FALL SEMESTER 2014
Online Registration for Current Students begins
T uesday, April 15
In-Person Registration for Current Students beginsTuesday, April 14
Open Online Registration begins
Monday, April 21
Campus Classes BeginTuesday, April 15
Monday – Friday, August 11-15
Faculty Opening WeekSaturday, August 16
Campus Classes Begin
Monday, September 1
Labor Day (College Closed)Wednesday, October 15
Fall 2014 Graduation Application DeadlineTuesday, November 11
Veterans Day (College Closed)Wednesday, November 26
No Classes – College OpenThursday, November 27
Thanksgiving Break (College Closed)Friday, November 28
Last Day to Withdraw from Classes* Monday, December 1
Final Examinations for Friday Only ClassesTuesday, December 2
Final Examinations for Evening ClassesWednesday, December 3
Final Examinations for Day ClassesThursday, December 4
Grades DueMonday, December 15, noon
Christmas Break, College ClosedWednesday, December 24, 2014 – January 4, 2015

SPRING SEMESTER 2015
Online Registration for Current Students begins
Tuesday, October 28, 2014
In-Person Registration for Current Students beginsTuesday, October 28
Open Online Registration begins
Monday, November 3, 2014
Open In-Person Registration begins
Monday, November 10, 2014
College RaritiesFriday, January 15
Campus Classes Begin
Monday – Friday, January 12-16
Faculty Opening Week
Saturday, January 17
Martin Luther King Jr. Day (College Closed)
Monday, January 19
Lincoln’s Birthday (College Closed)
Thursday, February 12
Spring 2015 Graduation Application Deadline
Monday, February 15
Spring Break (College Closed)
Monday – Sunday, March 16-22
Last Day to Withdraw from Classes* Tuesday, April 4-5
Final Examinations for Day Classes
Wednesday – Thursday, May 14-20
Final Examinations for Evening Classes
Thursday, May 21
Graduation
Memorial Day (College Closed)
Grades DueWednesday, May 26, noon

SUMMER SESSION 2015
Online Registration for Current Students begins
Tuesday, April 14
In-Person Registration for Current Students begins
Monday, April 21
Open Online Registration begins
Monday, April 27
Open In-Person Registration begins
Monday, June 8
Campus Classes BeginTuesday, June 15
Summer 2015 Graduation Application DeadlineMonday, July 20
Independence Day (College Closed)
Friday, July 3
Last Day to Withdraw from Classes*Wednesday – Thursday, July 29 and 30
Final Examinations
Friday, August 1
Grades DueWednesday, August 6

*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 2013

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

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

STEP 1  Submit a New Student Information Form
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.

STEP 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.

STEP 3  Apply for Financial Aid
Contact Financial Aid and Student Employment for information on the Free Application for Federal Student Aid (FAFSA) to apply for loans, grants, scholarships or campus employment.

STEP 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.

STEP 5  Complete the COMPASS Assessment
Contact the Testing Center to complete the COMPASS assessment test for course placement. Following the COMPASS test, students are encouraged to see a counselor in the Counseling Center for academic, transfer, career and personal assistance.

STEP 6  Show your photo ID and proof of residency at Enrollment Services

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

STEP 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 college Business Office. Tuition Payment Plans are available through your eSTORM account or by contacting the Business Office.

STEP 9  Participate in SWIC New Student Online Orientation by visiting the orientation website at swic.edu/orientation.

STEP 10  Purchase or Rent Textbooks
Have your final schedule and student ID with you when you go to the bookstore to buy textbooks. You can purchase/rent textbooks online at swic.edu/bookstore or in the bookstore.

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
Nick J. Mance, Chair
Cahokia
Partner in the accounting firm
of The Mance Leahy Group, Cahokia
Board member since 1993

Kenneth R. Joseph, Vice Chair
Belleville
Retired St. Clair County deputy sheriff
Board member since 1995

Harry A. Briggs, Ph.D.
Granite City
Superintendent of Granite City School District No. 9
Board member since 2012

Robert G. Morton
O’Fallon
Housing rehabilitation coordinator for the St. Clair
County Intergovernmental Grants Department
Board member since 2001

Richard E. Roehrkasse
Red Bud
Senior principal systems analyst,
Metters Industries Inc., St. Louis, Mo.
Board member since 1991

Philip L. Smith
Collinsville
Administrative assistant for the Madison County Regional
Superintendent, Edwardsville
Board member since 2004

Eugene Verdu
Belleville
Retired director of Programs and Services
for Older Persons
Board member since 2005

Cliff Davis, Student Trustee
East St. Louis
Term: 2013–2014
Dear Incoming or Returning Student:

Welcome to Southwestern Illinois College.
You’ve made a wise choice because:

- SWIC offers the best educational value in the region; we call it “SWIC-onomics.”
- SWIC students are people you know; one in four area high school graduates come here the following year, and 3 of 5 pick SWIC by age 30.
- SWIC graduates achieve their employment and lifelong learning goals; we call them “SWIC-cess” stories, and we trust you will write your own.

SWIC is also a “BYOD” campus … so we encourage you to use “your own device” to check out:

- Your 240-plus scholarship opportunities at swic.edu/foundation.
- Your online course offerings at swic.edu/online.
- Your College Activities and SWIC Athletics schedules at swic.edu/activities and swic.edu/athletics.
- Your course schedule and account statement at estorm.swic.edu.

Luck is where preparation meets opportunity.

Congratulations on the “lucky” start to your great learning experience at Southwestern Illinois College.

Pay It Forward,

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 recently opened.

**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 former 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 workforce training needs of local industry. The interior and exterior structures were recently renovated to upgrade technology.

**East St. Louis Community College Center**
Numerous SWIC classes and degree programs are offered at ESLCCC. Day and evening classes are available as well as counselors, 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 Auditorium
- Belleville Off-Campus Site
- Belleville Off-Campus Clinics
- Belleville Township High School East
- Belleville Township High School West
- Belleville – Orchards Golf Course
- Body Therapy Center – Main Area
- Clinic Miscellaneous Sites
- Collinsville High School
- Columbia High School
- Freeburg High School
- Fire Science Training Center
- Granite City Off-Campus Site
- Highland High School
- Highland-Pierron Fire Protection District
- Memorial Hospital Auditorium
- O’Fallon Fire Department
- O’Fallon Township High School
- Providing A Sure Start facility
- Red Bud Off-Campus Site
- Smithton Fire Department
- Sparta Fire Department
- St. Clair Bowl
- Sugar Creek Fire Protection District
- Tri-City Port Authority
- Waterloo High School
- YMCA East Belleville
NEED MONEY

Complete
ONE APPLICATION
for more than
240 SCHOLARSHIP opportunities

FOR COLLEGE?

Apply online:
swic.edu/foundation
Helping his students develop problem-solving and critical thinking skills is what earned Matt Swinford the title of Southwestern Illinois College 2013-2014 Full-time Faculty Member of the Year.

Swinford teaches Network Design and Administration, the Cisco Networking Academy and Computer Information Systems courses while serving as the program coordinator for the Network Design and Administration program.

"Mr. Swinford represents the highest quality in teaching," said SWIC Board of Trustees Chair Nick J. Mance. "His content knowledge, technological expertise and delivery methods make him a favorite among students."

Swinford has been a professional educator for 22 years. Prior to joining the SWIC faculty in 2001, he taught at Kaskaskia College from 1991 to 1997 and Olney Central College from 1997 to 2001.

This award recognizes him for his commitment to mentoring his students, successfully completing several networking certifications, and for maintaining current technology in classrooms and labs at the Sam Wolf Granite City Campus, among other accomplishments.

"My primary objective as a teacher is to prepare students for the workforce," Swinford said. "This is achieved not only from the content of courses I teach but the approach used to convey that content. In the ever-changing field of Information Technology, it is necessary to teach students 'how to learn' and find the answer. This approach develops problem solving and critical thinking skills for my students."

Swinford earned an Associate in Applied Science degree from Kaskaskia College, a Bachelor of Science degree from Eastern Illinois University, a Master of Business Administration degree from Southern Illinois University and is also a Cisco Certified Network Professional, Cisco Certified Network Associate, Voice and Cisco Certified Academy Instructor.
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Glossary of College Terms

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

**Accreditation:** The certification that a school or program meets a set of quality standards. SWIC is accredited by the Higher Learning Commission of North Central Association, 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 Basic Education:** Courses and programs designed to enable students to achieve a high school equivalency level in basic academic skills, in vocational training or in English usage for foreign language speakers. Adult Basic Education credit is normally not applicable toward transfer, certificate or associate degree at SWIC.

**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 often grants credit to students who achieve specific scores on the final exams. See the Advanced Placement section of this catalog for more details.

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

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

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

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

**Associate in 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, Business, Engineering, 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 two 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.

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

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

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

**Counselor:** A trained professional who assists students with academic counseling, career and personal counseling, interest and aptitude testing, and study skills enhancement.
Glossary of College Terms (continued)

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, prerequisites (if any), general requirements and the subject areas it covers. Course descriptions can be found in the Course Index 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 that 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-level course often taught at a high school in which the student can earn both college credit and high school credit at the same time. SWIC does not charge a fee for the course. Dual Credit classes are usually offered at the high school during the regular high school day for students 16 years and older.

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

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

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

eSTORM Services: The Southwestern Total Online Records Management service allows students to log on and enroll, drop classes, make a payment, view or print their course schedule, enrollment verification, final grade report, unofficial transcripts and 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 eligible programs at SWIC can be found in the Scholarships and Financial Assistance section of this catalog.

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

Full-Time Student: A student enrolled in at least 12 semester credits during the fall or spring semester, or at least six semester credits during the summer term. For financial aid purposes, you must be enrolled in 12 semester credits to 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: 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 Scholarships and Financial Assistance section of this catalog for more information.

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

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.
Glossary of College Terms (continued)

**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.

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

**Minority Transfer and Multicultural Student Services Center:** The Minority Transfer and Multicultural Student Services Center provides information on transfer opportunities, student support services, multicultural programs as well as enhanced and personalized support for minority students.

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

**Online Classes:** Classes in which students complete their coursework by way of the Internet. It should be noted the 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.

**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.

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

**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/business-office.

**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.

**RESTART:** The RESTART Program is designed to serve students who need to improve their academic success. It provides information about additional college resources and requires completion of several activities including an in-depth workshop prior to re-enrollment.

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

**Semester:** An academic period of study. At 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.

**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 Scholarships and Financial Assistance section of this catalog.

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

**TBA (To Be Arranged):** Courses for which the meeting days, times, and/or locations have not been established at the time the Semester Class Schedule goes to print 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, Associate in Engineering Science or Associate in Arts in Teaching.

**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 Courses:** College-level courses that are taught simultaneously at multiple sites and linked through two-way audio and video communication. The instructor of a video conference class teaches directly to students at one site while students at other sites participate fully in the class via telecommunication connections.

**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.

**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 Scholarships and Financial Assistance 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

OFFICE ............................................................... EXTENSION
Accounting courses ............................................. 5487
Administration of Justice courses ......................... 5653
Adult Basic Education .................. 5323/7397/8001/874-8778
Alternative Transportation Services .......... 239-0749
Apprenticeship courses .............................. 5252/7475
Art Center, William & Florence Schmidt .......... 5278 (5ART)
Art courses ................................................. 5199/5429/7452
Athletics ...................................................... 5450
Auto Collision Repair Technology courses ............ 7314/7475
Aviation Maintenance courses .......................... 7361
Aviation Pilot Training/Aviation Management courses .... 5683
Behavioral Sciences ...................................... 5520/5309
Bookstore Belleville Campus ......................... 5334
Bookstore Sam Wolf Granite City Campus .......... 7379
Business Administration courses ..................... 5487
Business Office ............................................. 5367/6640/8114
Career Activities & Employment Center .. 5562/7338/8126
Cisco Networking Academy ................................. 7374
College Activities ........................................... 5561/7378/8104
Commercial Maintenance Mechanics courses ......... 7457
Community Education ................................ 5393/8104
Computer-Aided Drafting courses .................... 5376
Computer Information Systems courses .............. 5502/5382
Computer Support Help Desk ......................... 4357 (HELP)
Construction Management Technology .............. 5209
Counseling department Belleville Campus ............. 5206
Counseling department Red Bud Campus .............. 8114
Counseling department Sam Wolf Granite City Campus .... 7333
Culinary Arts and Food Management courses ........ 5436/7389
Disability & Access Centers ......................... 5368
Dual Credit for High School ...................... 5141
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 .................................. 5660/6615/8114
eSTORM Help Line ................................ 222-SWIC (7942)
Faculty Development ................................ 5440
Financial Aid ............................................. 5288
Fire Science courses .................................. 234-5138
Foreign Language, Philosophy, Speech courses ....... 5585/5327
Foundation scholarships ........................... 5215/5647
GED Program .......................................... 5525/7397/874-8778
Graphic Communications courses ................. 5382
Health Information Technology courses .......... 5385
Heating, Ventilation, Air Conditioning & Refrigeration courses .... 7448
Horticulture/Agriculture courses .................. 5135
Human Services Technology courses ................. 5198/5309/7386

Scott Air Force Base Education Office ...... 618-746-4200
SAFB National Testing Center ............... 618-256-4085
Programs and Services for Older Persons .. 618-234-4410
Belleville Campus TDD ............................... 618-234-3347
TOLL FREE FROM ILLINOIS ....................... 866-942-SWIC (7942)

OFFICE ............................................................... EXTENSION
Industrial Electricity courses .......................... 5432/7456
Industrial Maintenance Mechanics courses ......... 7457
Industrial Technology Center .................................. 7475
Instructional Technology .................................. 5737
Kids’ Club Child Care .................................. 5543
Library Belleville Campus .............................. 5204
Library Red Bud Campus .................................. 8190
Library Sam Wolf Granite City Campus .............. 7354
Life Sciences, Health & Physical Education courses .... 5607
Management courses .................................. 5434
Manufacturing Technology courses ................. 5252/7475
Marketing courses ..................................... 5434
Massage Therapy courses ............................ 239-6400
Mathematics and Computer Science courses ........ 5611
Medical Assistant courses .......................... 5332/7326
Medical Laboratory Technology courses ............ 5386
Microcomputer Hardware Maintenance courses .... 5432/7456
Music courses ............................................. 5354/5327
National Testing Center at Scott Air Force Base .... 256-4085
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 .................. 234-8911 ext. 1989
Schmidt Art Center ........................................ 5278 (5ART)
Selsius™ ...................................................... 5202
Sign Language Studies courses .................. 618-310-0055
Social Science courses .................................. 5404/5309
Success Centers ......................................... 5495/7307/7072/874-6492
Sustainability and Green Economy Center .... 5666
Technical Education courses ......................... 5252/7475
Testing Centers ........................................ 5551/7364/8134
Transcripts ................................................. 5216
Tuition information ................................... 5367/6640/8114
Veteran Services ........................................ 5226/7336
Web Design, Development and Administration courses .... 5382
Welding courses ..................................... 5377/7423
Frequently Asked Questions

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

• How much is tuition at the college?
The in-district tuition rate is $103 per semester credit. All students will be charged a $5 fee per semester credit also. See the Tuition and Fees section of this catalog for additional information.

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

• Will my classes transfer to another college or university?
Many 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 a counselor prior to choosing your classes each semester. Also see the Transfer Information section in this catalog for additional information.

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

• 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 Activities and Employment Center (off-campus jobs). The Career Center provides job search assistance and online job leads.

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

• 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 Arts in Teaching Secondary Math, 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.

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

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

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

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

• How do I get a Student ID number?
Your Student ID number will be generated upon completion of your New Student Information Form. 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 and submit the request via fax (618-222-9768) 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.
Frequently Asked Questions (continued)

• **How do I get my transcript?**
  Students may request transcripts in person at the Enrollment Services office at each of the three campuses, or 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 E2campus SWIC Alert?**
  E2campus (SWIC Alert) is a text messaging program available to students and employees. Students or employees may choose to opt-in to receive text messages and/or emails for campus emergencies or college closures. The program is no cost to the student or employee, except the cost their cell provider charges for receiving text messages.

• **How do I sign up for E2campus SWIC Alert?**
  If you are a student, faculty or staff member, please log in to your eSTORM account and click SWIC Alert in the menu.

• **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:

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<tr>
<th>Television</th>
<th>Radio</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>FOX 2 (KTVI)</td>
<td>KMOX-AM 1120</td>
<td>swic.edu</td>
</tr>
<tr>
<td>KMOV-TV Channel 4</td>
<td>WHCO-AM 1230</td>
<td>facebook.com/swic.edu</td>
</tr>
<tr>
<td>KSDK-TV Channel 5</td>
<td>WIL 92.3</td>
<td></td>
</tr>
</tbody>
</table>

  **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.

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

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

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

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

• **When do I apply for graduation?**
  Students need to apply for graduation by the following dates: Oct. 15 for fall 2014 graduation; Feb. 15 for spring 2015 graduation; June 15 for summer 2015 graduation.
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.

Get details about exhibitions, arts education programs and hours:
swic.edu/sac
618-222-5ART (5278)
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 college-wide studies of student attitudes, achievement and satisfaction. In addition, the college regularly assesses its educational programming and services. To conduct useful institutional analysis, all students who are randomly selected for these assessments are expected to participate. When possible, the college will provide feedback about the student’s individual performance, along with other data available, such as local and national norms. Full participation helps 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
- American Society of Clinical Pathologists
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, 727-210-2350
- Commission on 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
- 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 Department of Transportation
- Illinois Local Governmental Law Enforcement Officers Training and Standards Board
- Illinois State Fire Marshal
- Joint Review Committee for Education in Radiologic Technology
- National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacscl.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

The Higher Learning Commission
SWIC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. 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 312-263-0456.

SWIC is a member institution of the Academic Quality Improvement Project sponsored by the commission and this affiliation extends our accreditation through the 2016 academic year. The AQIP process focuses on continuous quality improvement and gives the College the opportunity to show that it meets the Higher Learning Commission’s accreditation standards through the pursuit of well focused quality improvement projects. For further information regarding AQIP, visit the website at www.aqip.org. To view the college’s Statement of Accreditation, 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, veteran status, disability, sexual orientation 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, Southwestern Illinois College, Information Sciences Building, Room 2080, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5534.

Notice of Non-discrimination
SWIC ensures that equal educational opportunities are offered to students regardless of race, creed, color, gender, religion, national origin/ancestry, veteran status, disability, sexual orientation or age. Questions in reference to equal educational opportunities may be directed to the Human Resources office, Southwestern Illinois College, 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 Arts in Teaching, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that approved courses will transfer to the four-year institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through Counseling Services for programs covered by the educational guarantee.

The Successful Student General Education Core Competencies
When you graduate from 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

Tuition
Residents of Community College District 522 $106 per semester credit
Residents of Community College District 522 age 60 and over $101 per semester credit
Residents of Illinois outside of Community College District 522 $344 per semester credit
Out-of-state residents $455 per semester credit

Tuition and fees are subject to change at any time.

All students will be charged a $5 fee per semester credit ($4 for technology and $1 for activities). Some college-credit classes require an additional course fee for supplies. These fees are indicated in the “Course Listing” section of the class schedule each semester. To determine your tuition cost per semester, multiply the number of semester hours you are taking by the appropriate tuition rate. You will need to add $5 fee per semester credit also.

*(a) Persons who are age 60 or older and who are residents of Community College District 522 will be charged tuition at the rate of $5 per semester credit less than the standard tuition rate.
(b) Residents of Community College District 522 who are age 65 or older, and who document their annual income to be less than the state’s threshold amount required dollar amount, are eligible to apply for free tuition. Additional information and applications are available at the Financial Aid office.

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

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

Southwestern Illinois College Tuition and Fees
$111 ($106 In-District Rate + $5 fee)
\[= \text{1,776 average per semester credit} \]
\[= \text{7,104 (average tuition and fees for two years)} \]

Fees

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

Course fees are charged to cover the cost of supplies or 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 will be responsible for payment of 10 percent of the tuition amount.
Tuition and Fees (continued)

Consumer Statement
In accordance with the Higher Education Act of 1965 and the Higher Education Opportunity Act of 2008, SWIC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website and printed materials. Visit swic.edu/catalog and swic.edu/student-handbook for consumer information; swic.edu/bookstore for textbook information; and swic.edu/gea-index for information about program graduation rates, the median debt of students who completed the program and other important program information. Printed copies of the catalog can be obtained in Enrollment Services, Belleville Campus, Information Sciences Building, Room 1050; and the handbook can be obtained through the office of the vice president for Student Development, Belleville Campus, Main Complex, Room 1246A. Additional textbook information can be obtained by visiting the Barnes & Noble bookstores at the Belleville or Sam Wolf Granite City campuses.

Financial Responsibility
By registering for classes at SWIC, 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 failure to pay past-due debt may result in referral of your SWIC account to the State of Illinois Local Debt Recovery Program, garnishment of state wages or the withholding of state income tax refund, referral of your SWIC account to a collection agency, the authorization of legal action for the collection of the debt, and other financial consequences, including but not limited to attorney's fees and costs associated with the collection of the debt, for which the student is further responsible.

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

GED Classes
Free GED test preparation, basic reading and math, English as a Second Language and vocational classes are offered regularly by Adult Basic Education. Most course costs are covered by state and federal grants administered by the Illinois Community College Board.

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.

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. For more information, refer to the Interdistrict Cooperative Agreement section of this catalog.

Residency

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 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 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 at the time of enrollment.

- 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.
Tuition and Fees (continued)

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. 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
For complete information regarding the refund policy, go to swic.edu/business-office. The refund policy is subject to change without notice.

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

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

Return of Funds Policy for Financial Aid Recipients
The tuition and fees return of funds policy for financial aid recipients differs from the 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 Stafford Loan
   2. Subsidized Federal Stafford Loan
   3. Federal Plus Loan
   4. Federal Pell Grant
   5. FSEOG
   6. Other Title IV aid programs
   7. Other Federal sources of aid
   8. Other state, private, or institutional aid
   9. The student

*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/finaid/handbook

Financial Aid
To be considered for financial aid – designed to help students and their families meet college costs – students need to complete the Free Application for Federal Student Aid (FAFSA). They also must be active in a program eligible for financial aid (includes all associate degree programs, except for Massage Therapy, Construction Carpentry and a large number of certificate programs); be enrolled in courses needed for that program by the semester census date; meet satisfactory academic progress requirements; and meet other criteria established by the Department of Education and the State of Illinois.

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

Apply online at fafsa.ed.gov. Have your Federal Student Aid PIN number, Social Security card, driver's license, citizenship documentation, tax records for the previous year 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, make an appointment at a SWIC PALS office. Visit swic.edu/pals for hours and phone numbers.

Tuition Scholarships
Tuition scholarships are available to:

- Entering freshmen graduating in the top 10 percent of their District 522 high school class
- Outstanding sophomore students
- Home-schooled students who meet established criteria
- GED 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 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 and Student Employment office.
Transfer Scholarships

Illinois State ROTC Scholarships

Three state ROTC scholarships per year are available to qualified SWIC students residing in Illinois, who transfer to a state land-grant university and who exhibit demonstrated leadership ability. The scholarships are awarded after the student transfers to a four-year institution and cover tuition for as long as the student remains enrolled in ROTC. Contact the Financial Aid and Student Employment office for more information.

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 the Financial Aid and Student Employment office.

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/foundation. 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 from the Financial Aid and Student Employment office.

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/MIA/POW scholarship pays in-district tuition for eligible students.

Students using veterans benefits must follow the Academic Alert/Probation/Suspension Warning/Academic Suspension regulations outlined in the SWIC college catalog to meet Standards of Progress. Contact the SWIC Veterans Services office for details.

Applications for all education benefits are available at Veterans Services offices at the Belleville or Sam Wolf Granite City campuses and online at swic.edu/veterans. 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 (FAFSA) annually; applications are available online at fafsa.ed.gov. Visit the Financial Aid and Student Employment office for more information or for help in filing the FAFSA, contact the Personal Advocate Linking Service office at any SWIC campus; 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 credit hours, 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 Stafford 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 Stafford Loan and Federal Parental Loan for Undergraduate Students (PLUS). For more information on loan programs, contact the Financial Aid and Student Employment office.
Illinois State Programs

Illinois Student Assistance Commission

The Illinois Student Assistance Commission Monetary Award Program (MAP) 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 Investment Act

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

Southwestern Illinois workNet Center – Resource Room

The Resource Room may be used by the public to create online and paper resumes, and search job and career websites such as Illinois workNet. Information on WIA 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
- Emergency Financial Aid: books, supplies, etc. (as funds allow)
- Tuition Assistance (as funds allow at ESLCCC)
- Employment Consultation, Job Skill Assessment
- Career and Mentor Programs
- Referrals to campus and community services
- DHS Link for information, Updates and Monthly reports
- PALS Page (newsletter)
- Support and encouragement necessary for success

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. 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.

Students who have been suspended from financial aid may, under certain circumstances, make a written appeal. See the Financial Aid office or the SWIC Financial Aid Handbook at swic.edu for more detailed information.

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 by SWIC. In addition, students have a maximum time frame to complete a certificate or associate degree program. The maximum time frame for programs is 150 percent of the time needed for the program. Students unable to complete their program within that time frame will have financial aid eligibility terminated. Students who have had a change of program may request a status review.

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

Academic, Career and Personal Counseling
All students should confer with a counselor when they first enroll at SWIC.

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

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

General Admission
SWIC has an open-door admission policy.

Admission
Individuals seeking admission to the college are required to submit a New Student Information Form online at swic.edu or to 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® 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 an Enrollment Permission Form at the time of registration. The Enrollment Permission 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 Arts in Teaching, 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 high school or GED® 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 Arts in Teaching, Associate in Engineering Science, Associate in Science degree or Associate in General Studies.
- 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 prerequisite requirements.
- Students intending to use financial aid. Official transcripts must be sent directly from the issuing institution to the SWIC Enrollment Services office.

The admission, degree and certificate requirements that are published in this catalog should be used as a guide for students who begin their course of study at SWIC in the 2014-2015 school year.

Admission to Associate in Arts, Fine Arts, Arts in Teaching, Engineering Science and Science Degree Programs
To apply to the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science or Associate in Science degree program:
A. Students are required to complete a SWIC New Student Information form (available at each SWIC campus and online at swic.edu).
B. Submit the New Student Information form to: Enrollment Services, Southwestern Illinois College, 2500 Carlyle Ave., Belleville, IL 62221 or complete the form online at swic.edu, or fax to 618-222-9768.
C. Students are encouraged to contact their high school, and request their transcript be sent to the address above. Students currently enrolled in high school should wait to send their high school transcript until after their graduation.
D. Transfer students must submit transcripts from all colleges and universities attended.
E. Participate in the Mission Success Advisement and Counseling program.

