis Higher Education Campus • 618-874-6592

From I-64: Take Exit 2A onto Third Street, turn left and drive two blocks. Turn left onto Broadway, proceed five blocks and turn right on Eighth Street. Drive two blocks to the East St. Louis Higher Education Campus.

Programs and Services for Older Persons (PSOP)

201 N. Church St., Belleville, at the intersection of Church and B streets in downtown Belleville • 618-234-4410

From the Belleville Public Square: Drive north on Illinois Street (Illinois 159) for two blocks, turn right on B Street and proceed for three blocks.

Red Bud Campus

500 W. South Fourth St., off Illinois 3 in Red Bud

618-282-6682

From Illinois 3: Turn west onto West South Fourth Street. The campus is located southwest of Red Bud Regional Hospital.

Sam Wolf Granite City Campus

4950 Maryville Road • 618-931-0600

From I-270: Exit onto Illinois 203/South Nameoki Road, then turn left onto Maryville Road. The campus is located at the intersection of Maryville Road and Illinois 203 on the north side of Granite City, one mile south of Interstate 270.

Scott Air Force Base (SAFB)

SWIC Education Office, 404 W. Martin St., Bldg. 1650, on Scott Air Force Base • 618-256-2442

From Illinois 158: The Scott Air Force Base main gate and Visitor Control Center are located on Seibert Road, off Air Mobility Drive/Illinois 158. Once on base, the SWIC office can be reached by turning off Scott Drive onto West Martin Street.
For questions about SAFB access, call 618-256-2442 or 618-235-2700, ext. 5393.

For directions, **call 866-942-SWIC (7942), ext. 5258.**

Visit **http://maps.yahoo.com for detailed directions and a map.**

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