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

Units/

<table>
<thead>
<tr>
<th>Years</th>
<th>Subjects</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>English (written and oral communications)</td>
</tr>
<tr>
<td>2</td>
<td>Mathematics (geometry plus one year after geometry)</td>
</tr>
<tr>
<td>3</td>
<td>Social Studies (emphasizing history, government, geography, others also apply)</td>
</tr>
<tr>
<td>3</td>
<td>Science (two of which must be laboratory sciences)</td>
</tr>
<tr>
<td>1</td>
<td>Electives (Foreign Language, Music, Art, or Vocational Education)</td>
</tr>
<tr>
<td>2</td>
<td>Additional course work from any of the above</td>
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Please note: Students enrolled at the college prior to the fall 1993 semester are EXEMPT from the admission requirement process. Students graduating from schools not recognized by a State Board of Education, home schooled students and GED® completers may demonstrate completion of admission requirements in one of the following ways:
A. Take a placement test and achieve scores at a high school graduation equivalency level; or
B. Submit an official ACT composite score that is at the 50th percentile or higher; or
C. Submit an SAT II score report that reflects scores at the 50th percentile or higher in social science and natural science; or
D. Fulfill the assessment and remediation requirements as outlined below in English, math, social studies and science.

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

English and Math
All students seeking to enter the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science or Associate in General Studies degree program will be assessed and placed in English and math classes. Assessment scores identify which English and math classes the student will be required to complete. Information regarding assessment is available in Testing Services, 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/AAT/AES/AS admission requirement by achieving a minimum grade of “C” in a college social science course.

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

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.

COMPASS, a computerized placement tool, 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 COMPASS. (For information on locations and hours, see the Testing Center section in this catalog or go to the website at swic.edu/testing-centers) COMPASS identifies skill levels in math, reading and language usage. Since results of COMPASS may determine future coursework, it is important to prepare well and take it seriously. Please see the SWIC website for additional tips for taking COMPASS.

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

In addition to COMPASS, ACT scores of 24 or higher on the math and English components will result in a placement into the first college-level (i.e., for college credit) math and English classes. Further testing may result in a higher placement.

Following the placement process, it is recommended that students meet with a counselor in an individual appointment to discuss placement results, individual needs, academic plans and class schedules. See the Counseling website at swic.edu/counseling 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.
- Students who receive a 24 or higher on the math component of the ACT may enroll in MATH 105, MATH 107, MATH 111, or MATH 112 without taking the math section of COMPASS.
Admission Information (continued)

- Students who receive a 24 or higher on the English component of the ACT may enroll in ENG 101 without taking the reading and writing sections of COMPASS.

If students believe they are exempt, they must see a counselor 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 scores. Students should allow adequate time for the evaluation of transcripts. Placement scores remain current for a two-year time period. Any questions should be addressed to counselors at the Belleville, Sam Wolf Granite City or Red Bud campuses.

The Geometry Requirement
Students who wish to enroll in any math course above MATH 94 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

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 (online at swic.edu/apply) and in the Career Education 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 TOEFL (Test of English as a Foreign Language) test results. F-1 Visa students must achieve a score of 61 or above on the internet-based TOEFL, which equates to 173 on the computer-based TOEFL or 500 on the paper-based TOEFL; for more detailed information on TOEFL, visit www.ets.org or call 609-771-7100.
- Certification of the availability of funds to meet expenses while attending SWIC. The estimated cost for unmarried students during 2014-2015 is $25,845 (U.S. currency). (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 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 course work 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 recorded in English from each institution attended to the Enrollment Services office. Course descriptions and/or course syllabi recorded in English should accompany each transcript.

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, 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

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 our three campuses or online via eSTORM. Although SWIC uses Student ID numbers as the primary method of identification in our student records system, students are required to submit their Social Security Number when completing the New Student Information form. 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.

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.

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 All courses
AVIA 280
BIOL All courses
BUS 205
CHEM All courses
CIS 296, 297
CISC All courses

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

CSA  All community service activity classes
EMTP  All courses
ENGR  All courses
ES  All courses
GEOG  143
GS  All general studies classes
HIST  154
HLTH  All courses
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
PE  All courses
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

Repeating Courses
Some courses may be repeated in an attempt to improve a grade. When a course is repeated, only the most recent grade is averaged into your grade point average at 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. 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
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, the Belleville Campus Counseling Center, Red Bud and the Sam Wolf Granite City campus offices, the East St. Louis Community College Center, and the Scott Air Force Base Education Office. 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 is one day prior 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

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 in the term prior to the last expected term of required enrollment.

Applications can be submitted through eSTORM, in person at the Enrollment Services office or by printing the form at swic.edu and mailing it to Enrollment Services, 2500 Carlyle Ave., Belleville, IL 62221. 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 you 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 course work 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, Teaching -Secondary Mathematics, Engineering Science, Applied Science or General Studies by the end of the term in which the student plans to graduate.
• Complete a minimum of 64 semester credits. Some degrees require more than 64 semester credits.
• 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. Students are encouraged to meet with a counselor 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 “I” (Incomplete) 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 Career Programs 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.

NOTE: Students in the Police Academy (029A) must submit a certificate application to Enrollment Services to receive their certificate.
Transfer Information

Acceptance of Credit

Transfer Credit

Students who have previously completed college course work 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:

- MSA  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
- NCA-HLC  North Central Association of Colleges and Schools The Higher Learning Commission
- NWCCU  Northwest Commission on Colleges and Universities
- SACS  Southern Association of Colleges and Schools Commission on Colleges
- WASC-ACCJC  Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
- WASC-ACSCU  Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

Steps to having your transcripts evaluated:

A. Submit a New Student Information form to Enrollment Services
B. Request official transcripts be sent to Enrollment Services from each institution attended
C. Submit a Transfer Credit Evaluation form to Enrollment Services.

When the required documentation is received, an official evaluation of the student's course work will be completed. Evaluation results will be emailed to your SWIC student email account.

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

Proficiency Examinations

Proficiency examinations may be taken in some courses or programs upon petition by the student. These examinations may be taken only with the approval of the instructor/coordinator, dean and vice president for Instruction. They are available to those students who, in the judgment of the responsible college officials, possess the requisite background knowledge as a result of previous course work, experience, or a combination of course work and experience. Students authorized to take proficiency examinations will be required to pay a 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 course work.
- They may not be taken in a course which a student has previously audited or in which a student has been enrolled.
- Seminars may not be used as a basis for proficiency examinations or credit.
- They may not be taken prior to receiving written consent from the appropriate instructor, dean and the vice president for Instruction.
- They may not be taken prior to receipt of the non-refundable fee. Exceptions to these policies may be approved only by the dean of Enrollment Services.

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

Advanced Placement, CLEP and DANTES Examination

If you have earned credit for completing an AP, CLEP or DANTES exam, you must request an official score report from AP, 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 to students who score sufficiently on College Board Advanced Placement Examinations. The following is a list of Advanced Placement exams that SWIC accepts:

<table>
<thead>
<tr>
<th>Subject Exam</th>
<th>Semester Credit</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art + General</td>
<td>ART 101</td>
<td>4, 5</td>
</tr>
<tr>
<td>Art History</td>
<td>ART 104 and ART 105</td>
<td>4, 5</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 101</td>
<td>4, 5</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH 203</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH 203 and MATH 204</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH 203</td>
<td>2</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 105 and CHEM 106</td>
<td>4, 5</td>
</tr>
<tr>
<td>&amp; Composition</td>
<td>CHEM 101</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>POLS 240</td>
<td>4, 5</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>MATH 171</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 201</td>
<td>4, 5</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECON 202</td>
<td>4, 5</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ENG 101</td>
<td>4, 5</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>LIT 113</td>
<td>4, 5</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>HIST 151</td>
<td>4, 5</td>
</tr>
<tr>
<td>French Language</td>
<td>FREN 201 and 202</td>
<td>4, 5</td>
</tr>
<tr>
<td>German Language</td>
<td>GERM 201 and 202</td>
<td>4, 5</td>
</tr>
<tr>
<td>Government &amp; Politics: U.S.</td>
<td>POLS 150</td>
<td>4, 5</td>
</tr>
<tr>
<td>Physics 1</td>
<td>PHYS 151</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Physics 2</td>
<td>PHYS 152</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Physics C</td>
<td>PHYS 204</td>
<td>4, 5</td>
</tr>
<tr>
<td>Mechanics</td>
<td>PHYS 205</td>
<td>4, 5</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 151</td>
<td>4, 5</td>
</tr>
<tr>
<td>Statistics</td>
<td>MATH 191</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN 201 and 202</td>
<td>4, 5</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST 180</td>
<td>4, 5</td>
</tr>
<tr>
<td>World History</td>
<td>HIST 101 and 102</td>
<td>4, 5</td>
</tr>
</tbody>
</table>

Please understand that 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 advanced placement credit issued from SWIC.

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

College Level Examination Program (CLEP)
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 General 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.

<table>
<thead>
<tr>
<th>CLEP General Examination (June 2001 and Prior)</th>
<th>Score</th>
<th>Semester Credits</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>500</td>
<td>3 hours</td>
<td>General Humanities</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>500</td>
<td>4 hours</td>
<td>General Elective</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>500</td>
<td>3 hours</td>
<td>Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLEP General Examination (July 2001 – Present)</th>
<th>Score</th>
<th>Semester Credits</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3 hours</td>
<td>General Humanities</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>4 hours</td>
<td>General Elective</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>3 hours</td>
<td>Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>Score</th>
<th>Semester Credits</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the United States I: Early Colonization to 1877</td>
<td>50</td>
<td>3 hours</td>
<td>HIST 180</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>50</td>
<td>3 hours</td>
<td>Humanities</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3 hours</td>
<td>Humanities</td>
</tr>
<tr>
<td>French Level 1</td>
<td>50</td>
<td>4 hours</td>
<td>FREN 101</td>
</tr>
<tr>
<td>French Level 2</td>
<td>75</td>
<td>4 hours</td>
<td>FREN 102</td>
</tr>
<tr>
<td>German Level 1</td>
<td>50</td>
<td>4 hours</td>
<td>GERM 101</td>
</tr>
<tr>
<td>German Level 2</td>
<td>75</td>
<td>4 hours</td>
<td>GERM 102</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3 hours</td>
<td>PSYC 151</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3 hours</td>
<td>SOC 153</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3 hours</td>
<td>ECON 201</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3 hours</td>
<td>MGMT 214</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3 hours</td>
<td>MKT 126</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3 hours</td>
<td>ECON 202</td>
</tr>
</tbody>
</table>
Transfer Information (continued)

Principles of Supervision 50 3 hours MGMT 214
Spanish Level 1 50 4 hours SPAN 101
Spanish Level 2 75 4 hours SPAN 102
Western Civilization I: Ancient Near East to 1648 50 3 hours HIST 101
Western Civilization II: 1648 to the Present 50 3 hours HIST 102

Please understand that 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.

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

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

Eligibility for Transfer
Universities and colleges set standards of eligibility for admission of transfer students. Usually a student can transfer from 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 the Counseling Center.

International Transcript Evaluation
Students who have completed course work 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 and submit it to the Enrollment Services office.
- Submit an official transcript recorded in English from each institution attended to the Enrollment Services office. Course descriptions and/or course syllabi in English should accompany each transcript.
- When all documents are received, your transcripts will be reviewed by an academic records evaluator.
- Courses accepted for credit will be applied to your SWIC transcript.
- You will receive an email with your 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 Counseling Center can help you prepare for a successful transfer. Please see a counselor for further information on these Steps to Transfer to Four-Year Institutions.

**Step 1**

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

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

**Step 2**

**Explore your transfer options (0-32 semester credits)**

- Meet with a SWIC counselor to discuss admission requirements, course transferability, majors, size, location, diversity, cost, etc. of the transfer institutions you are considering.
- Visit the Counseling Center to review catalogs and brochures from transfer institutions.
- Meet with college representatives visiting SWIC. See the Counseling Center website for a schedule.
- Participate in colleges visits with the Minority Transfer and Multicultural Student Services Center.
- 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:
  - Petersons Guide - www.petersons.com
  - College Zone - www.collegezone.com

**Step 3**

**Apply to your transfer institution(s) and complete your SWIC graduation application (33-48 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 Jan. 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 Information (continued)

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 Transferrable 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)

The database has been compiled for the IAI that contains all of the statewide articulated courses at each participating institution. Students who plan to transfer at some point during their college career should see a counselor for additional information and can access the IAI 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 October 2013; check with a counselor 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 Fund. of Public Speaking (IAI – C2 900) 3

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

BUS 205 Economic & Business Statistics (IAI – M1 902) 4
MATH 106 Math for Elementary Teacher II (IAI – M1 903) 4
MATH 107 General Education Statistics (IAI – M1 902) 4
MATH 111 Liberal Arts Mathematics (IAI – M1 904) 4
MATH 113 Finite Math (IAI – M1 906) 4
MATH 191 Intro to Statistics (IAI – M1 902) 4

MATH 203 Analytic Geom & Calculus I (IAI – M1 900-1) 5
MATH 204 Analytic Geom & Calculus II (IAI – M1 900-2) 5
MATH 205 Analytic Geom & Calculus III (IAI – M1 900-3) 4
MATH 213 Calculus for Bus & Soc Sci (IAI – M1 900-B) 4

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
*BIO 100 General Biology: Ecology, Evolution and Genetics (IAI – L1 900L) 4
*BIO 101 Principles of Biology (IAI – L1 900L) 4
*BIO 104 Biology for Elementary Teachers (IAI – L1 900L) 4
*BIO 108 General Ecology (IAI – L1 905L) 4
*BIO 151 Fundamental Botany (IAI – L1 901L) 4
**BIO 106 Environmental Science (IAI – L1 905) 3
**Does not apply to the Associate Degree requirements at SWIC

Physical Science
*ATY 101 Astronomy (IAI – P1 906L) 4
*CHEM 100 Chemistry in Everyday Life (IAI – P1 903L) 4
*CHEM 101 Introductory Chemistry (IAI – P1 902L) 5
*CHEM 105 General Chemistry I (IAI – P1 902L) 5
*ES 101 Earth Science (IAI – P1 905L) 4
*ES 102 Physical Geology (IAI – P1 907L) 4
*ES 180 Historical Geology (IAI – P1 907L) 4
*ES 250 Introduction to Meteorology (IAI – P1 905L) 4
**PHYS 101 General Physical Science (IAI – P9 900L) 4
**PHYS 104 Physical Science for Elem Teachers (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 course selected from Fine Arts
1 course from either Humanities or Fine Arts

Humanities
FREN 202 Intermediate French (IAI – H1 900) 4
GERM 202 Intermediate German (IAI – H1 900) 4
HIST 286 History of Religion (IAI – H5 904N) 3
LIT 113 Intro to Fiction (IAI – H3 901) 3
LIT 117 Lit Written by Women (IAI – H3 911D) 3
LIT 120 Introduction to Poetry (IAI – H3 903) 3
LIT 125 Drama as Literature (IAI – H3 902) 3
LIT 133 Bible as Literature I (IAI – H5 901) 3
LIT 134 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

SOUTHWESTERN ILLINOIS COLLEGE ▪ 2014-2015
Transfer Information (continued)

| LIT | 214 | American Literature II (IAI – H3 915) | 3 |
| LIT | 215 | Contemp Multicultural American Literature (IAI – H3 910D) | 3 |
| LIT | 251 | English Literature I (IAI – H3 912) | 3 |
| LIT | 252 | English Literature II (IAI – H3 913) | 3 |
| LIT | 290 | Shakespeare-Comedies & Histories (IAI – H3 905) | 3 |
| LIT | 291 | Shakespeare-Tragedies & Rom (IAI – H3 905) | 3 |
| PHIL | 150 | Intro to Philosophy (IAI – H4 900) | 3 |
| PHIL | 151 | Introductory Logic (IAI – H4 906) | 3 |
| PHIL | 152 | Ethics (IAI – H4 904) | 3 |
| PHIL | 153 | 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 (IAI – H1 900) | 4 |

Fine Arts

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

Social and Behavioral Science: 3 courses (9 semester credits)
Courses must be selected from at least 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 910N) | 3 |
| HIST | 115 | Mid-East History (IAI – S2 918N) | 3 |
| HIST | 117 | African History (IAI – S2 906N) | 3 |
| HIST | 118 | Asian History (IAI – S2 908N) | 3 |
| HIST | 152 | European Civilization II (IAI – S2 903) | 3 |
| HIST | 180 | US History to 1865 (IAI – S2 900) | 3 |
| HIST | 181 | US History, 1865 to the present (IAI – S2 901) | 3 |
| HIST | 230 | African-American History (IAI – H2 909D) | 3 |
| POLS | 150 | Intro to Amer Government (IAI – S5 900) | 3 |
| POLS | 240 | Comparative Politics (IAI – S5 905) | 3 |
| POLS | 261 | American Government-National (IAI – S5 900) | 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) | 3 |
| ACCT | 111 | Managerial Accounting (IAI – BUS 904) | 3 |
| AGRI | 111 | Animal Science (IAI – AG 902) | 3 |
| 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 | 112 | Basic Design II (IAI – ART 908) | 3 |
| ART | 150 | Drawing I (IAI – ART 904) | 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 |
| ENGR | 103 | Engineering Graphics (IAI – IND 911) | 4 |
| 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 (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 (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 |
**Transfer Information (continued)**

- **PHYS 205** Physics – Heat, Elec. & Magnetism (IAI – PHYS 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
- **SPCH 200** Oral Interpretation (IAI – TA 916) 3
- **SPCH 213** Introduction to Public Relations (IAI – MC 913) 3
- **SPCH 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, AAT, AS or AES degree seeking student who matriculates as a first-time freshman or a transfer student who has not yet completed the core will be required to meet admission requirements and complete 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 non-participating 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 hour completed in an approved course of the core at a participating college or university. However, students must complete the minimum course requirement in each section of the core and a minimum of 37 semester credits overall to fulfill the core requirements.

**Educational Guarantees**

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

**College Transcripts**

Students may view and print unofficial transcripts from eSTORM services.

Students may request an official transcript for personal use or to be sent to a specific address through the Enrollment Services office. Transcript request forms are available at the Enrollment Services office on the Belleville Campus or at the main offices of Red Bud and the Sam Wolf Granite City campuses as well as the website. In addition, transcripts can be requested via eSTORM services. Rush or faxed transcript requests will have a charge of $10. Rush transcripts will be released within two working days following the request. The college reserves the right to limit the number of transcripts issued at no charge. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

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**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 100-200 level classes according to the grade received as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>*I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn/Failing</td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit Awarded</td>
</tr>
<tr>
<td>PC</td>
<td>Proficiency Credit</td>
</tr>
<tr>
<td>SC</td>
<td>Service Credit</td>
</tr>
<tr>
<td><strong>PR</strong></td>
<td>Progress Re-Enroll</td>
</tr>
<tr>
<td>FLW</td>
<td>Failure Late Withdrawal</td>
</tr>
</tbody>
</table>
Academic Regulations (continued)

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 grades 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 Alert/Probation/Suspension Warning/Academic Suspension/RESTART
The SWIC Academic Standards Policy is intended to support a successful learning experience for all students and is based upon the student's cumulative SWIC grade point average. The SWIC academic standards policy includes the following categories:

ACADEMIC ALERT – 2.0-2.3 cumulative SWIC grade point average
ACADEMIC PROBATION – 1.50-1.99 cumulative SWIC grade point average
ACADEMIC SUSPENSION WARNING – Below a 1.50 cumulative SWIC grade point average
ACADEMIC SUSPENSION – Below a 1.50 cumulative SWIC grade point average for a second consecutive semester

In attempting to meet the unique needs of each student at SWIC, the RESTART program has been designed to provide intense services to help the student improve academic success. This program provides information to the student about college resources as well as several required activities that must be completed prior to re-enrollment. Students who do not follow these guidelines will not be allowed to register for or attend classes at SWIC. While all students are held to the same standards, students with special circumstances may petition to the dean of Counseling/designated representative for special consideration concerning re-enrollment.

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

Academic Probation:
A student will be placed on Academic Probation when his or her cumulative SWIC grade point average falls between a 1.99 and a 1.50. To be allowed to enroll, the student on Academic Probation must have completed all RESTART requirements before May 15 for fall semester and before Dec. 15 for spring and summer semesters. It will be the responsibility of the student on Academic Probation to make a counseling appointment to complete the RESTART program.

Academic Suspension Warning:
A student will be placed on Academic Suspension Warning the first time his or her cumulative SWIC grade point average falls below a 1.50. To be allowed to enroll, the student on Academic Suspension Warning must have completed all RESTART requirements before May 15 for fall semester and before Dec. 15 for spring and summer semesters. It will be the responsibility of the student on Academic Suspension Warning to make a counseling appointment to complete the RESTART program.

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

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

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, 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. It is the student’s responsibility to check their 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**
- FOX 2 (KTVI)
- KMOV-TV Channel 4
- KSDK-TV Channel 5

**Radio**
- KMOX-AM 1120
- WHCO-AM 1230
- 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 through their SWIC student email.

**Smoking Policy**
The Southwestern Illinois College Board of Trustees, in consideration of the provisions of the Smoke Free Illinois Act, prohibits smoking and use of tobacco products, to include e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, in any and all District 522 college vehicles, facilities and within 15 feet of the entrances/exits and windows that open of such facilities. Appropriate signage will be posted throughout all college facilities, including but not limited to the entrances to such facilities, and in college vehicles indicating smoking and tobacco use are so prohibited, and all ashtrays shall be removed from such facilities and vehicles. In addition, smoking outdoors is to be controlled in such a manner as to provide no-smoking zones at designated building entrances and near fresh air intakes.

Pursuant to the Compassionate Use of Medical Cannabis Act (Public Act 098-0122, effective Jan. 1, 2014), refer to Board Policies 3023 and 4020.

For further information, visit the Illinois Department of Public Health website at www.smoke-free.illinois.gov. According to SWIC Board of Trustees policy, additional areas that exceed the 15-feet rule have been designated as “NO SMOKING.”

**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**
Students at SWIC have the same rights as those accorded all citizens of the United States and the state of Illinois, including the right to free, open and responsible discussion and inquiry, and the right to a quality education in a program of study under competent instructors. The college is obligated to the people of the district and the state to provide an environment which is conducive to the academic and personal development of its students. This obligation requires the college to conduct its affairs in an orderly, uninterrupted manner.
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.
- **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 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 vice president for Student Development or designee.

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, 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 Disciplinary Committee within seven school days from the time the notification is received. The request for a hearing must be in writing. The hearing date will be set by the chair of the Disciplinary Committee no later than 15 school days after the receipt of the student's request for a hearing.

Each appeal will be heard by a panel of the Disciplinary Committee 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 Disciplinary Committee hearing should be informal and nonadversarial 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 Disciplinary Committee member and the student prior to the hearing. A transcript should be taken of the hearing.

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

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

Student Grievance Procedures

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

In grievances involving academic matters, including grading, the student should first consult with the instructor concerned. Every attempt should be made to resolve the grievance on an informal basis. If necessary, the student should process a grievance through the levels of department 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 Board of Trustees.

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

Grievances involving discrimination because of race, color, creed, gender, veteran status, disability, religion, national origin, gender identity, sexual orientation or age 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

Academic Records

College Transcripts
Students may view and print unofficial transcripts from eSTORM services. Students may request an official transcript through their eSTORM account or in writing by obtaining a Transcript Request Form online at swic.edu and either sending it or faxing it to the Enrollment Services office at any one of our three campuses. Rush or faxed transcript requests will have a charge of $10. Rush transcripts will be released within two working days following the request. The college reserves the right to limit the number of transcripts issued at no charge. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.

Counseling Center
The Counseling Center provides services at the Belleville, Red Bud and Sam Wolf Granite City campuses and the East St. Louis Community College Center. Counseling services are both educational and therapeutic and are designed to foster academic, personal and career success. Below is a brief explanation of counseling services followed by descriptions of each of the Counseling areas:

Academic: Counselors will help students make educational and career decisions and plans compatible with their goals for completing an associate degree or certificate. Counselors will assist students in transferring to a four-year college or university. Students are strongly encouraged to see a counselor early each semester to ensure proper program and course selection and educational goal completion.

Career: Career activities lead students through the career development process including self-awareness, career exploration and career research. Traditional age and returning adult students will gain useful insights into their values, interests, personality and skills (VIPS) and how they relate to career decision-making.

Mental Health and Wellness: Mental Health and Wellness activities serve two purposes:
1. Assisting students with psychological, emotional, social or cultural difficulties or crisis situations.
2. Teaching students successful living strategies to achieve health and wellness.

Professional counselors assist prospective and current students with the following services:
• Academic counseling
• Career counseling
• Mental health and wellness counseling and crisis counseling
• College Fair, Transfer Night, transfer planning, college visit days
• Mental health and wellness programs, alcohol/drug education and prevention programs including involvement with the CHOICE coalition and BACCHUS (a healthy lifestyle student club)

• Workshops:
  – Study skills, test-taking, test anxiety and time management
  – Math Anxiety
  – Career Exploration and Decision-Making including the Myers-Briggs Type Indicator personality assessment and the Strong Interest Inventory
  – Stress management, mental health, wellness
• RESTART program for students having academic difficulties

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

Belleville Campus: 618-235-2700, ext. 5206, IS Room 1115
Red Bud Campus: 618-282-6682, ext. 8114, Room 175
Sam Wolf Granite City Campus: 618-931-0600, ext. 7333, Room 441
East St. Louis Community College Center: By appointment. Call 618-874-6592

Student Assessment/Course Placement
COMPASS identifies skill levels in math, reading and language usage.

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

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

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

Career Activities and Employment Center

Career Services
The Career Activities and Employment Center offers services in three broad areas. Come use our Career Development Laboratory. Visit swic.edu/careercenter.

Job Leads/Job Search Training
Student Support Services (continued)

- Online job matching (PC Recruiter)
- Employability and workplace skills workshops
- On-campus recruiting, job fairs and career fairs
- Job search, interviewing, and resume workshops
- Resume and portfolio assistance
- Program area internship assistance

Career Decision-Making/Career Assessment
- Career assessments and consultation
- Computer guidance software – Career Cruising

Career Exploration/Labor Market Information
- Career exploration days
- Business and industry information
- Informational interviews
- Graduate follow-up information

Minority Transfer and Multicultural Student Services Center
The Minority Transfer and Multicultural Student Services Center provides information on transfer opportunities, student support services, multicultural programs as well as enhanced and personalized support for minority students. Services for students and potential students include:
- College transfer assistance and information
- High school transition assistance to college
- College visitation tours
- Academic, career and personal mentoring
- Multicultural programs
- Referral to campus departments and services
- Multicultural programs

Hours & Locations:
Belleville, MC 1246:
- 8 a.m. to 5 p.m., Monday – Thursday
- 8 a.m. to 4 p.m., Friday
- Evenings by appointment

Red Bud:
- By appointment.
  Call 866-942-SWIC (7942), ext. 5537

Sam Wolf Granite City:
- By appointment.
  Call 618-931-0600, ext. 7339 or 7333

East St. Louis Community College Center:
- By appointment.
  Call 618-874-6583

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. Visit swic.edu/disabilitycenter for more program information.

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

Accommodations/Support Services:
- Individual appointments: during this time, a Comprehensive Support Services Plan is developed or updated.
- Community agency referrals
- Faculty consultations
- Agency and high school consultations
- Accommodation services for students with disabilities:
  - Testing Lab: Test Accommodation Specialists and accommodated testing services
  - Access Lab: Access Technology Specialists and access equipment/software
  - Alternative format textbooks/classroom materials
  - Readers/note takers/scribes
  - Sign language interpreters
  - Speech to text transcription
  - Early registration in conjunction with Enrollment Services

Hours and Locations:
Belleville:
Information Sciences Building, Room 1105
- 8 a.m. to 5 p.m., Monday-Thursday
- 8 a.m. to 4 p.m., Friday
- Evenings by appointment
  Call 618-235-2700, ext. 5368
  Call 618-234-3347, TDD

Red Bud:
Room 170
- 8 a.m. to 4 p.m., Wednesday
  Call 618-235-2700, ext. 5368
  Call 618-234-3347, TDD

Sam Wolf Granite City:
Room 424
- 8 a.m. to 4 p.m., Monday and Thursday
  Call 618-235-2700, ext. 5368
  Call 618-234-3347, TDD

East St. Louis Community College Center:
Building A, Room 1021G
- 8 a.m. to 4 p.m., Tuesday
  Call 618-235-2700, ext. 5368
  Call 618-234-3347, TDD

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:
Student Support Services (continued)

- **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 or submit payment for a Rush/Fax transcript.
- **Course Schedule** – students can view and print current and past course schedules.
- **Final Grade Report** – students can view final grades online.
- **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.

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 completed course work toward degree/certificate requirements. It is NOT an official record and does not replace the transcript. It is a tool to aid students in preparing to meet with a counselor to confirm eligibility for graduation or course selection. To use Degree Progress, students must log into 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
The mission of the Success Centers is to supplement and enhance classroom instruction by assisting students in developing the skills and strategies they need to become confident, independent and active learners. This is accomplished through a variety of support services.

Tutoring: The Success Centers’ staff, LACE tutors and peer tutors provide tutoring and support in a number of academic areas. Tutoring schedules are available in the Success Centers and at swic.edu/successcenter.

Workshops: Workshops are offered each semester on general and specific academic skills, and study skills. The Success Center staff facilitate the workshops. The schedule is posted in the Success Center offices and on the website.

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

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 more information, visit swic.edu/successcenter.

Hours and Location:

**Belleville Campus:**
- **Hours:** 8 a.m. to 7:30 p.m., Monday – Thursday
  - 8 a.m. to 4 p.m., Friday
  - 10 a.m. to 1 p.m., Saturday (Math and Physical Science) (starting third Saturday of the semester)
- **Place:** Room 1307 LAC
- **Phone:** 235-2700, ext. 5495

**Summer Session**
- 8 a.m. to 7 p.m., Monday – Thursday
- 8 a.m. to 4 p.m., Friday
- Closed Saturdays
- **Phone:** 618-235-2700, ext. 5495

**Red Bud Campus:**
- **Hours:** 8 a.m. to 7 p.m., Monday – Thursday
  - 8 a.m. to 2 p.m., Friday
- **Summer Session:** Closed Fridays
- **Place:** Room 131
- **Phone:** 618-282-6682, ext. 7072

**Sam Wolf Granite City Campus:**
- **Hours:** 8 a.m. to 9 p.m., Monday – Thursday
  - 8 a.m. to 4 p.m., Friday
- **Place:** Room 403
- **Phone:** 618-931-0600, ext. 7307

**East St. Louis Community College Center:**
- **Hours:** 8 a.m. to 6:30 p.m., Monday – Thursday
  - 8 a.m. to 2 p.m., Friday
- **Summer Session:** Closed Fridays
- **Phone:** 618-874-6492

College Success Courses
College Success Strategies (ED 101) is a variable credit course that introduces students to the college experience and helps them develop the attitudes, strategies, habits, relationships and knowledge necessary for success. Personal/Career Development (ED 110) is a variable credit course that helps students to clarify their personal values and beliefs and make effective career choices. Both of these classes are recommended for any new or second-semester freshmen. For more information, contact the Counseling Center at 618-235-2700, ext. 5206.
Students Support Services (continued)

Kids’ Club Child Care Service – Belleville Campus
Quality, on-campus child care is available to children and grandchildren of SWIC students, faculty and staff. Kids’ Club offers convenient and flexible scheduling for toilet-trained children between the ages of 3 and 12. The primary goal of Kids’ Club is to provide an educational experience in a positive and nurturing environment. Curriculum is project based and offers hands-on activities to help learners grow intellectually, physically, emotionally and socially. For more information, please call 618-222-5543 or visit swic.edu/kidscub. The center is accredited through the National Accreditation Commission for Early Care & Education Programs.

Print Services, MC Room 0600
Print Services provides copy service for all general school printing, fliers, newsletters, stationary and forms. Services available include color and black and white copies, engraved signs and laminating. Contact 618-235-2700, ext. 5392 for more information.

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

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

Belleville Campus – Located in the Main Complex, the 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 – Hot food service is available through Ravanelli’s Restaurant and Catering. Established serving hours are 10:30 a.m. to 12:30 p.m. and 4:30-6:30 p.m. Monday through Thursday. Serving days and hours may be randomly extended at various times during the semester. Coffee, soda, snacks and ice cream vending machines are on the campus. Microwave ovens are 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. – 9:30 p.m.
Friday 8 a.m. – 2 p.m.
Hours may change during the summer session, when classes are not in session or when scheduled for instructional classes. Any change in these schedules will be posted.

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

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 200 journals, 85,000 books, 3,500 videos, 500 CDs and DVDs, newspapers, e-book, and networked databases to support the college curriculum. Students obtain resources from any of the three campuses through the intercampus library loan system. In addition, the interlibrary loan service offers access to academic, research, public and special library collections worldwide.

Licensed subscriptions to Academic Universe, EbscoHost, First Search and other databases provide subject indexing and full text access to a vast range of general interest and scholarly periodicals, newspapers, and publications. Internet workstations offer entry to library databases from campus libraries. The library catalog and databases may be accessed off campus by logging on to swic.edu/library. Library staff support circulation, reference, and interlibrary loan services. Library instructional sessions on the topics of research methods and database use are available by appointment. Other district-wide library services include copy machine services, individual carrels for quiet study needs, video viewing equipment, computer workstations with internet access, wifi, 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
Hours: Monday – Thursday 7:30 a.m. – 9:30 p.m.
Friday 7:30 a.m. – 4 p.m.
Saturday 8 a.m. – 1 p.m.

Red Bud Campus Library
Room 190, 618-282-6682, ext. 8190
Hours: Monday – Thursday 8:30 a.m. – 8 p.m.
Friday 8:30 a.m. – 3 p.m.

Sam Wolf Granite City Campus Library
Room 455, 618-931-0600, ext. 7354
Hours: Monday – Thursday 8 a.m. – 9:30 p.m.
Friday 8 a.m. – 4 p.m.

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

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 – Thursday 8 a.m. – 7:30 p.m.
Friday 8 a.m. – 4 p.m.

Hours are subject to change.

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
The mission of the Testing Centers at Southwestern Illinois College is to enhance student learning by providing comprehensive, accessible testing services. The Testing Center strives to fulfill the needs of students and instructors by providing a safe, secure, and efficient testing environment. The Testing Center serves a wide variety of disciplines in the educational arena as well as support for instructional make-up tests, online courses, certification exams, off-campus testing agencies and institutions, and the COMPASS placement test.

- Appointments for instructional testing MUST be scheduled 24 hours in advance. Appointments are available on a first-come, first-served basis.
- COMPASS placement testing at the Belleville and Sam Wolf Granite City Campus is on a first-come, first-served walk-in basis. COMPASS placement testing at the Red Bud Campus is by appointment only.
- A valid photo ID is required for all testing. A SWIC student ID number is also required for all COMPASS placement testing.

See the Testing Center website at swic.edu/testing-centers/ for more information and guidelines. 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

Hours: Monday, Tuesday, Friday 8 a.m. – 4 p.m.
Wednesday, Thursday 8 a.m. – 8 p.m.

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

Hours: Monday – Thursday 8 a.m. – 8 p.m.
Friday 8 a.m. – 2 p.m.

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

Hours: Monday – Thursday 8 a.m. – 9 p.m.
Friday 8 a.m. – 4 p.m.

Hours are subject to change.

Perkins
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. 5341.

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

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

In addition, the Career Center operates NETWorks. NETWorks is a program for 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.

For more information, visit the Career Activities and Employment Center’s website at swic.edu/careercenter.

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 a testing lab, as well as an access lab featuring access equipment and software for students with documented disabilities.

For more information on the Disability & Access Center, visit the website at swic.edu/disabilitycenter.

Perkins CTE Collaborative Workshops and Activities
Career and Technical Education workshops and activities are provided for administrators, faculty, counselors and students at both the secondary and postsecondary levels. Activities include the development and implementation of CTE Programs of Study; supporting the formation of secondary-postsecondary CTE program advisory councils; using established performance
measures to assess the overall effectiveness of activities and CTE Programs of Study; creating and delivering professional development programs for counselors, faculty and administrators within the SWIC district; providing workplace skills training for secondary and postsecondary students; and ensuring that programs and services offered are accessible for special populations students and will prepare them for careers that will lead to employment in high-skill, high-wage and high-demand occupations.

To learn more, contact the CTE coordinator at 618-235-2700, ext. 5547, or visit the website at swic.edu/pccs.

**Notice of Non-discrimination**

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

**Online Learning Opportunities**

**Online Instruction**

Online courses are taught with instructor-led communications taking place electronically via the Internet. Students enrolling in online courses can often complete course work 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.

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

Antoinette Josato – antoinette.josato@swic.edu
Dottie Bowers – dottie.bowers@swic.edu
Norma Irwin, Ph.D. – norma.irwin@swic.edu

**Student Life**

**College Activities**

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

**Belleville AmeriCorps**

Belleville AmeriCorps, a partnership with the City of Belleville, SWIC, Belleville School District No. 118, the Franklin Neighborhood Community Association, Lebanon Kids, Inc., YMCA, and the 17th St. Neighborhood Association has provided services addressing the educational and community development needs of the surrounding community since 1994. Belleville AmeriCorps strives to strengthen the community of Belleville by: providing positive recreational and enrichment activities for youth in the after-school and summer hours; increasing youth academic success in school; promoting computer literacy in adults and children; strengthening neighborhoods through enrichment activities, including after-school and summer camp programs; and encouraging volunteerism in community youth and adults.

Members serve as tutors, as volunteer coordinators helping build the capacities of local organizations, and as camp counselors during the summer months. Although the schools and community have greatly benefited from the services of the program, members also benefit by gaining valuable skills, work experience and assistance with future educational expenses. For more information about volunteering in your community, or becoming an AmeriCorps member, interested students and community members can contact the AmeriCorps office at 618-235-2700, ext. 5709 or visit the website swic.edu/americorps.
Student Life (continued)

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 Concierge
The Campus Concierge 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
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 College Activities website at swic.edu/activities.

Belleville Campus

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

Association for Information Technology Professionals
AITP offers students an opportunity to broaden their knowledge of and to foster a better understanding of the role of computers in business.

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

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

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

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

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

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

Colors of Theatre and Entertainment
The purpose of COTE is to offer quality entertainment chronicling the life experiences of minorities.

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

Eye of the Storm – Student Newspaper
Published once a month, the newspaper keeps students informed of campus issues and events.

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

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

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

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

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

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

Phi Beta Lambda – Abe Small Chapter
Phi Beta Lambda is a dynamic organization of students preparing for success as leaders in business, government and communities. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.
**Student Life (continued)**

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

**Physical Therapist Assistant Club**
The purpose of the Physical Therapist Assistant Club is to encourage unity among its members through professional and social activities and to educate the community regarding physical therapy.

**Progressive Radiographers Organization**
PRO encourages professionalism, unity and sociability among students enrolled in the allied health field at SWIC.

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

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

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

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

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

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

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

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

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

**Sam Wolf Granite City Campus**

**Alive! Baptist Collegiate Ministry**
A student-led Christian ministry reaching out to the SWIC Granite City campus with the Good News of Jesus Christ. Whether you’re looking for answers to life’s toughest questions or a Christ-follower of any denomination, you’re welcome to join us as we dig into God’s love letter to the world.

**Anime Club**
The Anime Club watches and discusses different types of anime.

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

**College Activities Board**
Students who help plan programs for the Sam Wolf Granite City Campus and the community.

Additional Services:
- Red Cross Blood Drives
- Poster/flier distribution services
- Leadership recognition awards
- Volunteer opportunities
- Information monitors
- Entertainment and educational programs

**College Democrats**
The goal of the College Democrats is to increase student interest in governmental affairs, inform students about the issues and candidates in each election, and encourage them to register and vote. In addition, the group hopes to foster a lively, but respectful, discussion of political issues. Finally, the club wants to advance the ideas and principles of the Democratic Party with the hope of recruiting new members to the party.

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

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

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

**Skills USA Team**
The Skills USA Team is open to all students enrolled in classes with vocational, trade, industrial, technical, health, and personal and public service objectives.
Red Bud Campus

College Activities Board
The College Activities Board helps to plan events for students and the community.

Future Educators Club
The Future Educators Club provides a network of support to students pursuing a career in education. The FEC seeks to provide opportunities for professional growth in the career of teaching; to foster closer bonding among students who intend to enter the teaching profession; and to encourage interchange with student associations related to reaching at four-year colleges and universities.

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

East St. Louis Community College Center

ESLCCC College Activities Board
The ESLCCC College Activities Board helps plan events for students and the community.

Insurance
Students can purchase accident and sickness insurance through a student insurance carrier. The college does not endorse the plan but makes it available to students who find the program useful. Belleville: For information, contact the assistant to the vice president for Administrative Services, Belleville Campus, Main Complex Room 3360 or call 618-235-2700, ext. 5211.

Right to Privacy – Family Educational Rights and Privacy
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
202-260-9001 – Fax
202-260-3887 – Telephone
ferpa@ed.gov – Email

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
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, the Department of Public Safety publishes and distributes an annual Campus Security and Fire Safety Report (CSR/FSR) by October of each year. The CSR lists the campus crime statistics, on campus and surrounding public property, and noncampus facilities, for the previous three years; for example, the October 2013 report will cover the years of 2010, 2011 and 2012.

The CSR/FSR also outlines the Public Safety department’s authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses/hate crimes and follow-up services, counseling and treatment services, crime prevention programs, accessibility of campus facilities, 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.

The annual CSR/FSR can be accessed via the SWIC website at swic.edu/publicsafety/csr, 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 95-764, Education-Sexual Assault Awareness, SWIC has published a sexual assault awareness pamphlet. You can obtain a copy of this pamphlet by accessing the following website: swic.edu/publicsafety.

Parking Permits: For students, faculty, and staff, parking is by permit only on the Belleville, Red Bud and Sam Wolf Granite City campuses. Proof of a valid driver’s license is required before a permit can be issued. The permit is free and issued by the respective Public Safety department, or through the Student Development Office at the Red Bud Campus. A copy of the 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) and the Student Development Office (RBC) will issue Identification Cards. To obtain the ID card, the student must be enrolled in a credit or Adult Basic Education course.

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

Intercollegiate Sports

Intercollegiate sports at SWIC include three men’s and four women’s programs. SWIC is affiliated nationally with the National Junior College Athletic Association. SWIC also belongs to the Great Rivers Athletic Conference.

Men compete in soccer, basketball and baseball; women compete in volleyball, basketball, soccer and softball.

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

Intramural Sports

The intramural program at SWIC gives students an opportunity to participate in individual, co-recreational and team sports. Potential activities are basketball, volleyball, and softball. New intramural activities can be added if there is sufficient interest.
**Degrees and Certificates**

SWIC offers degrees in Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Science, Associate in Engineering Science, Associate in Applied Science, and Associate in General Studies. An associate degree is an award for the satisfactory completion of a curriculum of 64 semester credits or more. 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 a counselor 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 Arts in Teaching – Secondary Mathematics
- Associate in Science
- Associate in Engineering Science

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

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

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

**Associate in 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 a counselor and/or program coordinator for specific information on transfer.

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

**Accelerated Degree Option**
Anyone who has completed an associate or bachelor’s degree from a regionally accredited college may earn an Associate in Applied Science degree in selected Business Division programs by completing at least 27 semester credits of program related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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 (District No. 522) has entered into cooperative agreements with the following community colleges. These agreements enable our district residents to participate in instructional programs that we do not provide and out-of-district residents to enroll in SWIC programs. Students in programs covered by these agreements will be treated as in-district students regarding tuition, fees and all college services.

If a student is interested in enrolling in one of the programs included in the agreements, contact the secretary to the Board of Trustees at SWIC at 866-942-SWIC (7942), ext. 5247. The secretary will coordinate the request with the vice president for Instruction for approval.

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

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

Heartland Community College No. 540
1500 W. Raab Road
Normal, IL 61761
309-268-8000
www.heartland.edu

- Students from Heartland Community College district may enroll in the following program at SWIC:
  Fire Science AAS/Certificate

Illinois Eastern Community Colleges No. 529
233 E. Chestnut St.
Olney, IL 62450-2298
618-393-2982
www.iecc.edu

- SWIC district residents may enroll in the following programs offered by Illinois Eastern Community Colleges:
  Professional Ag Applicator Certificate
  Agricultural Technology/Business AAS
  Agricultural Technology/Production AAS
  Automotive Service Specialist Certificate
  Automotive Service Technology AAS/Certificate
  Automotive Service Tech I & II Certificate
  Computer Telephony AAS
  Diesel Equipment Technology AAS
  Electrical Distribution Systems Certificate
  Engine Performance Specialist Certificate
  Gunsmithing AAS/Certificate
  Industrial Management AAS
  Interconnect Technician Certificate
  OSP Technician Certificate
  Pharmacy Technician Certificate
  Process Technology AAS/Certificate
  Radio/TV Broadcasting AAS
  Telecommunications Technology AAS
  Aviation Maintenance Technology AAS/Certificate
  Aviation Pilot Training AAS/Certificate
  Industrial Pipelining AAS/Certificate
  Physical Therapist Assistant AAS
  Respiratory Care AAS
  Sign Language/Basic Communication Certificate
  Sign Language/Interpreter AAS
  Ward Clerk Certificate
  Aviation Maintenance Technology – Airframe & Powerplant Certificate
  Aviation Maintenance Technology – Airframe Certificate
  Aviation Maintenance Technology – Powerplant Certificate

Wabash Valley College Campus of IECC
521 N. Borders
Marissa, IL 62257
Phone: 618-295-2232

- SWIC district residents may enroll in the following program offered by Wabash Valley College:
  Coal Mining Technology AAS/Certificate

John A. Logan College No. 530
700 Logan College Road
Carterville, IL 62918
618-985-3741
www.jalc.edu

- SWIC district residents may enroll in the following programs offered by John A. Logan College:
  Automotive Services Technology AAS/Certificate
  Banking AAS
  Computer Forensics AAS
  Cosmetology Certificate
  Customer Service Certificate
  Dental Assisting Certificate
  Dental Hygiene AAS
  Diagnostic Cardiac Sonography AAS
  Green Technology Certificate
  HVAC Energy Efficiency Certificate
  HVAC Energy Management Systems Certificate
  HVAC Green Technologies Certificate
  HVAC Performance Systems Certificate
  Medical Transcription Language Specialist Certificate
  Practical Nursing Certificate
  Retailing Certificate
  Administration of Justice, Armed Private Security Certificate
  Administration of Justice, Unarmed Private Security Certificate
  Aviation Maintenance Technology AAS/Certificate
  Aviation Maintenance Technology – Airframe & Powerplant Certificate
  Aviation Maintenance Technology – Airframe Certificate
  Aviation Maintenance Technology – Powerplant Certificate

- Students from John A. Logan College district may enroll in the following programs at SWIC:
  Administration of Justice,
  Armed Private Security
  Administration of Justice,
  Unarmed Private Security
  Aviation Maintenance Technology AAS/Certificate
  Aviation Maintenance Technology – Airframe & Powerplant Certificate
  Aviation Maintenance Technology – Airframe Certificate
  Aviation Maintenance Technology – Powerplant Certificate
### Interdistrict Cooperative Agreements (continued)

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<td>Computer Information Systems, Software Development</td>
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<td>Computer Information Systems, C++ Programming</td>
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<td>Computer Information Systems, C# Programming</td>
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<td>Construction Bricklayer</td>
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<td>Construction Carpenter</td>
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<td>Construction Cement Mason</td>
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<td>Construction Electrical Lineman</td>
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<td>Construction Electrical Telecom</td>
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<td>Construction Management, Sustainability</td>
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<td>Electronic Publishing Specialist</td>
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<td>Entrepreneur</td>
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<td>Fire Science, Confined Space Rescue Operations</td>
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<td>Fire Science, Fire Apparatus Engineer</td>
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<td>Fire Science, Fire Service Instructor I</td>
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<td>Fire Science, Fire Service Instructor II</td>
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<tr>
<td>Fire Science, Trench Rescue Operations</td>
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<td>Fire Science, Vehicle Rescue Operations</td>
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<tr>
<td>Floral Design</td>
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<td>Food Service</td>
<td>Certificate</td>
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<tr>
<td>Food Service and Management</td>
<td>Certificate</td>
</tr>
<tr>
<td>Horticulture</td>
<td>AAS/Certificate</td>
</tr>
<tr>
<td>Human Services Technology</td>
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<td>Industrial Pipefitting</td>
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<td>Music Recording Technology</td>
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<td>Network Design and Administration</td>
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<td>Network Associate</td>
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<td>Neuromuscular Therapy</td>
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<td>Phlebotomy</td>
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<tr>
<td>Physical Therapist Assistant</td>
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<tr>
<td>Precision Machining Technology</td>
<td>AAS/Certificate</td>
</tr>
<tr>
<td>Precision Machining Technology, CNC Machining</td>
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<tr>
<td>Precision Machining Technology, Mastercam</td>
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</tr>
<tr>
<td>Precision Machining Technology, Solid Works</td>
<td>Certificate</td>
</tr>
<tr>
<td>Precision Machining Technology, Advanced CNC Programming</td>
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</tr>
<tr>
<td>Psychiatric Rehabilitation</td>
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<td>Radiologic Technology</td>
<td>AAS</td>
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<td>Respiratory Care</td>
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<tr>
<td>Stationary Engineering</td>
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<tr>
<td>Web Coding</td>
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<tr>
<td>Web Designer</td>
<td>AAS/Certificate</td>
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<tr>
<td>Web Development &amp; Administration</td>
<td>AAS</td>
</tr>
<tr>
<td>Advanced Welding Manufacturing</td>
<td>Certificate</td>
</tr>
</tbody>
</table>
| Southwestern Illinois College, also agrees to accept students from John A. Logan College, District No. 530, in the Police Academy Intern Program provided all minimum requirements are met.

### John Wood Community College No. 539

1301 S. 48th St.  
Quincy, IL 62305  
217-224-6500  
www.jwcc.edu

- SWIC district residents may enroll in the following programs offered by John Wood Community College:
  - Agriculture Business Management  
  - Agriculture Production Management  
  - Agriculture Supply and Service  
  - Beef Management  
  - Fire Science  
  - Swine Management

- Students from John Wood Community College district may enroll in the following programs at SWIC:
  - Aviation Pilot Training  
  - Fire Science  
  - Human Services Technology  
  - Massage Therapy  
  - Web Development & Administration
Interdistrict Cooperative Agreements (continued)

Kaskaskia College No. 501
27210 College Road
Centralia, IL 62801
800-642-0859
www.kaskaskia.edu

- SWIC district residents may enroll in the following programs offered by Kaskaskia College:
  - Advanced Placement-ADN: AAS
  - Agriculture: AAS/Certificate
  - Automotive Electrical: Certificate
  - Brake and Suspension: Certificate
  - Cosmetology: Certificate
  - Dental Assisting: Certificate
  - Diagnostic Medical Sonography: Certificate
  - Personal Fitness Trainer: Certificate
  - Practical Nursing: Certificate
  - Surgical Technology: Certificate
  - Veterinary Technician: AAS

- Students from Kaskaskia College district may enroll in the following programs at SWIC:
  - Apprentice Programs: AAS/Certificate
  - Aviation Maintenance Technology: AAS
  - Aviation Management: AAS
  - Aviation Pilot Training: AAS/Certificate
  - Construction Management Technology: AAS/Certificate
  - C++ Programming: Certificate
  - Database Programming: Certificate
  - Fire Science: AAS/Certificate
  - Heating, Ventilation, Air Conditioning and Refrigeration: AAS
  - Horticulture: AAS/Certificate
  - Human Services Technology: AAS
  - Medical Assistant: AAS/Certificate
  - Paralegal Studies: AAS
  - Precision Machining Technology: AAS/Certificate
  - Phlebotomy: Certificate
  - Power Plant (Aviation): Certificate
  - Security Officer Certification: Certificate
  - Sign Language/Interpreter: AAS
  - Sign Language/Basic Communication: Certificate
  - Visual Basic: Certificate
  - Ward Clerk: Certificate
  - Web Development and Administration: AAS
  - Fire Science: AAS/Certificate
  - Music Performance: AFA
  - Sign Language/Interpreter: AAS
  - Sign Language/Basic Communication: Certificate

Lewis and Clark Community College No. 536
5800 Godfrey Road
Godfrey, IL 62035
618-466-7000
www.lc.edu

- SWIC district residents may enroll in the following programs offered by Lewis and Clark Community College:
  - ADN from LPN Bridge Program: AAS
  - Apprenticeship Training + Elec.: Certificate
  - Automotive Technology: AAS
  - Auto Performance Accessories & Electrical: Certificate
  - Dental Assisting: Certificate
  - Dental Hygiene: AAS
  - Exercise Science: AAS
  - Finance: AAS/Certificate
  - Fire Science: AAS/Certificate
  - Firefighter – Advanced: Certificate
  - Fire Apparatus Operator: Certificate
  - Firefighter – Basic: Certificate
  - Hazardous Materials Operator: Certificate
  - Fire Instructor: Certificate
  - Company Officer: Certificate
  - Fire Prevention Specialist: Certificate
  - Roadway Rescue Specialist: Certificate
  - Occupational Therapy Assistant: AAS
  - Process Operations Technology – Petroleum: AAS
  - Process Operations Technology – Biochem: AAS
  - Radio Broadcasting: AAS
  - Real Estate: Courses Only
  - REAL 132 Real Estate Transaction
  - REAL 134 Real Estate Financing
  - REAL 235 Estate Sales & Brokerage
  - REAL 238 Real Property Management
  - REAL 241 Real Estate Law, Contracts, & Conveyances

- Students from Lewis and Clark Community College district may enroll in the following programs at SWIC:
  - Apprenticeship Training-Elec.: AAS/Certificate
  - Automobile Collision Repair Tech: AAS
  - Automotive Refinishing: Certificate
  - Mechanical Systems: Certificate
  - Non-Structural Repair: Certificate
  - Structural Repair: Certificate
  - Aviation Maintenance Technology: AAS
  - Aviation Pilot Training: AAS/Certificate
  - Cisco Academy (Network Associate): Certificate
  - Construction Bricklayer: AAS/Certificate
  - Construction Carpenter: AAS/Certificate
  - Construction Cement Mason: AAS/Certificate

Lake Land Community College No. 517
5001 Lake Land Blvd.
Mattoon, IL 61938
217-234-5253
www.lakelandcollege.edu

- Students from Lake Land Community College district may enroll in the following programs at SWIC:
  - Apprentice Programs: AAS/Certificate
  - Aviation Maintenance Technology: AAS
  - Aviation Pilot Training: AAS/Certificate

SOUTHWESTERN ILLINOIS COLLEGE 2014-2015
### Interdistrict Cooperative Agreements (continued)

<table>
<thead>
<tr>
<th>Program</th>
<th>Level</th>
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<tbody>
<tr>
<td>Construction Ironworker</td>
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<tr>
<td>Construction Management Technology</td>
<td>AAS/Certificate</td>
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<td>Construction Painting and Decorating</td>
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<td>Construction Sheetmetal</td>
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<td>Culinary Arts and Food Management</td>
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<td>Culinary Arts</td>
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<td>Food Service</td>
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<td>Hospitality/Food Service</td>
<td>Certificate</td>
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<td>Electrical/Electronics</td>
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<td>Communications Electronics</td>
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<td>Fire Fighter III</td>
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<tr>
<td>Fire Service Instructor II</td>
<td>Certificate</td>
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<td>Fire Service Officer I</td>
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<tr>
<td>Fire Service Officer II</td>
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<td>Hazardous Materials First Responder</td>
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<tr>
<td>Confined Space Rescue Operations</td>
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<td>Trench Rescue Operations</td>
<td>Certificate</td>
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<tr>
<td>Health Information Technology</td>
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<tr>
<td>Heating, Ventilation, Air Conditioning</td>
<td>AAS/Certificate</td>
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<tr>
<td>and Refrigeration</td>
<td>Certificate</td>
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<tr>
<td>Horticulture</td>
<td>AAS/Certificate</td>
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<tr>
<td>Industrial Electronics</td>
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<tr>
<td>Microcomputer Technology</td>
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<tr>
<td>Industrial Machining</td>
<td>AAS/Certificate</td>
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<td>Industrial Metalworking</td>
<td>AAS/Certificate</td>
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<td>Industrial Pipefitter</td>
<td>AAS/Certificate</td>
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<tr>
<td>Medical Assistant</td>
<td>AAS/Certificate</td>
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<td>Medical Billing and Coding</td>
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<td>Phlebotomy</td>
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<td>Medical Laboratory Technology</td>
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<td>Music Technology</td>
<td>AAS/Certificate</td>
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<td>Paramedic</td>
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<tr>
<td>Physical Therapist Assistant (includes Continuing Ed courses)</td>
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</tr>
<tr>
<td>Radiologic Technology (includes Continuing Ed courses)</td>
<td>AAS/Courses</td>
</tr>
<tr>
<td>Real Estate Appraisal</td>
<td>Courses</td>
</tr>
<tr>
<td>Associate Real Estate Appraiser</td>
<td>Courses</td>
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<tr>
<td>Illinois Certified Residential Appraiser</td>
<td>Courses</td>
</tr>
<tr>
<td>Illinois Certified General Appraiser</td>
<td>Courses</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>AAS/Certificate</td>
</tr>
<tr>
<td>Sign Language/Interpreter Training</td>
<td>AAS/Certificate</td>
</tr>
<tr>
<td>Warehousing and Distribution</td>
<td>Certificate</td>
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<tr>
<td>Welding Technology</td>
<td>AAS/Certificate</td>
</tr>
</tbody>
</table>

### Lincoln Land Community College No. 526

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

- SWIC district residents may enroll in the following programs offered by Lincoln Land Community College:
  - Fire Science AAS/Certificate
  - Cisco Certified Networking Specialist (Network Associate) AAS/Certificate
  - Electronic Publishing Specialist AAS
  - Fire Science AAS/Certificate
  - Human Services Technology AAS
  - Massage Therapy Certificate
  - Web Design Certificate
  - Web Development & Administration AAS

### Rend Lake College No. 521

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

- SWIC district residents may enroll in the following programs offered by Rend Lake College:
  - Agriculture Business AAS
  - Agriculture Mechanics AAS/Certificate
  - Agriculture Production & Management AAS/Certificate
  - Architectural Technology AAS/Certificate
  - Automotive Technology AAS/Certificate
  - Cosmetology Certificate
  - Diesel Technology AAS/Certificate
  - Enology AAS/Certificate
  - Heavy Equipment Technology AAS
  - Mining Technology AAS/Certificate
  - Occupational Therapy Assistant AAS
  - Surgical Technology Certificate
  - Surveying Technology AAS
  - Truck Driving Courses
  - Veterinary Technology AAS
  - Viticulture AAS/Certificate
  - Wireless Technology AAS

- Students from Rend Lake College district may enroll in the following programs at SWIC:
  - Automotive Collision Repair Technology AAS/Certificate
  - Aviation Maintenance Technology AAS
  - Aviation Pilot Training AAS/Certificate
  - Construction Management Technology AAS
  - Heating, Ventilation, AC and Refrigeration AAS/Certificate
  - Paralegal AAS
  - Physical Therapist Assistant AAS
  - Respiratory Care AAS
  - Sign Language Studies, Interpreter AAS/Certificate
Interdistrict Cooperative Agreements (continued)

Shawnee Community College No. 531
8364 Shawnee College Road
Ullin, IL 62992
618-634-3200
www.shawneecc.edu

• SWIC district residents may enroll in the following programs offered by Shawnee Community College:
  - Agriculture Business and Management AAS
  - Agriculture Sciences AAS
  - Alcohol and Other Drug Abuse AAS/Certificate
  - Automotive Technology AAS
  - Computer Forensics & Investigations Certificate
  - Cosmetology AAS/Certificate
  - Criminal Forensic Science Certificate
  - Fish & Wildlife Management AAS
  - Industrial Maintenance Chemical Certificate
  - Industrial Maintenance Technician Certificate
  - Multimedia and Gaming Certificate
  - Occupational Therapy Assistant AAS
  - Surgical Technology Certificate
  - Truck Driving Certificate
  - Veterinary Technology AAS

• Students from Shawnee Community College district may enroll in the following programs at SWIC:
  - Automotive Collision Repair Technology AAS/Certificate
  - Aviation Maintenance AAS/Certificate
  - Aviation Pilot Training AAS/Certificate
  - Computer Aided Drafting AAS/Certificate
  - Fire Science AAS/Certificate
  - Horticulture AAS/Certificate
  - Industrial Electricity AAS/Certificate
  - Industrial Maintenance Mechanics AAS/Certificate
  - Industrial Metalworking AAS/Certificate
  - Industrial Pipefitting AAS/Certificate
  - Paralegal Studies AAS
  - Precision Machining Technology AAS/Certificate
  - Physical Therapist Assistant AAS
  - Radiologic Technology AAS
  - Sign Language/Interpreter AAS
  - Sign Language/Basic Communication Certificate

Southeastern Illinois College No. 533
3575 College Road
Harrisburg, IL 62946
866-338-2742
www.sic.edu

• SWIC district residents may enroll in the following program offered by Southeastern Illinois College:
  - Construction Management Technology AAS/Certificate

• Students from Southeastern Illinois College district may enroll in the following program at SWIC:
  - Construction Management Technology AAS/Certificate

Spoon River College No. 534
23235 N. County Road 22
Canton, IL 61520
800-334-7337
www.spoonrivercollege.edu

• SWIC district residents may enroll in the following programs offered by Spoon River College:
  - Diesel Tractor Technology AAS
  - Fire Science AAS/Certificate

• Students from Spoon River College district may enroll in the following programs at SWIC:
  - Aviation Pilot Training AAS/Certificate
  - Construction Management Technology AAS
  - Fire Science AAS/Certificate
  - Human Services Technology AAS
  - Massage Therapy Certificate

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
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Valley Community 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
- South Suburban College
- Spoon River College
- Waubonsee Community College
Selsius™ Corporate and Career Training

Founded by SWIC in 1987, Selsius™ today serves hundreds of companies and thousands of individual employee customers annually.

Selsius™ enjoys a high percentage of repeat and referral business because we deliver:

- **Structured Learning** ... using interactive, competency-based training taught by subject-matter experts who clearly convey the links between training content and job applications.
- **Customized Solutions** ... every business faces unique issues and opportunities that require custom-tailored objectives, strategies, tactics, and results.
- **Training Professionals** ... whose practical business experience goes far beyond standardized training and facilitating methods to deliver real-world results.
- **Flexible Scheduling** ... offered during or after normal business hours at your location or ours.
- **Onsite Computer Training** ... delivered at your company site utilizing our Mobile Computer Lab.
- **Customer Satisfaction** ... that drives our new and repeat business.

### Corporate Training
Meeting Companies’ Performance – Improvement Objectives

Selsius™ Corporate Training begins with these no-risk steps:

- **Initial Consultation** ... schedule a complimentary meeting for your team with a Selsius™ performance improvement consultant.
- **Situation Analysis** ... Selsius™ will work with your team to identify training issues and potential performance improvement solutions.
- **Planning Meeting** ... performance improvement options are prioritized, budgeted, and assigned by your team for implementation by Selsius™.

### Career Training
Meeting Individuals’ Professional Development Goals

Selsius™ Career Training options include:

- **Open-Enrollment Seminars** ... held throughout the year to address your individual performance improvement needs.
- **Competency-Based Training** ... so you can immediately apply what you learn to your job.
- **Instructor Led and/or Online Instruction** ... held in state-of-the-art facilities at SWIC and/or delivered online through Selsius™ partners including:
  - Ed2Go – Career Training
  - Ed2Go – Skills Training
  - UGotClass Training
PROGRAMS THAT LEAD TO A

BACHELOR’S DEGREE

ASSOCIATE IN ARTS
AND
ASSOCIATE IN FINE ARTS
Associate in Arts
Program Code: 0001

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

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

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

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/counseling/transfer/.

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 whiteprint in the general education areas.

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

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/December</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Spring/May</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Summer/July</td>
<td>June 15</td>
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## 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)
<table>
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<tr>
<td>LIT 133</td>
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<td>LIT 214</td>
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<td>LIT 214</td>
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<td>PHIL 151</td>
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#### Humanities-Fine Arts (total of 3 semester credits)
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<td>ART 105</td>
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<td>FILM 215</td>
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<td>SPCH 120</td>
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<tr>
<td>ART 102</td>
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<tr>
<td>ART 106</td>
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#### 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)
<table>
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<tr>
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#### Behavioral Science (total of 3 semester credits)
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<td>PSYC 295</td>
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<tr>
<td>SOC 255</td>
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</table>

#### Additional Social Science/Behavioral Science (total of 3 semester credits)
- Additional course from either Social Science or Behavioral Science

#### Additional Humanities or Social/Behavioral Science (select 3 additional semester credits from either General Humanities, Humanities: Fine Arts, Social Sciences, Behavioral Sciences, or the courses listed below) The courses below are not included in the IAI General Education Core Curriculum.
- ANTH 210
- HIST 234
- POLS 289
- PSYC 270
- ED 252
- HIST 250
- POLS 290
- PSYC 277
- ED 293
- HIST 282
- POLS 292
- PSYC 280
- FREN 201
- HIST 288
- PSYC 200
- PSYC 288
- GEOG 151
- HIST 292
- PSYC 225
- SOC 210
- GEOG 240
- LIT 219
- PSYC 252
- SOC 222
- GEOG 241
- LIT 293
- PSYC 254
- SOC 259
- GERM 201
- MUS 103
- PSYC 259
- SOC 265
- HIST 151
- PHIL 156
- PSYC 260
- SPAN 201
- HIST 160
- PHIL 171
- PSYC 265
- SPCH 200
- HIST 161
- POLS 273
- PSYC 266
- SPCH 256
- HIST 232
- POLS 280
- PSYC 267

#### Mathematics (total of 4 semester credits)
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#### Life Science (total of 4 semester credits)
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#### Physical Science (total of 4 semester credits)
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<thead>
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<td>BIOL 104</td>
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<tr>
<td>PHYS 151</td>
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<td>BIOL 152</td>
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<tr>
<td>ES 102</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 204</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Human Well-Being (total of 2 semester credits) Additional graduation requirement. The courses below are not included in the IAI General Education Core Curriculum.
- HLTH 151
- HLTH 154
- HRO 150
- PE 156
- HLTH 152
- HLTH 164
- PE 155
- PE 160
- PE 161

#### Transfer Major/Minor Fields and Electives (total of 20 semester credits)
Applicable elective courses are identified in the Course Description Guide as “T” type classes. See a Counselor to assist you with the selection of courses to fulfill the above requirements. Specific course requirements vary among colleges and universities.
Associate in Fine Arts/Art
Program Code: 0052

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

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

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

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/counseling/transfer/.

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

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

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/December</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Spring/May</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Summer/July</td>
<td>June 15</td>
</tr>
</tbody>
</table>
### Communications (total of 9 semester credits)
A minimum grade of “C” is required in ENG 101 & 102
- ENG 101
- ENG 102
- SPCH 151

### Humanities (total of 6 semester credits)
Courses must be selected from two subject areas
- FILM 115
- LIT 133
- LIT 252
- PHIL 153
- FILM 215
- LIT 134
- LIT 290
- PHIL 154
- FREN 202
- LIT 201
- LIT 291
- PHIL 155
- GERM 202
- LIT 202
- MUS 101
- PHIL 160
- HIST 286
- LIT 205
- MUS 110
- SPCH 120
- LIT 113
- LIT 213
- MUS 102
- SPAN 202
- LIT 117
- LIT 214
- PHIL 150
- SPCH 220
- LIT 120
- LIT 215
- PHIL 151
- LIT 125
- LIT 251
- PHIL 152

### Social Science (total of 3 semester credits)
- ECON 115
- HIST 101
- HIST 118
- POLS 150
- ECON 201
- HIST 102
- HIST 152
- POLS 240
- ECON 202
- HIST 114
- HIST 180
- POLS 261
- GEOG 152
- HIST 115
- HIST 181
- POLS 262
- GEOG 202
- HIST 117
- HIST 230
- POLS 270

### Behavioral Science (total of 3 semester credits)
- ANTH 150
- PSYC 151
- PSYC 251
- SOC 153
- ANTH 160
- PSYC 210
- PSYC 253
- SOC 203
- ANTH 250
- PSYC 250
- PSYC 295
- SOC 230

### Mathematics (total of 4 semester credits)
- MATH 106
- MATH 111
- MATH 203
- MATH 213
- MATH 107
- MATH 113
- MATH 204
- BUS 205
- MATH 111
- MATH 191
- MATH 205

### Life Science (total of 4 semester credits)
- BIOL 100
- BIOL 108
- ATY 101
- ES 180
- BIOL 101
- BIOL 151
- CHEM 100
- ES 250
- BIOL 104

### Physical Science (total of 4 semester credits)
- CHEM 101
- PHYS 101
- CHEM 105
- PHYS 104
- ES 101
- PHYS 151
- ES 102
- PHYS 204

### Art Core Requirements (total of 21 semester credits)
- ART 104
- ART 111
- ART 150
- ART 252
- ART 105
- ART 112
- ART 250

### Media-specific Studio Course Options (total of 9 semester credits in at least two areas)
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<th>Ceramics</th>
<th>Photography</th>
<th>Painting</th>
<th>Sculpture</th>
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<td>ART 114</td>
<td>ART 217</td>
<td>ART 212</td>
<td>ART 219</td>
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</table>

### Digital Imaging
- ART 240
- ART 213

### Design
- ART 241

### Human Well-Being (total of 2 semester credits)
- HLTH 151
- HLTH 154
- HRO 150
- PE 156
- HLTH 152
- HLTH 164
- PE 155
- PE 160
- PE 161
Associate in Fine Arts/Music Education
Program Code: 0051

Description:
These requirements are for students who are majoring in Music education and who plan to transfer to a four-year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Music Education degree program should consult with a full-time Music faculty member or an academic counselor. Students 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 outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/counseling/transfer/.

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

___ Social Science: HIST 180, HIST 181, POLS 150

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

___ Humanities: ART 103, HIST 286, LIT 205, PHIL 155

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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</tr>
<tr>
<td>Summer/July</td>
<td>June 15</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th></th>
<th>ENG 101</th>
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**Humanities** (total of 6 semester credits)

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

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**Mathematics** (total of 4 semester credits)

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</table>

**Life Science** (total of 4 semester credits)  
**Physical Science** (total of 4 semester credits)

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**Music Theory** (total of 16 semester credits)

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<tr>
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<td>MUS 205</td>
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<tr>
<td>MUS 106</td>
<td>MUS 206</td>
</tr>
</tbody>
</table>

**Music Literature/History** (total of 3 semester credits)

<p>| |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>MUS 103</td>
</tr>
</tbody>
</table>

**Keyboard Skills** (total of 4 semester credits)

Two courses required in sequence, depending upon students' piano background.

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>MUS 111</td>
<td>MUS 213</td>
</tr>
<tr>
<td>MUS 112</td>
<td>MUS 214</td>
</tr>
</tbody>
</table>

**Ensemble** (total of 4 semester credits)

Choose either College Choir, Jazz Band, Concert Band, or Guitar Ensemble

<table>
<thead>
<tr>
<th>College Choir</th>
<th>Jazz Band</th>
<th>Concert Band</th>
<th>Guitar Ensemble</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 161</td>
<td>MUS 163</td>
<td>MUS 159</td>
<td>MUS 175</td>
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<td>MUS 162</td>
<td>MUS 164</td>
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<tr>
<td>MUS 262</td>
<td>MUS 264</td>
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</tr>
</tbody>
</table>

**Applied Instruction** (total of 8 semester credits, preferably in one area or instrument)  
(Each course may be taken four times for credit)

<table>
<thead>
<tr>
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<th>Concert Band</th>
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</thead>
<tbody>
<tr>
<td>MUS 219 Piano</td>
<td>MUS 225 Flute</td>
<td>MUS 231 Viola</td>
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<td>MUS 220 Voice</td>
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<td>MUS 230 Violin</td>
<td>MUS 236 Percussion</td>
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</tr>
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</table>

**Human Well-Being** (total of 2 semester credits) Additional Graduation Requirement

<p>| |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HLTH 151</td>
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</tbody>
</table>
Associate in Fine Arts/Music Performance  
Program Code: 0050

Description:  
These requirements are for students who are majoring in Music performance and who plan to transfer to a four-year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Music Performance degree program should consult with a full-time Music faculty member or an academic counselor. Students 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 outlined in this catalog. If the requirements are not completed within six years, students will be required to meet the requirements in effect at that time. However, students who have not enrolled for three consecutive semesters must meet the catalog requirements in effect upon re-entry.

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

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

Transfer Resources:  
Please view additional transfer resources at swic.edu/counseling/transfer/.

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

Humanities: ART 110, LIT 117, LIT 215
Social Science: ECON 115, ECON 201, HIST 180, HIST 181, POLS 150
Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

<table>
<thead>
<tr>
<th>Term</th>
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<tr>
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<tr>
<td>Spring/May</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Summer/July</td>
<td>June 15</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>ENG 102</td>
<td>SPCH 151</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course</th>
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<td>ART 102</td>
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<td>ART 104</td>
<td>GERM 202</td>
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<td>ART 107</td>
<td>ART 108</td>
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<tr>
<td>ART 110</td>
<td>FILM 115</td>
<td>LIT 120</td>
<td>LIT 214</td>
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**Humanities** (total of 6 semester credits) Courses must be selected from two subject areas

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course</th>
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<tbody>
<tr>
<td>ART 101</td>
<td>ART 102</td>
<td>FILM 215</td>
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<tr>
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<td>ART 104</td>
<td>GERM 202</td>
<td>LIT 201</td>
<td>LIT 290</td>
<td>PHIL 160</td>
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<tr>
<td>ART 105</td>
<td>ART 106</td>
<td>HIST 286</td>
<td>LIT 202</td>
<td>LIT 291</td>
<td>SPAN 202</td>
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<td>ART 107</td>
<td>ART 108</td>
<td>LIT 113</td>
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<td>SPCH 120</td>
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<tr>
<td>ART 110</td>
<td>FILM 115</td>
<td>LIT 120</td>
<td>LIT 214</td>
<td>PHIL 152</td>
<td>SPCH 220</td>
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**Social or Behavioral Science** (total of 3 semester credits)

<table>
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<th>Subject Area</th>
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<tbody>
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<td>POLS 240</td>
<td>PSYC 295</td>
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<tr>
<td>ANTH 160</td>
<td>HIST 114</td>
<td>POLS 261</td>
<td>SOC 133</td>
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<td>ANTH 250</td>
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<td>ECON 115</td>
<td>HIST 117</td>
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<td>ECON 201</td>
<td>HIST 118</td>
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<td>HIST 180</td>
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<tr>
<td>GEOG 202</td>
<td>HIST 181</td>
<td>PSYC 251</td>
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<tr>
<td>HIST 101</td>
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<td>PSYC 253</td>
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**Mathematics** (total of 4 semester credits)

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<td>MATH 107</td>
<td>MATH 133</td>
<td>MATH 191</td>
<td>MATH 205</td>
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**Life Science** (total of 4 semester credits)

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<tr>
<th>Course</th>
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<tbody>
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<tr>
<td>BIOL 101</td>
<td>BIOL 151</td>
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<tr>
<td>BIOL 104</td>
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**Physical Science** (total of 4 semester credits)

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<tr>
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<tbody>
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<td>CHEM 101</td>
<td>CHEM 105</td>
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<tr>
<td>ES 101</td>
<td>ES 102</td>
<td></td>
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<tr>
<td>ES 150</td>
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</table>

**Music Theory** (total of 16 semester credits)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
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<tr>
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</tbody>
</table>

**Keyboard Skills** (total of 4 semester credits) Two courses required in sequence, depending upon students’ piano background

<table>
<thead>
<tr>
<th>Course</th>
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<td>MUS 113</td>
<td>MUS 214</td>
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</tbody>
</table>

**Music Literature/History** (total of 3 semester credits)

<table>
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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MUS 103</td>
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</tbody>
</table>

**Ensemble** (total of 4 semester credits)

Choose either College Choir, Jazz Band, Concert Band, or Guitar Ensemble

<table>
<thead>
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<th>College Choir</th>
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<td>MUS 162</td>
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<td>MUS 275</td>
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<tr>
<td>MUS 261</td>
<td>MUS 262</td>
<td>MUS 260</td>
<td>MUS 276</td>
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</table>

**Applied Instruction** (total of 8 semester credits, preferably in one area or instrument)

(Each course may be taken four times for credit)

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<tr>
<td>MUS 220 Voice</td>
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<tr>
<td>MUS 221 Trumpet</td>
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<td>MUS 233 Double Bass</td>
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**Human Well-Being** (total of 2 semester credits) Additional Graduation Requirement

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<th>Course</th>
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</thead>
<tbody>
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<td>HLTH 151</td>
<td>HLTH 154</td>
<td>HRO 150</td>
<td>PE 156</td>
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<tr>
<td>HLTH 152</td>
<td>HLTH 164</td>
<td>PE 155</td>
<td>PE 160</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>PE 161</td>
</tr>
</tbody>
</table>
Associate in Arts in Teaching – Secondary Mathematics
Program Code: 0092

Description:
The Associate in Arts in Teaching – Secondary Mathematics is intended for students interested in becoming high school mathematics teachers. Completion of this degree should enable students to transfer as a junior into an upper division teacher preparation program at an Illinois public university. A bachelor's degree in mathematics with secondary teaching certification is required to teach high school mathematics in Illinois.

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

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

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/counseling/transfer/.

Graduation Requirement:
Students must pass the Illinois Basic Skills Test for pre-service teachers prior to graduation. Contact the program coordinator for more information.

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

- Humanities: ART 110, LIT 117, LIT 215
- Social Science: ECON 115, ECON 201, HIST 180, HIST 181, HIST 230, POLS 150
- Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

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<tr>
<td>Summer/July</td>
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</tbody>
</table>
### Associate in Arts in Teaching – Secondary Mathematics

#### Degree Requirements Checklist

**Communications** (total of 9 semesters) A minimum grade of "C" is required in ENG 101 & 102
- ___ ENG 101
- ___ ENG 102
- ___ SPCH 151

**General Humanities** (total of 3 semester credits)
- ___ FREN 202
- ___ LIT 133
- ___ LIT 215
- ___ PHIL 152
- ___ GERM 202
- ___ LIT 134
- ___ LIT 251
- ___ PHIL 153
- ___ HIST 286
- ___ LIT 201
- ___ LIT 252
- ___ PHIL 154
- ___ LIT 113
- ___ LIT 202
- ___ LIT 290
- ___ PHIL 155
- ___ LIT 117
- ___ LIT 205
- ___ LIT 291
- ___ PHIL 160
- ___ LIT 120
- ___ LIT 213
- ___ PHIL 150
- ___ SPAN 202
- ___ LIT 125
- ___ LIT 214
- ___ PHIL 151

**Humanities-Fine Arts** (total of 3 semester credits)
- ___ ART 101
- ___ ART 105
- ___ FILM 215
- ___ SPCH 120
- ___ ART 102
- ___ ART 106
- ___ MUS 101
- ___ SPCH 220
- ___ ART 103
- ___ ART 110
- ___ MUS 102

**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
- ___ HIST 101
- ___ HIST 118
- ___ POLS 150
- ___ ECON 201
- ___ HIST 102
- ___ HIST 152
- ___ POLS 240
- ___ ECON 202
- ___ HIST 114
- ___ HIST 180
- ___ POLS 261
- ___ GEOG 152
- ___ HIST 115
- ___ HIST 181
- ___ POLS 262
- ___ GEOG 202
- ___ HIST 117
- ___ HIST 230
- ___ POLS 270

**Behavioral Science** (total of 6 semester credits) **PSYC 151 is required**
- ___ ANTH 150
- ___ PSYC 151
- ___ PSYC 251
- ___ SOC 153
- ___ ANTH 160
- ___ PSYC 210
- ___ PSYC 253
- ___ SOC 203
- ___ ANTH 250
- ___ PSYC 250
- ___ PSYC 295
- ___ SOC 230
- ___ PSYC 295
- ___ SOC 255

**Mathematics General Education** (total of 5 semester credits)
- ___ MATH 203

**Life Science** (total of 4 semester credits)
- ___ BIOL 100
- ___ BIOL 108
- ___ ATY 101
- ___ ES 180
- ___ BIOL 101
- ___ BIOL 151
- ___ CHEM 100
- ___ ES 250
- ___ BIOL 104
- ___ BIOL 251
- ___ CHEM 101
- ___ PHYS 101
- ___ CHEM 105
- ___ PHYS 104
- ___ ES 101
- ___ PHYS 151
- ___ ES 102
- ___ PHYS 204

**Physical Science** (total of 4-5 semester credits)
- ___ ATY 101
- ___ ES 180
- ___ CHEM 100
- ___ ES 250
- ___ CHEM 101
- ___ PHYS 101
- ___ CHEM 105
- ___ PHYS 104
- ___ ES 101
- ___ PHYS 151
- ___ ES 102
- ___ PHYS 204

**Mathematics Core Requirements** (total of 12 semester credits)
- ___ MATH 204
- ___ MATH 205
- ___ MATH 292

**Professional Education Core Requirements** (total of 9 semester credits)
- ___ ED 255
- ___ ED 260
- ___ ED 265

**Human Well-Being** (total of 2 semester credits) Additional graduation requirement
- ___ HLTH 151

One additional hour of elective credit is required for this degree
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 Wednesday afternoons 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 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, Ala. 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.
Anthropology Pre-Major
Associate in Arts Degree

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 prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in anthropology should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • ANTH 150 Cultural Anthropology
   • SOC 153 Introductory Sociology
3. Most four-year colleges and universities will accept the following classes as Anthropology major credit:
   • ANTH 160 Physical Anthropology
   • ANTH 210 Native American Cultures
4. The optional courses listed below may be applicable toward a baccalaureate anthropology major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • PSYC 151 General Psychology
   • ANTH 250 Introduction to Archaeology
   • Foreign language course(s)

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in anthropology including:
• Anthropologist
• Social scientist
• Archivist
• Curator
• Genealogist
• Scientific linguist
• Historian
• Archaeologist
• Paleontologist
• Museum education director
• Ethnologist
• Community planner
Art Pre-Major
Associate in Arts Degree

Department Chair: Don Bevirt
Faculty: Don Bevirt, Spyros Karayiannis, Paula McAteer, Guy Weible

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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Apply for Graduation Now

First Year
Fall Semester
- ART 104 Art History I: Prehistoric-Gothic 3
- ART 111 Basic Design I 3
- ENG 101 Rhetoric & Composition I* 3
- Social Science Course*** 3
- Math Course** 4
Total Semester Credits 16

Spring Semester
- ART 105 Art History II: Renaissance-Modern 3
- ART 112 Basic Design II OR
- ART 213 Color Theory 3
- ART 150 Drawing I 3
- ENG 102 Rhetoric & Composition II* 3
- Life Science Course 4
Total Semester Credits 16

Second Year
Fall Semester
- ART 250 Drawing II 3
- SPCH 151 Fundamentals of Public Speaking 3
- Humanities Course*** 3
- Physical Science Course 4
- Behavioral Science Course*** 3
Total Semester Credits 16

Spring Semester
- HIST 152 European Civilization II 3
- Human Well-Being Elective 2
- Studio Art Electives 9
- General Humanities Course*** 3
Total Semester Credits 17

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of “C” is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your score on the assessment placement test.

***One social science or humanities elective must be a Third World Culture course. In addition, one Social Science or Humanities elective must be a Human Relations course.

Art options include ceramics, commercial art, painting, photography and drawing. Students must meet all degree requirements.
Associate in Fine Arts Degree – Art
This degree program is for students who are majoring in Art and planning to transfer to a four-year institution to complete a baccalaureate degree. APA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the APA-Art degree program should consult with a full-time art faculty member or an academic counselor. A portfolio review is often required for admission into a BA or BFA in Art at a four-year institution.

Associate in Fine Arts Degree – Art (0052)
Transfer requirements vary by receiving institution.

First Year
Fall Semester  Semester Credits
ART 104 Art History I: Prehistoric-Gothic 3
ART 111 Basic Design I 3
ENG 101 Rhetoric & Composition I 3
Social Science Course*** 3
Math Course** 4
Total Semester Credits 16

Spring Semester  Semester Credits
ART 105 Art History II: Renaissance-Modern 3
ART 112 Basic Design II 3
ART 150 Drawing I 3
ENG 102 Rhetoric & Composition II* 3
Life Science Course 4
Total Semester Credits 16

Apply for Graduation Now

Second Year
Fall Semester  Semester Credits
ART 252 Drawing II 3
SPCH 151 Fundamentals of Public Speaking 3
ART 213 Color Theory 3
Behavioral Science Course 4
Social Science Course*** 3
Total Semester Credits 16

Spring Semester  Semester Credits
ART 253 Graphic Communications II 3
ART 214 Graphic Communications I 3
Humanities Courses*** 6
Studio Art Electives**** 6
Total Semester Credits 17

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of “C” is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your score on the assessment placement test.

***One social science or humanities elective must be a Third World Culture course. In addition, one Social Science or Humanities elective must be a Human Relations course.


Associate in Fine Arts Degree
Communication Design Pre-Major

First Year
Fall Semester  Semester Credits
ART 101 Art Appreciation 3
ART 111 Basic Design 3
ENG 101 Rhetoric & Composition I 3
Social Science course 3
Math course 4
Total Semester Credits 16

Spring Semester  Semester Credits
ART 129 Typographical 3
MKT 126 Intro to Marketing 3
ART 112 3D Design 3
ENG 102 Rhetoric & Composition II 3
Social Science course 3
Human Well-Being Elective 2
Total Semester Credits 17

Summer Semester  Semester Credits
SPCH 151 Fundamentals of Public Speaking 3

Second Year
Fall Semester  Semester Credits
ART 232 Graphic Communications I 3
ART 213 Color Theory 3
Life Science course 4
Humanities course 3
Behavioral Science course 3
Total Semester Credits 16

Spring Semester  Semester Credits
ART 233 Graphic Communications II 3
ART 103 Survey Non-Western Art OR
ART 110 Women in Art 3
ART 116 Photography 3
Physical Science course 4
General Humanities course 3
Total Semester Credits 16

Career Opportunities
A variety of careers are open to students who graduate with a bachelor’s degree in Art including:

- Free-lance artist
- Ceramic artist
- Media designer/producer
- Advertising artist/designer
- Architect
- Illustrator
- Fashion artist/designer
- Graphic artist
- Animator
- Art salesperson
- Art critic
- Art buyer
- Interior designer
- Teacher
- Set/costume designer
- Photographer
- Art therapist
- Art museum curator
- Art conservator
- Art consultant
- Art historian
- Sculptor
Early Childhood Education – Pre-Major

Associate in Arts Degree

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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001) – Early Childhood Education Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in Early Childhood Education should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution, but they usually include the following:
   - HIST 180 U.S. History to 1865
   - POLS 150 Intro to American Government
   - PSYC 151 General Psychology
   - ART 101 Art Appreciation OR MUS 101 Music Appreciation

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - ECE 110 Intro to Early Childhood Education
   - ECE 112 Growth and Development of Children
   - ED 255 Introduction to Education
   - ED 252 Educational Psychology
   - ED 265 Introduction to Special Education

3. Most four-year colleges and universities will accept the following classes as early childhood education major credit:
   - ED 267 Diversity in 21st Century Schools
   - ECE 250 Child, Family and Community

4. The optional courses listed below may be applicable toward a baccalaureate early childhood education major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - ED 267 Diversity in 21st Century Schools
   - ED 293 Children’s Literature
   - Other ECE and ED classes

5. Fulfill all other Associate in Arts degree requirements listed on page 59 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.

8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), the College Basic Academic Subjects Examination (for transfer to Missouri schools, such as the University of Missouri – St. Louis), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a counselor 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.) The state of Illinois now accepts ACT (with writing) scores that have a composite of 22 or higher in place of the TAP. It is highly suggested that students use this option.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A bachelor’s degree in early childhood education will provide a person with the skills and knowledge to work with children from birth to third grade. Career opportunities include but are not limited to:

- Early childhood educator
- Parent education coordinator
- Social service coordinator
- Educational program administrator
SOUTHWESTERN ILLINOIS COLLEGE  ■  2014-2015

Education – Elementary Pre-Major

Associate in Arts Degree

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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001) – Elementary Education Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in elementary education should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - MATH 105 and MATH 106 Mathematics for Elementary Teachers I and II
   - PSYC 151 General Psychology
   - ART 101 – Art Appreciation OR MUS 101 Music Appreciation
   - HIST 180 and HIST 181 U.S. History to 1865 and U.S. History from 1865 to 1945
   - POLS 150 Intro to American Government
   - HILTH 151 Health
   - GEOG 152 Global 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 accept 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 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 are intend to transfer.
   - ED 267 Diversity in 21st Century Schools
   - ED 270 Classroom Management
   - BIOL 104 Biology for Elementary Teachers (required for SIUE)
   - PHYS 104 Physics for Elementary Teachers (required for SIUE)
   - PSYC 251 Adolescent Development (required for Greenville)
   - ART 260 Art for the Elementary Teacher
   - PE 221 Elementary School Activities

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Most transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors, so check with the transfer institution regarding its requirements.

8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), the College Basic Academic Subjects Examination (for transfer to Missouri schools, such as the University of Missouri – St Louis), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a counselor at the institution you plan to attend for specific details. NOTE: The State of Illinois now accepts ACT (with writing) scores for SIUE.

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

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. 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 prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001) – Secondary Education Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in secondary education should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - PSYC 151 General Psychology
   - ART 101 Art Appreciation OR MUS 101 Music Appreciation
   - HIST 180 and HIST 181 U.S. History to 1865 and U.S. History from 1865 to 1945
   - POLS 150 Intro to American Government
   - HLTH 151 Health
   - PSYC 251 Adolescent Development
   - Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155
   - 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 accept the following classes as secondary education major credit:
   - ED 255 Introduction to Education (20 hours observation)
   - ED 252 Educational Psychology
   - ED 265 Introduction to Special Education (30 hours observation)

4. The optional courses listed below may be applicable toward a baccalaureate secondary education major. 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 267 Diversity in 21st Century Schools
   - ED 270 Classroom Management
   - PSYC 251 Adolescent Development
   - 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 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Most transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors, so check with the transfer institution for its requirements.
8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), the College Basic Academic Subjects Examination (for transfer to Missouri schools, such as the University of Missouri – St. Louis), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a counselor at the institution you plan to attend for specific details. NOTE: The state of Illinois now accepts ACT (with writing) scores that have a composite of 22 or higher in place of the TAP. It is highly suggested that students use this option.

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 – Secondary Mathematics Pre-Major

Coordinator/Faculty: Caroline Adams

Dean: Richard Spencer

The Associate in Arts in Teaching Secondary Mathematics degree is intended for students interested in becoming middle school, junior high, or high school math teachers. 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), in this case the focus is math. Completion of this degree should enable students to transfer as a junior into an upper division teacher preparation program at an Illinois public university to complete a bachelor's degree (required for certification in the State of Illinois. 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 prerequisites, which may be required for some courses.

1. **If you KNOW where you are transferring:**
   - Transfer requirements vary by receiving institution.
   - Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
   - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

2. **If you DON’T KNOW where you are transferring:**
   - Plan your Associate in Arts with a SWIC counselor.
   - The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts in Teaching Degree (0092) – Secondary Mathematics (AAT) Pre-Major

Students who plan to earn an AAT degree and then transfer to a four-year college or university to major in secondary mathematics education should follow the steps listed below.

It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts in Teaching degree listed on page 67 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - MATH 203, MATH 204, MATH 205, MATH 292 – Analytic Geometry & Calculus I, II, & III and Linear Algebra
   - PSYC 151 General Psychology
   - HLTH 151 Health
   - CHEM 105 or PHYS 151 (for Physical Science requirement).

3. Most four-year colleges and universities will accept the following classes as secondary education major credit:
   - ED 255 Introduction to Education (20 hours observation)
   - ED 252 Educational Psychology
   - ED 265 Introduction to Special Education (30 hours observation)
   - ED 260 Introduction to Educational Technology

4. The optional courses listed below may be applicable toward a baccalaureate secondary education major. To ensure acceptance toward your major, check with the four-year institution where you are intend to transfer.
   - ED 267 Diversity in 21st Century Schools
   - ED 270 Classroom Management
   - Various content area courses in your major (ie: additional math courses as needed)

5. Fulfill all other Associate in Arts in Teaching degree requirements listed on page 68 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Turn in completed program portfolio to the Education coordinator to be evaluated/approved during last semester before graduation. See coordinator for specific requirements.

8. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.0 to graduate from SWIC. Most transfer institutions require a higher GPA for admission (usually 2.5 or higher) to the institution and/or specific majors (check with the transfer institution for their requirements).

9. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), the College Basic Academic Subjects Examination (for transfer to Missouri schools, such as the University of Missouri – St. Louis), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a counselor at the institution you plan to attend for specific details. NOTE: The state of Illinois now accepts ACT (with writing) scores that have a composite of 22 or higher in place of the TAP. It is highly suggested that students use this option.

Career Opportunities

SWIC offers courses leading to an Associate in Arts in Teaching Secondary Mathematics degree, which may then transfer to a four-year institution for pursuance of a bachelor's degree in secondary mathematics education. Students completing a bachelor's degree in secondary mathematics education may be eligible for certification to teach. In some instances, career paths in coaching or becoming a curriculum specialist may also be possible. Students completing the AAT degree might be able to work in certain careers such as a paraprofessional (teacher's aide) or day care, if they choose not to pursue a bachelor's degree.
Education – Special Education Pre-Major

Associate in Arts Degree

Coordinator/Faculty: Caroline Adams

Dean: 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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

1. Transfer requirements vary by receiving institution.
2. Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
3. Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:

1. Plan your Associate in Arts with a SWIC counselor.
2. The Associate in Arts Degree Requirement Checklist (page 60) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
3. Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001) – Special Education Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in special education should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 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
   - HLT 151 Health
   - GEOG 152 Global Geography
   - BIOL 101 Principles of Biology I
   - HIST 180 and HIST 181 U.S. History to 1865 and U.S. History since 1865
   - ART 101 Art Appreciation or MUS 101 Music Appreciation
   - Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155
   - 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 accept 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 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 are intend to transfer.
   - ED 267 Diversity in 21st Century Schools
   - ED 270 Classroom Management
   - ED 260 Introduction to Educational Technology
   - ART 260 Art for the Elementary Teacher
   - PE 221 Elementary School Activities
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Most transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors (check with the transfer institution for their requirements.
8. Taking the Illinois Test of Academic Proficiency – TAP (for transfer to Illinois institutions), the College Basic Academic Subjects Examination (for transfer to Missouri schools, such as the University of Missouri – St. Louis), or the Praxis I (for most other states) is required for admission to a school of education program. Check with a counselor 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 that have a composite of 22 or higher in place of the TAP. It is highly suggested that students use this option.

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

Department Chair/Faculty: Chantay White-Williams
Faculty: Faith Christiansen, Dan Cross, Kyle Donaldson, Nicole Hancock, Monica Hatch, Tami Hughes, Cynthia Hussain, Winnie Kenney, Tom Lovin, Cory Lund, Matt McCarter, Steve Moiles, Natasha Moore, Alicia Morgan, Brad Nadziejko, Michael Oliver, Judith Quimby, Jerald Ross, Lynne Schwartzhoff, Dianna Shank, Nancy Wagner, Chantay White-Williams, Treasure 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 (because of its becoming an increasingly fragmented field of study), the English pre-major at SWIC can best be described as a discipline that prepares students for a more advanced study of linguistics, rhetoric and composition, creative writing, literature and literary criticism, cultural studies, English education, and professional writing and communications. Courses in English are designed to help students become more sophisticated and knowledgeable critical readers of written, oral, and visual texts as well as to help students produce more sophisticated written, oral, and visual texts of their own.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 59 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 classes as English major credit:
   - LIT 214 American Literature II
4. The optional courses listed below may be applicable toward a baccalaureate English major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - Other literature classes
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities
Because of the discipline’s 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:
- Elementary and secondary teacher
- Editor/writer
- Journalist/fact checker
- Technical writer
- Marketing/advertising/sales
- Communications specialist
- Non-profit/community organization
- Customer service

In addition, an English major/minor can be an ideal way to help prepare for graduate programs in the humanities or social sciences as well as law school.

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

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in English should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.
ENG 91 Basic Reading
Placement: By COMPASS

ENG 92 Intermediate Reading
Placement: By COMPASS

ENG 95 Building Writing Strategies
Placement: By COMPASS

ENG 96 Preparing for College Writing
Placement: By COMPASS or By successful completion of ENG 95

ENG 101 Rhetoric & Composition I
Placement: By COMPASS or By successful completion of all required reading and writing developmental courses.

ENG 102 Rhetoric & Composition II
Placement: By successful completion of ENG 91

ENG 103 Technical Communication

ENG 105 Modern Grammars
May be taken as an elective any time in the sequence.

ENG 96 Preparing for College Writing
Placement: By COMPASS or By successful completion of ENG 95

ENG 101 Rhetoric & Composition I
Placement: By COMPASS or By successful completion of all required reading and writing developmental courses.

ENG 102 Rhetoric & Composition II
Placement: By successful completion of ENG 91

ENG 103 Technical Communication

ENG 105 Modern Grammars
May be taken as an elective any time in the sequence.

ENG 96 Preparing for College Writing
Placement: By COMPASS or By successful completion of ENG 95

ENG 101 Rhetoric & Composition I
Placement: By COMPASS or By successful completion of all required reading and writing developmental courses.

ENG 102 Rhetoric & Composition II
Placement: By successful completion of ENG 91

ENG 103 Technical Communication

ENG 105 Modern Grammars
May be taken as an elective any time in the sequence.
The Film curriculum trains students in both film study (understanding, analyzing, and writing about film) and motion picture production (writing, shooting, and editing fictional and documentary movies). Students gain skills they can use in professional situations as well as for their own lifelong personal enjoyment.

### Important Transfer Information

**Read the Course Description Guide (yellow section of the catalog)** for more information on course content and prerequisites, which may be required for some courses.

**If you KNOW where you are transferring:**
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

**If you DON’T KNOW where you are transferring:**
- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

### Associate in Arts Degree (0001) – Film Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in film should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 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:
   - FILM 115 Film Appreciation
   - FILM 215 Film History
   - MCOM 201 Introduction to Mass Communication

3. **Most** four-year colleges and universities will accept the following classes as Film major credit:
   - FILM 105 Screenwriting I
   - FILM 140 Video Editing I
   - FILM 150 Moviemaking I

4. The **optional** courses listed below may be applicable toward a baccalaureate film major. **Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - FILM 205 Screenwriting II
   - FILM 230 Sound Design
   - FILM 240 Video Editing II
   - FILM 250, 251 Moviemaking II, III
   - FILM 260, 261, 262 Documentary Moviemaking I, II, III
   - FILM 280 Digital Cinematography
   - FILM 298 Special Topics in Motion Picture Production
   - FILM 299 Special Topics in Film Study
   - ART 116 Photography I
   - POLS 289 Political Impact of American Films
   - POLS 290 Impact of American Films on the USA
   - POLS 292 Political Impact of War Films

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

### Career Opportunities

A variety of careers in advertising, business, the film industry, television, and government are open to students who graduate with a bachelor’s degree in film including:
- Producer
- Director
- Cinematographer
- Editor
- Production crew member
- Screenwriter
- Set/production designer
- Sound designer
Foreign Language Pre-Major
Associate in Arts Degree

Department Chair: Mary (Peggy) Oulvey
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 Spanish, French, German, Russian, or Chinese will give them employment advantages over those who are not bilingual.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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 major in Foreign Language should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 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 counselor regarding their applicability.
   • Language courses in a second foreign language
   • History courses
   • Geography courses

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in foreign language including:
• 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
Health/Physical Education Pre-Major
Associate in Arts Degree

Department Chair: Randi Papke
Faculty: Garry Ladd, Scott Wolf
Dean: Amanda Starkey

The Health/Physical Education major is primarily designed to prepare students for careers in teaching physical education and/or health education, coaching, or recreation.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001) – Health/Physical Education Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in health/physical education should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - HLTH 151 Personal Health and Wellness
   - SPCH 151 Fundamentals of Public Speaking
   - PSYC 151 General Psychology
   - CHEM 101 Introductory Chemistry or CHEM 105 General Chemistry I
   - BIOL 100 General Biology: Ecology, Evolution, and Genetics OR BIOL 101 Principles of Biology I

3. Most four-year colleges and universities will accept the following classes as health/physical education major credit:
   - PE 150 Introduction to Exercise Science
   - PE 155 Physical Fitness and Wellness
   - PE 160 Physical Fitness I
   - HLTH 152 First Aid-Medical Self Help
   - HLTH 164 Consumer Health

4. The optional courses listed below may be applicable toward a baccalaureate health/physical education major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - BIOL 157 Human Anatomy & Physiology I
   - HLTH 154 Nutrition, Exercise, and Weight Management
   - ED 252 Educational Psychology
   - ED 255 American Public Education
   - PSYC 270 Health Psychology

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferrable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Career opportunities in Health/Physical Education are expected to grow faster than the average. Career opportunities exist as:
- Elementary, middle, and high school teacher
- Physical education specialist
- Health educator
- Individual and team coach
- Athletic director
- Activities director
- Sporting goods sales and marketing
- Community/commercial recreation director
- Sports official/referee/umpire
History Pre-Major
Associate in Arts Degree

Department Chair: 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 Russia, Britain, the Middle East, and more. An associate degree with an emphasis on History provides a basic overview of the discipline and prepares you to transfer to a 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 prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in History should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 59 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - HIST 101 World Civilization I
   - HIST 102 World Civilization II
   - HIST 180 U.S. History to 1865
   - HIST 181 U.S. History Since 1865
   - At least one year (101 and 102) of a foreign language
3. The optional courses listed below may be applicable toward a baccalaureate History major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - HIST 286 History of Religion
   - POLS 150 Intro to American Government
   - Other history classes
4. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in History including:
- Teacher
- Archivist
- News analyst
- Journalist
- Museum curator
- Historical preservationist
International Studies Pre-Major
Associate in Arts Degree

Department Chair/Faculty: 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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 59 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 US History
   - Political Science
     • POLS 150 Introduction to American Government
     • POLS 280 Political Theory
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Career Opportunities
A variety of careers are open to students who graduate with a bachelor’s degree focusing on international studies:
• International business
• International risk assessment
• Foreign service/diplomacy
• International aid organizations
• Intelligence
• Journalism
• International travel

Associate in Arts Degree (0001) – International Studies Pre-Major – International Relations Concentration
Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in international relations, international studies, political science, or history should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer. This is especially true if you are pursuing a degree in international or area studies as these programs vary widely.
Associate in Arts Degree (0001) – International Studies Pre-Major – Area Studies Concentration

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in international studies, area studies, political science, or history should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer. This is especially true if you are pursuing a degree in international or area studies as these programs vary widely.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 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
     - SOC 203 Social Problems
     - One of the following HIST classes:
       - HIST 114 Latin American History
       - HIST 115 Mid East History
       - HIST 117 African History
       - HIST 118 Asian History
       - HIST 151, 152 European Civilization I, II
       - HIST 160, 161 Survey of British History I, II
       - HIST 282 Russian History
       - HIST 286 History of Religion

4. The **optional** courses listed below are suggested for the indicated baccalaureate majors:
   - History
     - HIST 101, 102 World Civilization I, II
     - HIST 180, 181 US History
   - Political Science
     - POLS 150 Introduction to American Government
     - POLS 280 Political Theory

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

---

**Career Opportunities**

A variety of careers are open to students who graduate with a bachelor’s degree focusing on international studies:
- International business
- International risk assessment
- Foreign service/diplomacy
- International aid organizations
- Intelligence
- Journalist
- International travel
Journalism – Pre-Major
Associate in Arts Degree

Department Chair: Chantay White-Williams
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

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:

• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • MCOM 201 Introduction to Mass Communication
   • JOUR 101 Introduction to Journalism
   • JOUR 110 Introduction to News Editing

3. The optional courses listed below may be applicable toward a baccalaureate Journalism major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability:
   • JOUR 150 Intro to Newspaper Publication
   • ART 116 Photography I
   • POLS 150 Intro to American Government

4. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.

5. Apply for graduation by the date published in the college calendar.

6. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

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

• Elementary and secondary teacher
• Editor/writer
• Journalist/fact checker
• Technical writer
• Marketing/advertising/sales
• Communications specialist
• Non-profit/community organization
• Customer service

In addition, 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

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

Dean: Richard Spencer

Literature is one of the great creative and universal means of communicating the emotional, spiritual, or intellectual concerns of humankind. Literature may instruct and inform, entertain, express personal joy or pain, or advocate a particular point of view – whether it is political, social, or aesthetic. Courses in Literature are designed to help students become more sophisticated and knowledgeable critical readers of written, oral, and visual texts as well as to help students produce more sophisticated written, oral, and visual texts of their own.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001)
Literature Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in literature should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 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
   • 2 years of a Foreign Language
   • Most four-year colleges and universities will accept the following classes as Literature major credit:
     • LIT 214 American Literature II
3. 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 counselor regarding their applicability.
   • Other literature classes
4. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in literature including:
• Elementary and secondary teacher
• Free-lance writer
• Technical writer
• Writer/author
• Editor
• Copy writer
• Caption writer
• Reporter
• Critic (drama, program)/reviewer
Mass Communication Pre-Major
Associate in Arts Degree

Department Chair: Mary (Peggy) Oulvey
Faculty: Thomas (Mac) Chamblin, Kristen Ruppert-Leach
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 prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • SPCH 151 Fundamentals of Public Speaking
   • MCOM 201 Introduction to Mass Communication
   • MCOM 220, 221 Voiceover

3. Most four-year colleges and universities will accept the following classes as mass communication major credit:
   • MCOM 230 Introduction to Radio Production
   • MCOM 240 Broadcast Writing
   • MCOM 255 Broadcast Announcing
   • MCOM 299 Special Topics in Mass Communication

4. The optional courses listed below may be applicable toward a baccalaureate mass 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 counselor regarding their applicability.
   • ART 240 Digital Imaging
   • ART 230 Advertising Design
   • CIS 164 Internet Essentials
   • CIS 176 Web Development I
   • CIS 257 Electronic Publishing
   • FILM 140 Video Editing I
   • JOUR 101 Introduction to Journalism
   • JOUR 110 Introduction to News Editing
   • SPCH 180 Interviewing
   • SPCH 213 Introduction to Public Relations
   • MUS 152 History of the Recording Industry

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Mass communication majors are frequently employed in areas such as:
• Media law
• Education
• Community relations
• Media management and leadership
• Internet and computer technology
• Broadcast production, programming, promotions and engineering
• Journalism
• Training
• Public relations and advertising
Military Science – Army ROTC (MSC)

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 prerequisites 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 provides $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.
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 for the fundamentals test. Contact Music department chair to arrange for the fundamentals test.

**Second Year**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>Fall</td>
<td>MUS 205</td>
<td>Music Theory III</td>
<td>4</td>
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<tr>
<td></td>
<td>Music Performance Ensemble</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td>MUS 213</td>
<td>Class Instruction in Piano III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Music Private Applied****</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Course***</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Life Science Course</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>17-19</strong></td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>MUS 206</td>
<td>Music Theory IV</td>
<td>4</td>
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<tr>
<td></td>
<td>Music Performance Ensemble</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUS 214</td>
<td>Class Instruction in Piano IV*****</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Music Private Applied****</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Human Well-Being Elective</td>
<td>2</td>
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<td></td>
<td>MUS 103</td>
<td>Music Literature</td>
<td>3</td>
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<td></td>
<td>Physical Science Course</td>
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<td><strong>Total Semester Credits</strong></td>
<td><strong>16-18</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of “C” is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite.

***Minimum of one course in Human Relations is required. In addition, one Third World/Non-Western Culture course is required.

****Students are advised to take their eight credits of Music Private Applied in one area or instrument. Audition and departmental permission are required. Contact the Music department chair for an audition.

*****The intent of the Illinois Articulation Initiative Music Major Panel is four semesters of Class Piano.

******Students must complete one of two prerequisites before enrolling in MUS 105, Music Theory I. A grade of “C” or better in MUS 104 or satisfactory score on the fundamental skills theory test. Contact Music department chair to arrange for the fundamentals test.

Associate in Fine Arts Degree (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 Performance degree program should consult with a full-time music faculty member or an academic counselor. Transfer requirements vary by receiving institution.

**First Year**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
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<td>Music Theory I******</td>
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<tr>
<td></td>
<td>Music Performance Ensemble</td>
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<tr>
<td></td>
<td>Music Private Applied****</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUS 111</td>
<td>Class Instruction in Piano I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math Course**</td>
<td>4</td>
<td></td>
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<td></td>
<td><strong>Total Semester Credits</strong></td>
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<td>Spring</td>
<td>MUS 106</td>
<td>Music Theory II</td>
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<td></td>
<td>Social OR Behavioral Science Course***</td>
<td>3</td>
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<td></td>
<td>Music Performance Ensemble</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music Private Applied****</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>MUS 112</td>
<td>Class Instruction in Piano II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ENG 102</td>
<td>Rhetoric &amp; Composition II*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Course***</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
<td></td>
</tr>
</tbody>
</table>

Apply for Graduation Now
Music (continued)

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  3
POLS 150  Intro to American Government  1
Music Performance Ensemble  2
Music Private Applied****  2
MUS 112  Class Instruction in Piano II  2
ENG 102  Rhetoric & Composition II*  3
Humanities Course****  3
Total Semester Credits  18

Apply for Graduation Now

Second Year  Semester Credits
Fall Semester
MUS 205  Music Theory III  4
Music Performance Ensemble  1
MUS 213  Class Instruction in Piano III  2
Music Private Applied****  2
SPCH 151  Fundamentals of Public Speaking  3
Life Science Course  4
Humanities Course  3
Total Semester Credits  17-19

Spring Semester  Semester Credits
MUS 206  Music Theory IV  4
Music Performance Ensemble  1
MUS 214  Class Instruction in Piano IV *****  2
Music Private Applied****  2
HLTH 151  Health  2
MUS 103  Music Literature  3
Physical Science Course  4
Total Semester Credits  16-18

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite.

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

****Students are advised to take their 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.

******Students must complete one of two prerequisites before enrolling in MUS 105, Music Theory I. A grade of "C" or better in MUS 104 or satisfactory score on the fundamental skills theory test. Contact Music department chair to arrange for the fundamentals test.

Associate in Arts Degree (0001)
Transfer requirements vary by receiving institution.

First Year  Semester Credits
Fall Semester
MUS 105  Music Theory I******  4
Music Performance Ensemble  1
ENG 101  Rhetoric & Composition I*  3
Math Course**  4
Social Science Course***  3
Total Semester Credits  15
(Music Private Applied*** – strongly recommended-2)

Spring Semester  Semester Credits
MUS 106  Music Theory II  4
Music Performance Ensemble  1
ENG 102  Rhetoric and Composition II*  3
HIST 152  European Civilization II  3
SPCH 151  Fundamentals of Public Speaking  3
Fine Arts Humanities Course  3
Total Semester Credits  17
(Music Private Applied*** – strongly recommended-2)

Apply for Graduation Now

Second Year  Semester Credits
Fall Semester
MUS 103  Music Literature  3
MUS 205  Music Theory III  4
Music Performance Ensemble  1
PSYC 151  General Psychology  3
Life Science Course  4
Humanities OR Social Science Course***  3
Total Semester Credits  18
(Music Private Applied*** – strongly recommended-2)

Spring Semester  Semester Credits
MUS 206  Music Theory IV  4
Music Performance Ensemble  1
ART 101  Art Appreciation  3
Human Well-Being Elective  2
Physical Science Course  4
General Humanities Course***  3
Total Semester Credits  17
(Music Private Applied***-strongly recommended-2)

*Enrollment in ENG 101 is based on your score on the assessment placement test. A minimum grade of "C" is required in ENG 101 and ENG 102.

**Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite.

***Minimum of one course in Humanities is required. In addition, one Third World/Non-Western Culture course is required.

****Students must complete one of two prerequisites before enrolling in MUS 105, Music Theory I. A grade of "C" or better in MUS 104 or satisfactory score on the fundamental skills theory test. Contact Music department chair to arrange for the fundamentals test.

Music Technology/Business Emphasis
Students who are interested in majoring in Music Technology or Music Business at a four-year college or university should consider taking some or all of the courses listed below as elective credit toward the Associate in Arts degree.

Students who are interested in pursuing an Associate in Applied Science 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).

Courses  Semester Credits
MUS 145  Recording Studio Orientation  3
MUS 150  Recording Engineer Musicianship I  3
MUS 151  Recording Engineer Musicianship II  3
MUS 152  History of the Recording Industry  3
MUS 154  Survey of Music Computer Technology  3
MUS 155  Survey of Music Computer Technology II  3
MUS 201  The Business of Music  3
MUS 250  Basic Digital Recording Techniques  3
MUS 251  Advanced Digital Recording  3
MUS 252  Critical Listening the Engineer  3
MUS 255  Music Technology Practicum  3

Career Opportunities
Career opportunities for the music major abound. In addition to teaching and performing, music graduates find careers in:
- Radio
- TV
- Concert management
- Publishing
Philosophy Pre-Major
Associate in Arts Degree

Department Chair: Mary (Peggy) Oulvey
Faculty: Michael Oliver, Darrell Russell, Katherine Witzig

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 big theories in life. It probes into questions that range from those about who we are to the nature of reality, the meaning of the good life, the essence of truth, the idea of the good government, the notion of God, and the requirements of good art.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in Philosophy should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • PHIL 150 Introduction to Philosophy
   • PHIL 151 Introductory Logic
   • PHIL 152 Ethics
3. Most four-year colleges and universities will accept the following classes as Philosophy major credit:
   • PHIL 155 Non-Western Philosophy
   • PHIL 160 Introduction to Philosophy of Religion
4. The optional courses listed below may be applicable toward a baccalaureate Philosophy major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • HIST 101 World Civilization I
   • LIT 113 Introduction to Fiction
   • Other philosophy courses
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in philosophy including:
• Teacher
• Lawyer
• Theologian
• Author/writer
• Researcher
• Mathematician
• Artist
Political Science Pre-Major
Associate in Arts Degree

Department Chair/Faculty: 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.

**Important Transfer Information**

- **Read the Course Description Guide** (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.
- **If you KNOW where you are transferring:**
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.
- **If you DON’T KNOW where you are transferring:**
  - Plan your Associate in Arts with a SWIC counselor.
  - The **Associate in Arts Degree Requirement Checklist** (page 60) 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 33.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://swic.edu/counseling/transfer/).

**Associate in Arts Degree (0001) – Political Science Pre-Major**

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in political science should follow the steps listed below. It is **strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - POLS 150 Introduction to American Government **OR** POLS 261 American Government (National)
   - POLS 270 International Relations
3. Most four-year colleges and universities will accept the following classes as political science major credit:
   - POLS 240 Comparative Politics
   - POLS 280 Political Theory
4. The **optional** courses listed below may be applicable toward a baccalaureate political science major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - POLS 262 American Government (state & local)
   - HIST 180 U.S. History to 1865
   - HIST 181 U.S. History, 1865 to the Present
   - PHIL 150 Introduction to Philosophy
   - Other political science classes
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

**Career Opportunities**

A variety of careers are open to students who graduate with a bachelor’s degree in political science/pre-law including:
- Labor relations manager
- Public relations specialist
- Lobbyist
- Agency director
- Urban planner
- Writer
- Editor
- Journalist
- Civic or charitable organization director
- Social worker
Pre-Law

Dean: 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

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

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, counseling. For instance, many who study psychology become counselors, sometimes in educational or social welfare organizations, but also with employment agencies, industry and business, hospitals, and other organizations that employ or work with many people. Psychology as a minor is excellent for business majors, teachers, sociologists, and others whose careers revolve around their relationships with people.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in psychology should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 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
   - MATH 107 General Education Statistics
3. Most four-year colleges and universities will accept the following classes as psychology major credit:
   - PSYC 259 Abnormal Psychology OR
   - PSYC 280 Introduction to Personality Theory
   - PSYC 210 Life-Span Development, OR
   - PSYC 250 Child Development, OR
   - PSYC 251 Adolescent Development, OR
   - PSYC 253 Adult Development and Aging
   - PSYC 295 Social Psychology
4. The optional courses listed below may be applicable toward a baccalaureate psychology major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - Other psychology classes
   - SOC 153 Introductory Sociology
   - Foreign language course(s)
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Those who major in psychology can pursue a variety of careers, including:
- Academic psychologist (research and teaching at an institution of higher learning)
- Practicing clinical psychologist
- Counselor/therapist
- Industrial-organizational psychologist
- School psychologist
- Statistical consultant

Psychology as a minor is excellent for business majors, teachers, sociologists, and others whose careers revolve around their relationships with people.
Social Work Pre-Major
Associate in Arts Degree

Coordinator/Faculty: Susan Holbrook
Dean: 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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Arts Degree (0001) – Social Work Pre-Major

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in social work should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • SOC 153 Introductory Sociology
   • PSYC 151 General Psychology
   • Statistics: Depending on where you plan to transfer, take either MATH 107 General Education Statistics or MATH 191 Introduction to Statistics
   • BIOL 100 Principles of Biology I
   • POLS 150 Introduction to American Government
3. Most four-year colleges and universities will accept the following classes as social work major credit:
   • SOC 222 Survey of Social Work
   • ECON 201 Principles of Economics (Macro)
   • PHIL 152 Ethics
   • SOC 230 Race and Ethnicity
4. The optional courses listed below may be applicable toward a baccalaureate social work major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • BIOL 105 Human Biology
   • SOC 265 Aging and Society
   • SOC 203 Social Problems
   • ANTH 150 Cultural Anthropology
   • PSYC 259 Abnormal Psychology
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities
Bachelor degree programs in social work prepare students for careers in public and private agencies such as:
• Child welfare
• Mental health
• Corrections
• Elder care
• Shelters and many other workplaces
Sociology 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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

- **If you KNOW where you are transferring:**
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

- **If you DON’T KNOW where you are transferring:**
  - Plan your Associate in Arts with a SWIC counselor.
  - The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - SOC 153 Introductory Sociology
   - Statistics: Depending on where you plan to transfer, take either MATH 107 General Education Statistics or MATH 191 Introduction to Statistics.
3. Most four-year colleges and universities will accept the following classes as sociology major credit:
   - SOC 203 Social Problems
   - SOC 230 Race and Ethnicity in the United States
   - SOC 255 The Family
4. The optional courses listed below may be applicable toward a baccalaureate sociology major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - ANTH 150 Cultural Anthropology
   - PHIL 152 Ethics
   - PSYC 151 General Psychology
   - PSYC 295 Social Psychology
   - Other Sociology courses
5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course requisites.

Career Opportunities

Sociology majors generally choose careers where they work with people. Their understanding of interpersonal relationships makes them candidates for a variety of careers including:

- Administrators
- Managers
- Counselors
- Probation/parole officers
- Public relations specialists
- Social workers
- Community organizers
- Teachers

Additionally, they may use their knowledge and skills in writing, editing, teaching and other communication fields.
Speech Communication Pre-Major
Associate in Arts Degree

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

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Arts with a SWIC counselor.
• The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • SPCH 151 Fundamentals of Public Speaking
   • SPCH 155 Interpersonal Communication

3. Most four-year colleges and universities will accept the following classes as speech communication major credit:
   • MCOM 201 Introduction to Mass Communication
   • THEA 200 Oral Interpretation
   • THEA 256 Theatre Acting

4. The optional courses listed 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 counselor regarding their applicability.
   • THEA 120 Theatre Appreciation
   • SPCH 180 Interviewing
   • SPCH 220 American Playhouse
   • SPCH 174, 175, 274, 275 Applied Forensics
   • PSYC 151 General Psychology
   • Other Speech Communication, Mass Communication and Theatre courses

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities
Speech communication majors are frequently employed in areas such as:
• Business management
• Advertising and marketing
• Broadcast media
• Public relations
• Sales
• Theatre
• Trial attorney
Theatre Pre-Major
Associate in Arts Degree

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

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 whose work is people-oriented fields will find a good background in theatre to be invaluable to success. Theatre majors are frequently employed in areas such as:

Career Opportunities
Theatre majors are frequently employed in areas such as:

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts degree listed on page 60 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - SPCH 151 Fundamentals of Public Speaking
   - THEA 120 Theatre Appreciation
3. Most four-year colleges and universities will accept the following classes as theatre major credit:
   - THEA 161, 162, 261, 262 Theatre Acting Lab
   - MCOM 220 Voiceover: Vocal Development
   - THEA 251 Theatre Production
   - THEA 256 Theatre Acting
4. The optional courses listed below may be applicable toward a baccalaureate theatre 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 counselor regarding their applicability.
   - LIT 125 Drama as Literature
   - SPCH 220 American Playhouse
   - SPCH 174, 175, 274, 275 Applied Forensics
   - Other Speech Communication, Mass Communication and Theatre courses

5. Fulfill all other Associate in Arts degree requirements listed on page 59 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00. To graduate from SWIC, many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Arts with a SWIC counselor.
- The Associate in Arts Degree Requirement Checklist (page 60) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

Students who plan to earn an Associate in Arts degree and then transfer to a four-year college or university to major in theatre should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.
PROGRAMS THAT LEAD TO A

BACHELOR’S DEGREE

ASSOCIATE IN SCIENCE
AND
ASSOCIATE IN ENGINEERING SCIENCE
Associate in Science
Program Code: 0002

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

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

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

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/counseling/transfer/.

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

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

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/December</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Spring/May</td>
<td>Feb. 15</td>
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<td>Summer/July</td>
<td>June 15</td>
</tr>
</tbody>
</table>
## Associate in Science
### Degree Requirements Checklist

**Communications** (total of 9 semesters)  A minimum grade of "C" is required in ENG 101 & 102
- **ENG 101**
- **ENG 102**
- **SPCH 151**

**General Humanities** (total of 3 semester credits)
- **FREN 202**
- **GERM 202**
- **HIST 286**
- **LIT 113**
- **LIT 117**
- **LIT 120**
- **LIT 125**

**Humanities-Fine Arts** (total of 3 semester credits)
- **ART 101**
- **ART 102**
- **ART 103**
- **ART 104**

**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**

**Behavioral Science** (total of 3 semester credits)
- **ANTH 150**
- **ANTH 160**
- **ANTH 250**

**Additional Social Science/Behavioral Science** (total of 3 semester credits)
- Additional course from either Social Science or Behavioral Science

**Mathematics** (total of 4 semester credits)
- **MATH 113**
- **MATH 191**
- **MATH 203**
- **MATH 204**

**Life Science** (total of 4 semester credits)
- **Biol 100**
- **Biol 101**
- **Biol 104**

**Physical Science** (total of 4 semester credits)
- **ATY 101**
- **CHEM 101**
- **CHEM 105**
- **CHEM 201**
- **CHEM 202**
- **CHEM 253**

**Additional Math or Science** (Select 4 additional semester credits from either Mathematics, Life Science, Physical Science or from the following)
- **Biol 102**
- **Biol 105**
- **Biol 157**
- **Biol 158**
- **Biol 204**
- **Biol 250**

**Human Well-Being** (total of 2 semester credits)  Additional graduation requirement
- **HLTH 151**
- **HLTH 152**

**Transfer Major/Minor Fields and Electives** (total of 19 semester credits)
Applicable elective courses are identified in the Course Description Guide as "T" type classes.
See a counselor to assist you with the selection of courses to fulfill the above requirements. Specific course requirements vary among colleges and universities.
**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 a counselor.

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

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

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

**Residency:**  
Fifteen 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, AAT, AES) are required to enroll in English 101 or (if applicable) an English 101 prerequisite within their first 24-30 semester credits of enrollment.

**Transfer Resources:**  
Please view additional transfer resources at swic.edu/counseling/transfer/.

**Human Relations:**  
One of the following courses must be completed. The course that is selected is also applied toward the Social and Behavioral Science General Education requirement.  
- **Social Science:** ECON 115, ECON 201, HIST 180, HIST 181, POLS 150  
- **Behavioral Science:** PSYC 295, SOC 153

**Non-Western Culture:**  
One of the following courses must be completed. The course that is selected is also applied toward the Humanities and Fine Arts General Education requirement.  
- **ART 103, HIST 286, LIT 205, MUS 110, PHIL 155**

**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, and ED 110 Personal/Career Development. For information regarding these courses, see the *Course Description Guide* at the back of the catalog.

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

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</table>
Associate in Engineering Science
Degree Requirements Checklist
(Required by all Engineering Specialties)

Communications (total of 6 semester credits) A minimum grade of “C” is required in ENG 101 & ENG 102
______ ENG 101 ______ ENG 102

Humanities and Fine Arts (total of 3 semester credits)

______ ART 103 ______ LIT 205 ______ PHIL 155
______ HIST 286 ______ MUS 110

Social and Behavioral Sciences (total of 3 semester credits) Many engineering programs require ECON 201.

______ ECON 115 ______ HIST 180 ______ POLS 150 ______ SOC 153
______ ECON 201 ______ HIST 181 ______ PSYC 295

Human Well-Being (total of 2 semester credits) Courses listed below are not IAI courses.

______ HLTH 151 ______ HLTH 152 ______ PE 160 ______ PE 161

Mathematics (total of 17 semester credits)

______ MATH 203 ______ MATH 204 ______ MATH 205 ______ MATH 290

Physical Science (total of 13 semester credits)

______ CHEM 105 ______ PHYS 204 ______ PHYS 205

Computer Science (total of 3-4 semester credits) Students should confer with transfer institution to determine which course is most appropriate.

______ MATH 170 ______ MATH 171 ______ MATH 210

Select Engineering Specialty

Mechanical Engineering (total of 15 semester credits)

Chemical Engineering (total of 13 semester credits)

______ ENGR 103 ______ ENGR 263 ______ ENGR 264 ______ ENGR 275

Aeronautical Engineering (total of 11 semester credits)

General Engineering ______ ENGR 103

Manufacturing Engineering ______ ENGR 263

Engineering Mechanics ______ ENGR 264

______ ENGR 271 ______ ENGR 275

Electrical Engineering (total of 7 semester credits)

______ MATH 270 OR MATH 271

Computer Engineering (total of 16 semester credits)

______ ENGR 103 ______ ENGR 263

Industrial Engineering (total of 16 semester credits)

______ ENGR 264 ______ ENGR 275

______ ENGR 271

Electives Please check with your transfer institution for suggested electives.

Math/Engineering/Physical & Life Sciences (0-11 hrs) Students may not count completed credit from above.

______ BIOL 100 ______ ENGR 275 ______ MATH 271 ______ ENGR 263
______ BIOL 101 ______ ES 102 ______ MATH 292 ______ ENGR 264
______ CHEM 106 ______ MATH 270 ______ PHYS 206 ______ ENGR 271

Social and Behavioral Sciences (0-6 hrs) Students may not count completed Social and Behavioral Science credit from above.

______ ANTH 150 ______ GEOG 202 ______ HIST 286 ______ PSYC 151
______ ECON 201 ______ HIST 180 ______ POLS 150 ______ SOC 153
______ ECON 202 ______ HIST 181 ______ POLS 240 ______ SOC 153

Communications/Humanities and Fine Arts (0-6 hrs) Students may not count completed Communications/Humanities and Fine Arts credit from above. Some engineering programs require SPCH 155.

______ FREN 202 ______ LIT 201 ______ LIT 214 ______ PHIL 152
______ GERM 202 ______ LIT 202 ______ PHIL 150 ______ SPAN 202
______ LIT 113 ______ LIT 213 ______ PHIL 151 ______ SPCH 155

Two to eleven additional hours of elective credit are required for this degree.

XXX Human Relations Classes XXX Non-Western Culture
Associate in Arts in Teaching – Secondary Mathematics
Program Code: 0092

Description:
The Associate in Arts in Teaching - Secondary Mathematics is intended for students interested in becoming high school mathematics teachers. Completion of this degree should enable students to transfer as a junior into an upper division teacher preparation program at an Illinois public university. A bachelor’s degree in mathematics with secondary teaching certification is required to teach high school mathematics in Illinois.

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

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

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

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

Transfer Resources:
Please view additional transfer resources at swic.edu/counseling/transfer/.

Graduation Requirement:
Students must pass the Illinois Basic Skills Test for pre-service teachers prior to graduation. Contact the program coordinator for more information.

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

- Humanities: ART 110, LIT 117, LIT 215
- Social Science: ECON 115, ECON 201, HIST 180, HIST 181, HIST 230, POLS 150
- Behavioral Science: PSYC 295, SOC 153, SOC 203, SOC 230, SOC 255

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

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SOUTHWESTERN ILLINOIS COLLEGE 2014-2015
## Associate in Arts in Teaching – Secondary Mathematics

### Degree Requirements Checklist

**Communications** (total of 9 semesters) A minimum grade of “C” is required in ENG 101 & 102

- ENG 101
- ENG 102
- SPCH 151

**General Humanities** (total of 3 semester credits)

- FREN 202
- LIT 133
- LIT 215
- PHIL 152
- GERM 202
- LIT 134
- LIT 251
- PHIL 153
- HIST 286
- LIT 201
- LIT 252
- PHIL 154
- LIT 113
- LIT 202
- LIT 290
- PHIL 155
- LIT 117
- LIT 205
- LIT 291
- PHIL 160
- LIT 120
- LIT 213
- PHIL 150
- SPAN 202
- LIT 125
- LIT 214
- PHIL 151

**Humanities-Fine Arts** (total of 3 semester credits)

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

**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
- HIST 101
- HIST 118
- POLS 150
- ECON 201
- HIST 102
- HIST 152
- POLS 240
- ECON 202
- HIST 114
- HIST 180
- POLS 261
- GEOG 152
- HIST 115
- HIST 181
- POLS 262
- GEOG 202
- HIST 117
- HIST 230
- POLS 270

**Behavioral Science** (total of 6 semester credits) PSYC 151 is required

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

**Mathematics General Education** (total of 5 semester credits)

- MATH 203

**Life Science** (total of 4 semester credits)

- BIOL 100
- BIOL 108
- -
- BIOL 101
- BIOL 151
- -
- BIOL 104

**Physical Science** (total of 4-5 semester credits)

- ATY 101
- ES 180
- -
- CHEM 100
- ES 250
- -
- CHEM 101
- PHYS 101
- -
- CHEM 105
- PHYS 104
- -
- ES 101
- PHYS 151
- -
- ES 102
- PHYS 204

**Mathematics Core Requirements** (total of 12 semester credits)

- MATH 204
- MATH 205
- MATH 292

**Professional Education Core Requirements** (total of 9 semester credits)

- ED 255
- ED 260
- ED 265

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

- HLTH 151

One additional hour of elective credit is required for this degree

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XXX Human Relations Classes  XXX Non-Western Culture

SOUTHWESTERN ILLINOIS COLLEGE  2014-2015

106
Accounting Pre-Major
Associate in Science Degree

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 prerequisites, which may be required for some courses.
- If you KNOW where you are transferring:
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.
- If you DON’T KNOW where you are transferring:
  - Plan your Associate in Science with a SWIC counselor.
  - The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Accounting Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in accounting should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
   - ACCT 110 Financial Accounting
   - ACCT 111 Managerial Accounting
   - ECON 201 Principles of Economics I (Macro)
   - ECON 202 Principles of Economics II (Micro)

3. **Most** four-year colleges and universities will accept the following classes as accounting major credit:
   - ACCT 110 Financial Accounting
   - ACCT 111 Managerial Accounting
   - ECON 201 Principles of Economics I (Macro)
   - ECON 202 Principles of Economics II (Micro)

4. The **optional** courses listed below may be applicable toward a baccalaureate accounting major. **Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - BUS 209 Business Computer Systems
   - MATH 213 Calculus for Business & Social Science
   - BUS 205 Economic and Business Statistics
   - SPCH 151 Fundamentals of Public Speaking

5. Fulfill all other Associate in Science Degree requirements listed on page 101 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

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

- Certified public accountant
- Internal auditor
- Controller
- Assistant controller
- Tax accountant
- Investment banker
- Management consultant
- Cost accountant
- Financial analyst
- IRS agent
Agriculture Pre-Major
Associate in Science Degree

Program Coordinator: Kurt Range

Dean: Amanda Starkey

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 prerequisites, which may be required for some courses.

- If you KNOW where you are transferring:
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

- If you DON’T KNOW where you are transferring:
  - Plan your Associate in Science with a SWIC counselor.
  - The Associate in Science Degree Requirement Checklist (page 102) 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 33.

**Please view additional transfer resources at swic.edu/counseling/transfer/**.

**Associate in Science Degree (0002) – Agriculture Pre-Major**

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in agriculture should follow the steps listed below. _It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer._

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is _strongly recommended_ that you take the following classes:
   - AGRI 111 Animal Science
   - AGRI 121 Soil Science
   - AGRI 152 Agricultural Economics
   - AGRI 235 Crop Science

3. _Most_ four-year colleges and universities will accept the following classes as agriculture major credit:
   - HORT 102 Introduction to Horticulture

4. The _optional_ courses listed below may be applicable toward a baccalaureate agriculture major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - BIOL 151 Botany
   - HORT 112 Media and Fertility
   - HORT 132 Garden Center & Nursery Management
   - HORT 135 Turf Management
   - HORT 152 Greenhouse Management
   - HORT 215 Horticulture Diagnostics
   - HORT 226 Landscaping
   - HORT 228 Computer-Aided Landscaping
   - HORT 242 Fruit Production
   - HORT 252 Advanced Greenhouse Management

5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 _transferable_ credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

**Career Opportunities**

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

- Farm manager
- Rancher
- Forester
- Forestry technician
- Fish and game warden
- Animal trainer
- Horticulturist
- Crop/soil conservationist
- Park ranger
- Agronomist
- Conservation agent
- Floral designer
- Wildlife manager
- Plant geneticist/breeder
- Agricultural researcher/developer
- Agricultural economist
- Animal management
- Agribusiness manager
- Grain merchandiser
- Food safety inspector
- Agricultural product retailer/salesperson
- High school teacher
- Agricultural scientist
- Cereal chemist
- Equine management
Biology Pre-Major
Associate in Science Degree

Department Chair/Faculty: Randi Papke
Faculty: Jessica Baack, Corinne Carey, Michael Dyer, Brett Egger, Mike Marlen, Randi Papke, Cinnamon VanPutte

Dean: Amanda Starkey

Biology pre-majors may work toward degrees in organismal biology such as botany, microbiology, or zoology; environmental degrees such as ecology, forestry, or wildlife biology; professional fields such as pre-dentistry, pre-pharmacy, pre-medicine, or pre-veterinary; or education degrees such as elementary, secondary, or college science teaching.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Biology Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in biology should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • BIOL 101 Principles of Biology I
   • BIOL 102 Principles of Biology II
   • CHEM 105 General Chemistry I
   • CHEM 106 General Chemistry II
   • CHEM 201 Organic Chemistry I
   • CHEM 202 Organic Chemistry II
   • MATH 203 Analytic Geometry & Calculus I

3. Most four-year colleges and universities will accept the following classes as biology major credit:
   • PHYS 151 College Physics I OR PHYS 204 Physics-Mechanics
   • PHYS 152 College Physics II OR PHYS 205 Physics-Heat, Electricity & Magnetism
   • MATH 191 Introduction to Statistics

4. The optional courses listed below may be applicable toward a baccalaureate biology major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • BIOL 151 Fundamental Botany
   • BIOL 204 Vertebrate Zoology
   • BIOL 270 Genetics

5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in biology including:
• Aquatic biologist
• Biomedical scientist
• Ecologist
• Fisheries biologist
• Forensic scientist
• Geneticist
• Infection control specialist
• Laboratory technician
• Marine biologist
• Microbiologist
• Mortician
• Physiologist
• Public health specialist
• Teacher
• Veterinarian
• Wildlife biologist
Business Administration Pre-Major
Associate in Science Degree

Department Chair: Dawn Peters
Faculty: Christie Highlander, Stacy Martin, 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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Business Administration Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in business administration should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • ACCT 110 Financial Accounting
   • ACCT 111 Managerial Accounting
   • ECON 201 Principles of Economics I (Macro)
   • ECON 202 Principles of Economics II (Micro)

3. Most four-year colleges and universities will accept the following classes as business administration major credit:
   • ACCT 110 Financial Accounting
   • ACCT 111 Managerial Accounting
   • ECON 201 Principles of Economics I (Macro)
   • ECON 202 Principles of Economics II (Micro)

4. The optional courses listed below may be applicable toward a baccalaureate business administration major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • BUS 209 Business Computer Systems
   • MATH 213 Calculus for Business & Social Science
   • BUS 205 Economic and Business Statistics
   • SPCH 151 Fundamentals of Public Speaking

5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in business administration including:
• Entry-level manager
• Mid-level manager
• Bank manager
Chemistry Pre-Major
Associate in Science Degree

Department Chair/Faculty: Linda Dawkins
Faculty: Theodore Dolter, Steve Gentemann, Mitchell Robertson
Dean: Amanda Starkey

Chemistry provides the basis for medicine, biomedical technology, ceramics, polymers, metallurgy, environmental and ecological sciences and many other fields. Students may pursue one of these fields or may choose a special interest in a specific area of chemistry such as analytical chemistry, biochemistry, inorganic chemistry, physical chemistry, colloid and surface chemistry, polymer chemistry or life science.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Chemistry Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in chemistry should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • CHEM 105 General Chemistry I
   • CHEM 106 General Chemistry II
   • CHEM 201 Organic Chemistry I
   • CHEM 202 Organic Chemistry II

3. Most four-year colleges and universities will accept the following classes as chemistry major credit:
   • MATH 203 Analytic Geometry & Calculus I
   • MATH 204 Analytic Geometry & Calculus II
   • PHYS 204 Physics – Mechanics
   • PHYS 205 Physics – Heat, Electricity & Magnetism

4. The optional courses listed below may be applicable toward a baccalaureate chemistry major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • BIOL 101 Principles of Biology I
   • BIOL 102 Principles of Biology II
   • CHEM 253 Quantitative Analysis
   • PHYS 206 Physics – Light & Modern Physics
   • MATH 205 Analytic Geometry & Calculus III

5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in chemistry including:
• 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

Department Chair: Keven Hansen
Faculty: David Collins Jr.
Dean: Amanda Starkey

This two-year program is designed for students who plan to transfer to a senior institution to complete a four-year degree program with a technical/mathematical emphasis. A four-year degree in computer science prepares students to work as scientific and business application programmers, computer systems analysts, operation research analysts and numerical analysts. Career opportunities are available in industry, business, government and education.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Computer Science Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in computer science should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • MATH 170 Computer Science I – C++
   • MATH 171 Computer Science I – Java
   • MATH 203 Analytic Geometry & Calculus I
   • MATH 204 Analytic Geometry & Calculus II
   • MATH 270 Computer Science II – C++
   • MATH 271 Computer Science II – Java
   • PHYS 204 Physics – Mechanics
   • MATH 191 Introduction to Statistics
   • MATH 292 Linear Algebra

3. The optional courses listed below may be applicable toward a baccalaureate computer science major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • MATH 205 Analytic Geometry & Calculus III
   • MATH 210 Computer Programming for Engineers
   • MATH 290 Differential Equations

4. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.

5. Apply for graduation by the date published in the college calendar.

6. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in computer science including:
• Web master
• Database administrator
• Computer network specialist
• Computer programmer
• Computer software engineer
• Computer systems analyst
• Information systems manager
• Teacher/professor
• Internet/intranet programmer
• Computer operator

SOUTHWESTERN ILLINOIS COLLEGE 2014-2015
Earth Science Pre-Major
Associate in Science Degree

Department Chair: Linda Dawkins
Faculty: Joy Branlund, Stanley Hatfield
Dean: Amanda Starkey

Earth science is the general name for all the sciences that seek to understand the earth and its neighbors in space. Geology, which literally means the study of the earth, examines the origin and development of the solid earth, as well as the processes that operate beneath and upon its surface. Meteorology involves the study of our atmosphere, while oceanography deals with the dynamics of the oceans. The study of the earth is not confined to the study of our atmosphere, while oceanography deals with the study of the earth, as well as the processes that operate beneath and upon its surface. 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 interactions and interrelationships on our planet alone, but also attempts to relate the earth to the larger universe using the science of astronomy.

Important Transfer Information

- Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.
- If you KNOW where you are transferring:
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.
- If you DON’T KNOW where you are transferring:
  - Plan your Associate in Science with a SWIC counselor.
  - The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Earth Science Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in geology, astronomy, meteorology or oceanography should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - ES 101 Earth Science
   - ES 102 Physical Geology (Geology major)
   - ES 180 Historical Geology (Geology major)
   - ATY 101 Astronomy (Astronomy major)
   - ES 250 Introduction to Meteorology (meteorology major)

3. Most four-year colleges and universities will accept the following classes as major credit towards a degree in geology, astronomy, meteorology or oceanography:
   - MATH 203 Analytic Geometry & Calculus I
   - MATH 204 Analytic Geometry & Calculus II
   - CHEM 105 General Chemistry I
   - CHEM 106 General Chemistry II

4. The optional courses listed below may be applicable toward a baccalaureate degree in geology, astronomy, meteorology or oceanography. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - PHYS 151 College Physics I (Geology or Oceanography major)
   - PHYS 152 College Physics II (Geology or Oceanography major)
   - PHYS 204 Physics – Mechanics (Astronomy or Meteorology major)
   - PHYS 205 Physics – Heat, Electricity & Magnetism (Astronomy or Meteorology major)

5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in geology, astronomy, meteorology or oceanography including:

- Geologist
- Oceanographer
- Mining engineer
- Agronomist
- Teacher
- Geologist
- Economic geologist
- Paleontologist
- Park naturalist
- Hydrologist
- Solar energy engineer
- Seismologist
- Agricultural scientist
- Environmental engineer
- Soil scientist
- Forest ranger
- Volcanologist
Economics Pre-Major
Associate in Science Degree

Department Chair: Dawn Peters
Faculty: 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.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Economics Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in economics should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   • ACCT 110 Financial Accounting
   • ACCT 111 Managerial Accounting
   • ECON 201 Principles of Economics I (Macro)
   • ECON 202 Principles of Economics II (Micro)

3. Most four-year colleges and universities will accept the following classes as Economics major credit:
   • ACCT 110 Financial Accounting
   • ACCT 111 Managerial Accounting
   • ECON 201 Principles of Economics I (Macro)
   • ECON 202 Principles of Economics II (Micro)

4. The optional courses listed below may be applicable toward a baccalaureate economics major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   • BUS 209 Business Computer Systems
   • MATH 213 Calculus for Business & Social Science
   • BUS 205 Economic and Business Statistics
   • SPCH 151 Fundamentals of Public Speaking

5. Fulfill all other Associate in Science degree requirements listed on page 101 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 any four-year institution where you are transferring. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in economics including:
• Entry-level manager
• Mid-level manager
• Sales manager
• Financial analyst
• Financial consultant
• Bank manager
Engineering Pre-Major
Associate in Engineering Science Degree

This degree program is for students who are majoring in Engineering and planning to transfer to a four-year college or university to complete a baccalaureate degree. AES students complete their general education requirements after they transfer.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

- **If you KNOW where you are transferring:**
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Engineering Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

- **If you DON’T KNOW where you are transferring:**
  - Plan your Associate in Engineering Science with a SWIC counselor.
  - The Associate in Engineering Science Degree Requirement Checklist (page 104) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Engineering Science Degree (AES1) – Engineering Pre-Major

Students who plan to earn an Associate in Engineering Science degree and then transfer to a four-year college or university to major in Engineering should follow the steps listed below.

It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Engineering Science degree listed on page 104 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - CHEM 105 General Chemistry I
   - ENGR 103 Engineering Graphics
   - ENGR 263 Analytical Mechanics – Statics
   - ENGR 264 Analytical Mechanics – Dynamics
   - ENGR 271 Electrical Circuits
   - MATH 203 Analytic Geometry & Calculus I
   - MATH 204 Analytic Geometry & Calculus II
   - MATH 205 Analytic Geometry & Calculus III
   - MATH 210 Computer Programming for Engineers
   - OR MATH 170 Computer Science I – C++
   - OR MATH 171 Computer Science I – Java
   - MATH 290 Differential Equations
   - PHYS 204 Physics – Mechanics
   - PHYS 205 Physics – Heat, Electricity & Magnetism

3. Most four-year colleges and universities will accept the following classes for credit toward an engineering major:
   - CHEM 106 General Chemistry II
   - ENGR 275 Mechanics of Solids
   - PHYS 206 Physics – Light & Modern Physics

4. The optional courses are listed on the Associate in Engineering Science Degree Requirement Checklist (page 104) and should be chosen by specialty. 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 counselor regarding their applicability.

5. Fulfill all other Associate in Engineering Science degree requirements listed on page 103 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 65 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

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

- Aerospace engineer
- Agricultural engineer
- Automotive engineer
- Biomedical engineer
- Chemical engineer
- Electrical/electronics engineer
- Industrial designer
- Materials engineer
- Mechanical engineer
- Metallurgical engineer
- Mining engineer
- Nuclear engineer
- Petroleum engineer
- Surveyor
Exercise Science Pre-Major
Associate in Science Degree

Department Chair: Randi Papke
Faculty: Garry Ladd, Scott Wolf
Dean: Amanda Starkey

Exercise science is the study and application of scientific principles of human movement. As the nation addresses health issues associated with physical inactivity, employment opportunities in exercise science, fitness and wellness are expected to grow at a faster than average rate. The Exercise Science pre-major will provide students with opportunities to acquire the knowledge, skills, abilities and values that are essential for competency as a professional in the field of personal training and upper division baccalaureate study in exercise science.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Exercise Science Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in exercise science should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.

2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - BIOL 101 Principles of Biology I
   - CHEM 101 Introductory Chemistry or CHEM 105 General Chemistry I
   - SPCH 151 Fundamentals of Public Speaking
   - PSYC 151 General Psychology
   - HLTH 151 Personal Health and Wellness

3. Most four-year colleges and universities will accept the following classes as exercise science major credit:
   - PE 150 Introduction to Exercise Science
   - PE 152 Fitness Testing and Prescription
   - PE 155 Physical Fitness & Wellness
   - PE 160 Physical Fitness I
   - BIOL 157 Human Anatomy & Physiology I
   - BIOL 158 Human Anatomy & Physiology II

4. The optional courses listed below may be applicable toward a baccalaureate exercise science major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - CHEM 103 Intro Organic & Biological Chemistry
   - HLTH 152 First Aid-Medical Self Help
   - HLTH 154 Nutrition, Exercise & Weight Management
   - PE 180 Personal Trainer Certification Prep

5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.

6. Apply for graduation by the date published in the college calendar.

7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Career opportunities in exercise science are expected to grow faster than the average. Career opportunities exist as:
- Personal trainer
- Strength and conditioning coach
- Health and fitness specialist
- Athletic trainer
- Sports medicine specialist
- Cardiopulmonary rehabilitation specialist
- Group exercise instructor
- Exercise physiologist
- Employee fitness director
Geography Pre-Major
Associate in Science Degree

Department Chair: 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 the 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.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - GEOG 151 Geography of the U.S. and Canada
   - GEOG 152 World Regional Geography
   - ES 101 Earth Science
3. Most four-year colleges and universities will accept the following classes as geography major credit:
   - GEOG 202 Economic Geography
   - GEOG 240 Geographic Info Systems I
4. The optional courses listed below may be applicable toward a baccalaureate geography major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - GEOG 241 Geographic Info Systems II
   - ES 250 Intro to Weather and Climate Meteorology
5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities
Geography majors and minors find work in the following areas:
- Resource management
- Geographic information systems
- Urban and regional planning
- Other fields in business, education, government and industry

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Geography Pre-Major
Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in geography should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.
Health Science/Safety Education Pre-Major
Associate in Science Degree

Department Chair: Randi Papke
Faculty: Garry Ladd, Scott Wolf
Dean: Amanda Starkey

The Health Science/Safety Education major is designed to emphasize the importance of adopting healthy lifestyles through informed choice by empowering students to distinguish between behaviors that foster and those that hinder well-being. Students will be prepared primarily for careers in the public health sector.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Health Science/Safety Education Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in health science/safety education should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - HLTH 151 Personal Health and Wellness
   - BIOL 101 Principles of Biology I
   - CHEM 101 Introductory Chemistry
   - PSYC 151 General Psychology
3. Most four-year colleges and universities will accept the following classes as health science/safety education major credit:
   - HLTH 152 First Aid-Medical Self Help
   - HLTH 154 Nutrition, Exercise & Weight Management
   - HLTH 164 Consumer Health
4. The optional courses listed below may be applicable toward a baccalaureate health science/safety education major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - BIOL 105 Human Biology or BIOL 157 Human Anatomy & Physiology I
   - BIOL 250 Microbiology
   - PSYC 270 Health Psychology
   - SOC 153 Introductory Sociology
5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

Career opportunities in health science/safety education are expected to grow faster than the average. Career opportunities exist as:
- First Aid/CPR/AED instructor
- Health behavior specialist
- Community health educator
- Environmental health specialist
- Industrial hygienist
- Occupational health and safety technician
- Health consultant
- Alcohol or drug abuse consultant
Mathematics Pre-Major
Associate in Science Degree

Department Chair /Faculty: Keven Hansen
Faculty: Robin Anderson, Lee Brendel, David Collins Jr., Laura Dyer, Christopher Farmer, Timothy Grant, Philip Huling, Jaime Manche, Michael McClure II, Julie Muniz, Connie Park, Joyce Ray, Melissa Rossi, Jennifer Simonton, Rajeev Talkad, Robert Wachtel, Kirsten Webb

Dean: Amanda Starkey

As society has become more technical, many professions are requiring additional mathematical skills. Some of the fastest growing and highest paying fields require individuals with sophisticated mathematical competence, as well as other communication skills. A bachelor's degree in mathematics is a highly marketable degree in a wide variety of professions.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Mathematics Pre-Major

Students who plan to earn an Associate in Science degree and then transfer to a four-year college or university to major in mathematics should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 102 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - MATH 203 Analytic Geometry & Calculus I
   - MATH 204 Analytic Geometry & Calculus II
   - MATH 205 Analytic Geometry & Calculus III
   - MATH 290 Differential Equations
   - MATH 292 Linear Algebra

3. The optional courses listed below may be applicable toward a baccalaureate mathematics major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - PHYS 204 Physics – Mechanics
   - PHYS 205 Physics – Heat, Electricity & Magnetism
   - MATH 210 Computer Programming for Engineers
   - MATH 170 Computer Science I – C++
   - MATH 171 Computer Science I – Java
   - MATH 191 Introduction to Statistics

4. Fulfill all other Associate in Science degree requirements listed on page 102 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in math including:
- Statistician
- Actuary
- Operations research analyst
- Engineer (civil, electrical, mechanical, etc.)
- Teacher
- Financial analyst
- Systems consultant
- Research data analyst
Math Sequence

Implementation
Placement into mathematics courses is based on COMPASS level or prior college course work.

Math 93 Review of Arithmetic
Math 94 Basic Algebra
Math 96 Elementary Geometry for College Students
Math 97 Intermediate Algebra

AA Pre Education Mathematics Courses
Math 105 Math for Elementary Teachers I
Math 106 Math for Elementary Teachers II

AA Liberal Arts
Math 111 Liberal Arts Math
Math 107 General Education Statistics

Math 112 College Algebra
Math 114 Trigonometry
Math 203 Analytic Geometry & Calculus I
Math 204 Analytic Geometry & Calculus II
Math 205 Analytic Geometry & Calculus III
Math 290 Differential Equations
Math 292 Linear Algebra
Math 113 Finite Math for Business & Social Science
Math 191/Bus 205 Introduction to Statistics
Math 213 Calculus for Business & Social Science

AS Math/Science/Engineering

AS Business/Social Sciences

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

The department also offers:
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

Geometry requirement may be met with completion of Math 96 with a “C” or better, or successful completion of one year of high school geometry.
Physics Pre-Major
Associate in Science Degree

Department Chair: Linda Dawkins
Faculty: Carmen Shepard

Dean: Amanda Starkey

Physics seeks to understand the very basic concepts of force, energy, mass and charge. It is a broad and deep subject split into theoretical and experimental branches. Theoretical physics deals with the inquiry and formulation of new theories while experimental physics tests and analyzes these or previously existing theories. Physics relies extensively on sophisticated mathematics to provide its framework of study. A degree in physics can lead to careers from engineering to space research. Nuclear power, lasers and solid-state electronics are examples of technological advances that have come about through the study of physics.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor 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 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

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

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - PHYS 204 Physics – Mechanics
   - PHYS 205 Physics – Heat, Electricity & Magnetism
   - PHYS 206 Physics – Light & Modern Physics
   - MATH 203 Analytic Geometry & Calculus I
   - MATH 204 Analytic Geometry & Calculus II
   - MATH 205 Analytic Geometry & Calculus III
   - MATH 290 Differential Equations
3. The optional courses listed below may be applicable toward a baccalaureate physics major. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - MATH 292 Linear Algebra
   - CHEM 105 General Chemistry I
   - CHEM 106 General Chemistry II
4. Fulfill all other Associate in Science Degree requirements listed on page 101 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

Career Opportunities

A variety of careers are open to students who graduate with a bachelor’s degree in physics including:
- Nuclear engineer
- Atomic physicist
- Medical physicist
- Aerospace engineer
- Civil engineer
- Geologist
- Architect
- Audio engineer
- Electrical engineer
- Teacher
Pre-Chiropractic Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

Chiropractic is a health care discipline that emphasizes the healing of the body without the use of drugs or surgery. The practice of chiropractic focuses on the relationship between the structure of the spine and function of the nervous system, and how that relationship affects the preservation and restoration of health. Doctors of chiropractic work in cooperation with other health care practitioners when in the best interest of the patient.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:

• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:

• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Pre-Chiropractic Pre-Major

Students who plan to earn an Associate in Science degree, transfer to a four-year college or 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 counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution and professional school where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 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 counselor regarding their applicability.
   • PSYC 151 General Psychology
   • BIOL 250 Microbiology
5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.
Pre-Dentistry Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

Dentists focus on maintaining oral health through such preventive and repair practices as extracting, filling, cleaning or replacing teeth; performing corrective work, such as straightening teeth; treating diseased tissue of the gums; performing surgical operations on the jaw or mouth; and making and fitting false teeth. To be a dentist, one must attend dental school after graduating from college. Most dental schools require applicants to pass the DAT, or Dental Admissions Test, which tests a student’s ability to succeed 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 prerequisites, which may be required for some courses.
- If you KNOW where you are transferring:
  - Transfer requirements vary by receiving institution.
  - Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
  - Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.
- If you DON’T KNOW where you are transferring:
  - Plan your Associate in Science with a SWIC counselor.
  - The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Pre-Dentistry Pre-Major

Students who plan to earn an Associate in Science degree, transfer to a four-year college or university, and then continue on to a school of dentistry should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 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 counselor regarding their applicability.
   - PSYC 151 General Psychology
   - BIOL 270 Genetics
   - MATH 203 Analytic Geometry & Calculus I
5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.
Pre-Medicine Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

A physician’s responsibilities cover a wide range of functions in health maintenance, including both acute care and preventive care approaches involving substantial patient education. These responsibilities include diagnosing disease, supervising the care of patients, and prescribing and implementing treatment.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
• Transfer requirements vary by receiving institution.
• Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
• Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
• Plan your Associate in Science with a SWIC counselor.
• The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Pre-Medicine Pre-Major

Students who plan to earn an Associate in Science degree, transfer to a four-year college or university, and then continue on to a school of medicine should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 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 counselor regarding their applicability.
   • PSYC 151 General Psychology
   • BIOL 270 Genetics
   • MATH 203 Analytic Geometry & Calculus I
5. Fulfill all other Associate in Science degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.
Pre-Pharmacy Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

Pharmacists distribute prescription drugs to individuals and advise patients and physicians on the selection, dosages, interactions and side effects of medications. Pharmacists monitor the health of patients to ensure the safe and effective use of medication. They also advise patients about general health topics such as diet, exercise and stress management. They could be involved in research for pharmaceutical manufacturers, developing new drugs and testing their side effects, or they could work in marketing, sales, or carrying out cost-benefit analysis on certain drugs. Other pharmacists work for the government or public health care services.

Important Transfer Information

Read the Course Description Guide (yellow section of the catalog) for more information on course content and prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Pre-Pharmacy Pre-Major
Students who plan to earn an Associate in Science degree, transfer to a four-year college or university, and then continue on to a school of pharmacy should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution and professional school where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 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 counselor 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 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.
Pre-Veterinary Medicine Pre-Major
Associate in Science Degree

Dean: Amanda Starkey

A veterinarian’s responsibilities cover a wide range of functions in animal health maintenance, including both acute care and preventive care approaches. These 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 prerequisites, which may be required for some courses.

If you KNOW where you are transferring:
- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 33.

If you DON’T KNOW where you are transferring:
- Plan your Associate in Science with a SWIC counselor.
- The Associate in Science Degree Requirement Checklist (page 102) 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 33.

Please view additional transfer resources at swic.edu/counseling/transfer/.

Associate in Science Degree (0002) – Pre-Veterinary Medicine Pre-Major

Students who plan to earn an Associate in Science degree, transfer to a four-year college or university, and then continue on to a school of veterinary medicine should follow the steps listed below. It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.

1. Fulfill the General Education and other institutional requirements for the Associate in Science degree listed on page 101 of this catalog. General Education course preferences may vary by transfer institution.
2. As you fulfill your degree requirements, it is strongly recommended that you take the following classes:
   - BIOL 101 Principles of Biology I
   - BIOL 102 Principles of Biology II
   - CHEM 105 General Chemistry I
   - CHEM 106 General Chemistry II
   - CHEM 201 Organic Chemistry I
   - CHEM 202 Organic Chemistry II
3. Most veterinary schools will accept the following classes for credit towards meeting admission requirements
   - MATH 191 Introduction to Statistics
   - PHYS 151 College Physics I
   - PHYS 152 College Physics II
4. The optional courses listed below may be applicable toward admission to veterinary schools. Please keep in mind that most transfer institutions limit the number of 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 counselor regarding their applicability.
   - BIOL 204 Vertebrate Zoology
   - BIOL 270 Genetics
   - MATH 203 Analytic Geometry & Calculus I
5. Fulfil all other Associate in Science Degree requirements listed on page 101 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 transferable credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. Many transfer institutions require a higher GPA for admission to the institution and/or specific majors.

Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.
PROGRAMS THAT LEAD DIRECTLY TO EMPLOYMENT

ASSOCIATE IN APPLIED SCIENCE
Southwestern Illinois College offers, but is not limited to, the following degree and certificate programs:

- **Degree**
- **Degree & Certificate Program**
- **Certificate**

- **Accounting AAS**
- **Administration of Justice Program**
  - Administration of Justice AAS
- **Automotive Collision Repair Technology Program**
  - Automotive Collision Repair Technology AAS
- **Aviation Maintenance Technology Program**
  - Aviation Maintenance Technology AAS
- **Aviation Management AAS**
- **Aviation Pilot Training Program**
  - Aviation Pilot Training AAS
- **Commercial Maintenance Mechanics Program**
  - Commercial Maintenance Mechanics AAS
- **Computer-Aided Drafting Program**
  - Computer-Aided Drafting AAS
- **Computer Information Systems Program**
  - Computer Information Systems AAS
- **Construction Apprenticeship Training Program**
  - Construction Bricklayer AAS
  - Construction Carpentry AAS
  - Construction Cement Mason AAS
- **Construction Electrician AAS**
  - 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
  - Construction Management Technology Certificate
  - Sustainability Certificate
- **Culinary Arts and Food Management Program**
  - Culinary Arts and Food Management AAS
  - Culinary Arts Certificate
  - Food Service Certificate
  - Food Service and Management Certificate
- **Early Childhood Education Program**
  - Early Childhood Education AAS
  - Early Childhood Education Certificate
- **Electrical/Electronics Technology Program**
  - Electrical/Electronics Technology AAS
  - Electronics Technology Certificate
- **Fire Science Program**
  - Fire Science AAS
  - Fire Science Certificate
  - Haz Mat First Responder Certificate
  - Rope Rescue Operations Certificate
  - Rope Rescue Technician Certificate
  - Trench Rescue Operations Certificate
  - Vehicle Rescue Operations Certificate
- **Graphic Communications Program**
  - Graphic Communications AAS
  - Graphic Communications Certificate
SOUTHWESTERN ILLINOIS COLLEGE

Degree
Degree & Certificate Program
Certificate

- Graphic Design Certificate
- Health Information Technology AAS
- Heating, Ventilation, Air Conditioning and Refrigeration Program
  - Heating, Ventilation, Air Conditioning and Refrigeration AAS
  - HVAC Certificate
- Horticulture Program
  - Horticulture AAS
  - Horticulture Certificate
  - Floral Design Certificate
- Human Services Technology Program
  - Human Services Technology AAS
  - Psychiatric Rehabilitation Certificate
- Industrial Maintenance Mechanics Program
  - Industrial Maintenance Mechanics AAS
  - Industrial Maintenance Mechanics Certificate
  - Stationary Engineering Certificate
- Industrial Pipefitting Program
  - Industrial Pipefitting AAS
  - Industrial Pipefitting Certificate
- Management Program
  - Management AAS
  - Management Certificate
  - Entrepreneur Certificate
- Marketing Program
  - Marketing AAS
  - Marketing Certificate
  - eMarketing 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 Certificate
- 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
  - Nurse Assistant Certificate
  - Nursing Education AAS
- Office Administration and Technology Program
  - Accounting Office Specialist AAS
  - Administrative Assistant AAS
  - Legal Office Specialist AAS
  - Medical Office Specialist 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
  - Paralegal Studies: Interpreter Program
    - Sign Language Studies: Interpreter AAS
    - Sign Language/Basic Communication Certificate
    - Ward Clerk Certificate
    - Warehousing and Distribution Certificate
- Web Designer Program
  - Web Designer AAS
  - Web Coding Certificate
  - Web Design Certificate
- Web Development and Administration Program
  - Web Development and Administration AAS
  - Web Coding Certificate
  - Web Design Certificate
- Welding Technology Program
  - Welding Technology AAS
  - Welding Technology Certificate
  - Welding Technology Advanced Certificate
  - Welding Technology Specialized Certificate
  - Advanced Welding Manufacturing Certificate

* Pending ICCB Approval
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 Laboratory Technology, Nursing Education, Paramedicine, Physical Therapist Assistant, Radiologic Technology and Respiratory Care Technology.

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

The above terms do not apply to the following Health Sciences programs – Health Information Technology, Medical Assistant, 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.

Total Hours:
A minimum of 64 semester credits is required for AAS degrees. More than 64 credits is required for some degrees. Refer to the blue program pages for the specific course requirements for each of the AAS degrees/certificates.

General Education Degree Requirements:
Students are required to complete a minimum of 15 semester credits of general education course work which can include course work 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, Human Well-Being and Human Relations requirements.

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.

Human Relations:
One of the following courses must be completed. Some degrees require a specific course within this group. Check the course requirements as outlined in the AAS program guides that follow prior to selecting courses. For reference, these courses are listed in white in the general education areas.

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/December</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Spring/May</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Summer/July</td>
<td>June 15</td>
</tr>
</tbody>
</table>
General Education Course Classifications for the Associate in Applied Science Degree

Refer to the blue AAS program pages for the specific course requirements for each of the AAS degrees. This page is a reference for general education requirements listed as: Communications, Humanities, Social/Behavioral Science, Human Well-Being, or Human Relations elective.

**Communications** (total of 6 semester credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 101</td>
<td>FILM 105</td>
</tr>
<tr>
<td>CHIN 102</td>
<td>FREN 101</td>
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<tr>
<td>ENG 102</td>
<td>FREN 102</td>
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<td>ENG 103</td>
<td>FREN 201</td>
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<td>ENG 105</td>
<td>FREN 202</td>
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<td>GERM 101</td>
</tr>
<tr>
<td>ENG 107</td>
<td>GERM 102</td>
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<tr>
<td>ENG 108</td>
<td>GERM 201</td>
</tr>
<tr>
<td>ENG 207</td>
<td>GERM 202</td>
</tr>
</tbody>
</table>

**Humanities and Social/Behavioral Sciences** (total of at least 6 semester credits)

**Humanities**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>LIT 113</td>
</tr>
<tr>
<td>ART 102</td>
<td>LIT 117</td>
</tr>
<tr>
<td>ART 103</td>
<td>LIT 120</td>
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<td>ART 104</td>
<td>LIT 125</td>
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<td>ART 105</td>
<td>LIT 133</td>
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<td>ART 106</td>
<td>LIT 134</td>
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<tr>
<td>ART 110</td>
<td>LIT 201</td>
</tr>
<tr>
<td>ED 293</td>
<td>LIT 202</td>
</tr>
<tr>
<td>FILM 115</td>
<td>LIT 205</td>
</tr>
<tr>
<td>FILM 215</td>
<td>LIT 208</td>
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<tr>
<td>HIST 286</td>
<td>LIT 213</td>
</tr>
<tr>
<td>HUM 200</td>
<td>LIT 214</td>
</tr>
</tbody>
</table>

**Social/Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 150</td>
<td>HIST 115</td>
</tr>
<tr>
<td>ANTH 160</td>
<td>HIST 117</td>
</tr>
<tr>
<td>ANTH 175</td>
<td>HIST 118</td>
</tr>
<tr>
<td>ANTH 210</td>
<td>HIST 151</td>
</tr>
<tr>
<td>ANTH 250</td>
<td>HIST 152</td>
</tr>
<tr>
<td>ECON 115</td>
<td>HIST 160</td>
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<td>ECON 200</td>
<td>HIST 180</td>
</tr>
<tr>
<td>ED 252</td>
<td>HIST 230</td>
</tr>
<tr>
<td>GEOG 143</td>
<td>HIST 232</td>
</tr>
<tr>
<td>GEOG 151</td>
<td>HIST 234</td>
</tr>
<tr>
<td>GEOG 152</td>
<td>HIST 250</td>
</tr>
<tr>
<td>GEOG 240</td>
<td>HIST 282</td>
</tr>
<tr>
<td>GEOG 241</td>
<td>HIST 288</td>
</tr>
<tr>
<td>HIST 101</td>
<td>HIST 292</td>
</tr>
<tr>
<td>HIST 102</td>
<td>POLS 150</td>
</tr>
<tr>
<td>HIST 114</td>
<td>POLS 240</td>
</tr>
</tbody>
</table>

**Human Well-Being** (total of 2 semester credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTH 151</td>
<td>HTH 164</td>
</tr>
<tr>
<td>HTH 152</td>
<td>HRO 150</td>
</tr>
<tr>
<td>HTH 154</td>
<td>PE 155</td>
</tr>
</tbody>
</table>

Students must complete at least 15 semester hours of General Education requirements. See program page for specific requirements.

**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.
Accounting

Coordinator/Faculty: Sue Taylor, ext. 5434
Faculty: Jessica Talleur, Dawn Peters
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 Science 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 prerequisites for each course. Contact a counselor or the program coordinator for more information about this degree program including the master course schedule. The schedule is also available on the degree program Web page: swic.edu/ACCTAAS/.

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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (049A)

First Year

Fall Semester - Semester Credits
BUS 101 Introduction to Business 3
MGMT 102 Business Mathematics 3
ACCT 110 Financial Accounting 4
CIS 185 Introduction to Information Technology OR CIS/OAT Electives* 3
ENG 101 Rhetoric & Composition I 3
Total Semester Credits 16

Spring Semester - Semester Credits
ACCT 111 Managerial Accounting 4
MGMT 241 Fundamentals of Finance 3
ECON 201 Principles of Economics I - Macro 3
SPCH 151 Fundamentals of Public Speaking 3
OAT 175 Electronic Spreadsheets 3
Total Semester Credits 16

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Second Year

Fall Semester - Semester Credits
ACCT 106 Intro to Quickbooks 3
ACCT 210 Cost Accounting 3
ACCT 211 Intermediate Accounting 3
BUS 215 Business Law I 3
MGMT 206 Individual & Business Income Tax 3
Human Well-Being Elective 2
Total Semester Credits 17

Spring Semester - Semester Credits
PSYC 151 General Psychology 3
ACCT 212 Certified Bookkeeper Review 3
MGMT 213 Human Relations in the Workplace 3
MGMT 214 Principles of Management 3
MGMT 240 Ethics in the Workplace 1
General Education Elective 1
Specified Elective 3
Total Semester Credits 17

Total Program Credits 66

Specified Electives:
MGMT 269 Accounting AAS Internship 3
MGMT 270 Business Planning 3
OAT 185 Database Applications 3
OAT 261 Business Communications 3
MKT 243 Basic Selling Techniques 3
OAT 180 Word Processing 3

*Recommended CIS/OAT Electives
OAT 175 Electronic Spreadsheets 3
OAT 180 Word Processing 3
OAT 185 Database Applications 3
CIS 160 Internet Basics 1
CIS 164 Internet Essentials 3
CIS 181 Operating Systems 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 course work 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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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 Accounting AAS program is prepared for the following positions:
- Accounting clerk
- Full-charge bookkeeper
- Accounting support staff

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

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 counselor 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0029)
First Year
Fall Semester
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
AOJ 153 Juvenile Delinquency 3
AOJ 155 Community Policing 3
ENG 102 Rhetoric & Composition II 3
POLS 150 Intro to American Government 3
SOC 153 Introductory Sociology 3
Total Semester Credits 15

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Second Year
Fall Semester
AOJ 203 Criminal Law & Admin of Justice 3
AOJ 251 Rules of Criminal Evidence 3
SPCH 151 Fundamentals of Public Speaking 3
Sociology Course*** 3
CIS Electives OR 3
Approved Computer Course
Total Semester Credits 15

Spring Semester
AOJ 155 Community Policing 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 Semester Credits 27

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 course work and ENG 102 with a “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 122, 128, 130, 131, 132, 133, 146, 155, 156, 164, 165, 170, 171, 172, 175, 180, 185, 190, 225, 230, 240, 273 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 155 Juvenile Delinquency 3
AOJ 203 Criminal Law & Admin of Justice 3
AOJ 251 Rules of Criminal Evidence 3
AOJ 255 Criminal Investigation Case Preparation 3
ENG 101 Rhetoric & Composition I 3
Elective 3
Total Credits 27

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.
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 10 weeks (400 hours) of intensive academic and physical training. The program includes all aspects of basic law enforcement such as legal issues, citizen interaction, communications, investigations, firearms, and defensive tactics. Successful completion of the curriculum and the State Certification Exam makes graduates eligible for employment as a law enforcement officer. For additional information and application, visit the Police Academy website www.southwesternpoliceacademy.com.

Police Academy Certificate (029A)
This certificate program is for individuals enrolled in the Police Academy as a full-time peace officer or accepted academy intern. Interns must successfully complete application requirements per the State of Illinois Intern Training Act.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOJ 104</td>
<td>Police Officer Proficiencies 3</td>
</tr>
<tr>
<td>AOJ 150</td>
<td>Police Officer's Patrol Functions 3</td>
</tr>
<tr>
<td>AOJ 152</td>
<td>The Police Function &amp; Human Behavior 3</td>
</tr>
<tr>
<td>AOJ 201</td>
<td>Law for Patrol Officers 5</td>
</tr>
<tr>
<td>AOJ 206</td>
<td>Police Traffic &amp; Crash Management 2</td>
</tr>
<tr>
<td>AOJ 257</td>
<td>Patrol Investigations 3</td>
</tr>
<tr>
<td>FS 280</td>
<td>Haz Mat Awareness .5</td>
</tr>
<tr>
<td>PE 160</td>
<td>Physical Fitness I 1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>20.5</strong></td>
</tr>
</tbody>
</table>

Armed Private Security Certificate (029B)
This short certificate prepares graduates for employment as armed security guards/officers. This program is approved by the Illinois Department of Professional Regulation for armed security guard certification. Students interested in pursuing this certificate must be 18 years of age and possess a FOID card.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOJ 144</td>
<td>Security Officer Certification 2</td>
</tr>
<tr>
<td>AOJ 145</td>
<td>Introduction to Firearms 1</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOJ 144</td>
<td>Security Officer Certification 2</td>
</tr>
</tbody>
</table>

Career Opportunities
A student attaining the Armed Private Security certificate is prepared to work as a(n):
• Security officer
• Armed security officer
Automotive Collision Repair Technology

Coordinator/Faculty: Claude Heimburger, ext. 7314;
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. I-CAR points are now available.

The Associate in Applied Science degree follows a course of study which incorporates a mix of technical courses from each of the four certificates, in addition to the required general education courses and program electives. The four certificates allow students to learn groups of skills associated with the major areas of work in an auto collision repair shop such as: Non-Structural Repair, Structural Repair, Automotive Refinish and Mechanical Systems. This program is offered at the Sam Wolf Granite City Campus.

See the program coordinator or an academic counselor for more information.

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0081)

First Year
Fall Semester
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
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 2
HLTH 151 Health OR 2
HLTH 152 First Aid-Medical Self Help 2
ACRT 201 Automotive Repair – Internship 4
Total Semester Credits 22

Total Credits 39

Second Year
Fall Semester
ACRT 141 Steering and Suspension I 2
ACRT 112 Non-structural Repair II 5
Social Science Course 3
ACRT Option Courses* 2
WLDT 253 GTAW/GMAW/FCAW/PAC 4
Total Semester Credits 16

Spring Semester
ACRT 142 Steering & Suspension II 3
ACRT 132 Automotive Refinishing II 3
Human Relations Course 3
ACRT 299 Problems in Automotive Repair 3
ACRT Option Courses* 4
Total Semester Credits 16

Total Program Credits 68

*ACR Option courses are limited to ACRT program course prefixes only.
All students must complete graduation degree requirements listed at the beginning of the blue pages in this catalog.

Non-Structural Repair Certificate (081A)
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

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
The programs will provide a solid foundation for Automotive Collision Repair Technicians through the application of core knowledge and development of required skills. A graduate of the Automotive Collision Repair Technology program is prepared to work as a(n):
• Repair technician
• Insurance assessor
• Detailer
• Customer service manager
• Owner and manager for auto dealerships or their own collision repair business. The local and statewide job market for auto collision repair technicians is strong, which is indicated by an annual growth rate of 25 percent.
Aviation Maintenance Technology

Coordinator/Faculty: Robert Beckett
Faculty: Gregg Sweeten

Dean: Amanda Starkey

The Aviation Maintenance Technology program gives you the opportunity to obtain the FAA-Approved Airframe and/or Powerplant Certificate in one year and an Associate in Applied Science degree with an additional semester of classes. The FAA-approved certificate allows 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/day). The two-year format allows you to complete the A&P Certificate or Associate in Applied Science degree in two years (four hours/day). See the program coordinator or an academic counselor for more information.

**Associate in Applied Science Degree (0009)**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 121 Instrument and Navigation Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 122 Fuel Systems, Inspection &amp; Aircraft Rigging</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 126 Aircraft Non-metallic Structures</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 127 Aircraft Metallic Structures</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 131 Aircraft Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 132 Charging Systems &amp; Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 136 Aircraft Fluid Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 137 Landing Gear Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 140 Materials, Processes &amp; Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 145 Basic Electricity &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 150 Fundamentals &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 157 Turbine Engines</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 158 Ignition and Starting Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 171 Aircraft Powerplant Systems &amp; Components</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 172 Aircraft Fuel Metering Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 176 Aircraft Propellers</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 177 Aircraft Powerplant Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 186 Reciprocating Engine Overhaul</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 187 Reciprocating Engine Maintenance</td>
<td>3</td>
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</table>

**Total Credits: 60**

<table>
<thead>
<tr>
<th>General Education Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Rhetoric &amp; Composition I</td>
</tr>
<tr>
<td>Human Well-Being Elective(s)</td>
</tr>
<tr>
<td>Communications Elective</td>
</tr>
<tr>
<td>Human Relations Elective</td>
</tr>
<tr>
<td>Humanities AND/OR Social Science Elective</td>
</tr>
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</table>

**Total Credits: 15**

**Airframe & Powerplant Certificate (009A)**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 121 Instrument and Navigation Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 122 Fuel Systems, Inspection &amp; Aircraft Rigging</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 126 Aircraft Non-metallic Structures</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 127 Aircraft Metallic Structures</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 131 Aircraft Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 132 Charging Systems &amp; Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 136 Aircraft Fluid Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 137 Landing Gear Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 140 Materials, Processes &amp; Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 145 Basic Electricity &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 150 Fundamentals &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 157 Turbine Engines</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 158 Ignition and Starting Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 171 Aircraft Powerplant Systems &amp; Components</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 60**

**Airframe Certificate (009B)**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 121 Instrument and Navigation Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 122 Fuel Systems, Inspection &amp; Aircraft Rigging</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 126 Aircraft Non-metallic Structures</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 127 Aircraft Metallic Structures</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 131 Aircraft Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 132 Charging Systems &amp; Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 136 Aircraft Fluid Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 137 Landing Gear Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 140 Materials, Processes &amp; Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 145 Basic Electricity &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 150 Fundamentals &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 157 Turbine Engines</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 158 Ignition and Starting Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 171 Aircraft Powerplant Systems &amp; Components</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 36**

**Powerplant Certificate (009C)**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 140 Materials, Processes &amp; Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 145 Basic Electricity &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 157 Turbine Engines</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 158 Ignition and Starting Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 171 Aircraft Powerplant Systems &amp; Components</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 172 Aircraft Fuel Metering Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 176 Aircraft Propellers</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 177 Aircraft Powerplant Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 186 Reciprocating Engine Overhaul</td>
<td>3</td>
</tr>
<tr>
<td>AVMT 187 Reciprocating Engine Maintenance</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVMT 106 FAA Test Prep – Airframe</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 107 FAA Test Prep – General</td>
<td>4</td>
</tr>
<tr>
<td>AVMT 108 FAA Test Prep – Powerplant</td>
<td>4</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVE 131 Intro to Avionics Installation</td>
<td>3</td>
</tr>
<tr>
<td>AVE 141 Avionics Installation Trends</td>
<td>3</td>
</tr>
</tbody>
</table>

Other courses that may be of interest to AVMT students are: EET 260 and EET 264.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

**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 Pilot Training

Coordinator/Faculty: Keith Mueller

Dean: Amanda Starkey

SWIC offers a Federal Aviation Regulation-Approved Part 141 two-year curriculum leading to an Associate in Applied Science degree in Pilot Training. The successful graduate holds a commercial pilot certificate with single-engine, multi-engine and instrument ratings. An optional flight instructor certificate is also available. The successful graduate should qualify to enter Southern Illinois University (Capstone program) bachelor’s degree program in Aviation Management.

A one-year aviation certificate program is also offered. This program is designed to provide the minimum Federal Aviation Administration pilot certificates and ratings for a student to obtain an entry-level position in commercial aviation.

Students should check the class schedules for times and locations. Students should check with the coordinator for current flight course fees.

Individual classes and simulator courses are available for each FAA flight rating on a space available basis.

See the program coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Aviation Management

Coordinator/Faculty: Keith Mueller

Dean: Amanda Starkey

SWIC offers an Associate of Applied Science degree in Aviation Management. Successful graduates who complete the program have the opportunity to go into a wide variety of aviation-related careers and support roles including logistic, flight operations support, manufacturing, maintenance coordinator, maintenance management, product representatives, and corporate and airline aviation support roles. Aviation is a global industry and continues to expand to meet the requirements of national defense and increased domestic and international passenger travel. The Federal Aviation Administration forecasts that domestic and international travel will increase approximately 30 percent to 1 billion passengers carried annually by U.S. airlines by the year 2025 along with the increasing demand for shipment of air cargo.

Graduates of the Aviation Management program have the opportunity to enter the Bachelor of Science degree in Aviation Management at Southern Illinois University Carbondale. Students have the opportunity to enroll at the SIUC campus or at satellite locations.

Contact the program coordinator or an academic counselor for additional information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Aviation Management

Associate in Applied Science Degree (0008)

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 101</td>
<td>Private Pilot Flight Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 108</td>
<td>Aviation History</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 122</td>
<td>Aircraft Systems and Components</td>
<td>2</td>
</tr>
<tr>
<td>AVIA 260</td>
<td>Aviation Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 133</td>
<td>Human Factors in Aviation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 131</td>
<td>Air Traffic Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 141</td>
<td>Federal Aviation Regulations</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 160</td>
<td>Aviation Management I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Technical Communication Writing OR Communications Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 213</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Well-Being Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Apply for Graduation Now

Second Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 105</td>
<td>Introduction to Civil Aviation</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 261</td>
<td>Aviation Management II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 264</td>
<td>Mgmt of Aircraft Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>Math*</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

*GT 105 or Math 112 - Please check for transferability.

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 266</td>
<td>Airport Planning and Management</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 280</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PSYC 151</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 217</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</tbody>
</table>

**Total Program Credits**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
</tr>
</tbody>
</table>

Aviation Management

Associate in Applied Science Degree (0008)

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 101</td>
<td>Private Pilot Flight Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 108</td>
<td>Aviation History</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 122</td>
<td>Aircraft Systems and Components</td>
<td>2</td>
</tr>
<tr>
<td>AVIA 260</td>
<td>Aviation Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 133</td>
<td>Human Factors in Aviation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 131</td>
<td>Air Traffic Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 141</td>
<td>Federal Aviation Regulations</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 160</td>
<td>Aviation Management I</td>
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<tr>
<td>ENG 103</td>
<td>Technical Communication Writing OR Communications Elective</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 213</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Well-Being Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Apply for Graduation Now
### Aviation Pilot Training

#### Associate in Applied Science Degree (0012)

**First year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 101 - Private Pilot Flight Theory</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 102 - Flight Training Private Part I</td>
<td>2</td>
</tr>
<tr>
<td>AVIA 103 - Simulator Private</td>
<td>1</td>
</tr>
<tr>
<td>AVIA 260 - Aviation Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 - Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 122 - Aircraft Systems and Components</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 14

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 104 - Flight Training Private Part II</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 201 - Instrument Flight Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENG 103 - Technical Communication OR Communication Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 153 - Simulator Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>AVIA 131 - Air Traffic Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>GT 105 - Tech Math OR Math 112</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 17

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 202 - Flight Training Instrument</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 203 - Simulator Instrument</td>
<td>1</td>
</tr>
<tr>
<td>AVIA 151 - Commercial Pilot Flight Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 7

### Apply for Graduation Now

**Second Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities OR Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 154 - Flight Training Commercial Part I</td>
<td>3</td>
</tr>
<tr>
<td>AVIA 133 - Human Factors in Aviation</td>
<td>3</td>
</tr>
<tr>
<td>AVIA Electives</td>
<td>6</td>
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</tbody>
</table>

**Total Semester Credits**: 15

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 155 - Flight Training Commercial II</td>
<td>2</td>
</tr>
<tr>
<td>AVIA 269 - Multi-Engine Flight Theory</td>
<td>1</td>
</tr>
<tr>
<td>AVIA 270 - Flight Training Multi-Engine</td>
<td>1</td>
</tr>
<tr>
<td>AVIA Elective</td>
<td>4</td>
</tr>
<tr>
<td>Human Well-Being Elective</td>
<td>2</td>
</tr>
<tr>
<td>Human Relations Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 13

**Total Program Credits**: 66

---

**Note:** 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.

### Private Pilot Certificate (012F)

An individual certificate is available for Private Pilot. A certificate will be issued upon completion of:

<table>
<thead>
<tr>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 101 - Private Pilot Flight Theory</td>
</tr>
<tr>
<td>AVIA 102 - Flight Training Private Part I</td>
</tr>
<tr>
<td>AVIA 103 - Simulator Private</td>
</tr>
<tr>
<td>AVIA 104 - Flight Training Private Part II</td>
</tr>
<tr>
<td>AVIA 260 - Aviation Meteorology</td>
</tr>
</tbody>
</table>

**Total Credits**: 12

---

Note: 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:

<table>
<thead>
<tr>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVIA 205 - Garmin GNS 430 VFR Operations</td>
</tr>
<tr>
<td>AVIA 207 - Garmin G 1000 System Training</td>
</tr>
<tr>
<td>AVIA 208 - Simulator-Garmin GNS 1000 VFR</td>
</tr>
<tr>
<td>AVIA 209 - Simulator-Garmin GNS 1000 IFR</td>
</tr>
<tr>
<td>AVIA 213 - Instrument Training-Part I</td>
</tr>
<tr>
<td>AVIA 216 - Advanced Instrument Approaches</td>
</tr>
<tr>
<td>AVIA 217 - Instrument Departures and Arrivals</td>
</tr>
<tr>
<td>AVIA 220 - Instrument Currency and Review</td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### Career Opportunities

A graduate of the Aviation Pilot Training program is prepared to work as a(n):

- Airplane pilot, commercial
- Airplane pilot, private
- Corporate pilot
- Flight instructor
- Agricultural pilot
- Aerial mapping
Commercial Maintenance Mechanics

Coordinator: Mark Bosworth, ext. 7457; email: mark.bosworth@swic.edu
Faculty: Lou Marino

Dean: Bradley Sparks

The Commercial Maintenance Mechanics program at SWIC 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.

**Associate in Applied Science Degree (053K)**

**Program Prerequisite**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 100</td>
<td>Precision Machining Introduction .5</td>
</tr>
</tbody>
</table>

**First Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 101</td>
<td>Intro to the Machine Trades 4</td>
</tr>
<tr>
<td>EET 101</td>
<td>Intro to Electricity/Electronics 5</td>
</tr>
<tr>
<td>IML 120</td>
<td>Mechanical Blueprint Reading I 3</td>
</tr>
<tr>
<td>GT 104</td>
<td>Math for Electronics 4</td>
</tr>
<tr>
<td>HLTH 151</td>
<td>Personal Health and Wellness 2</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 18.5

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 200</td>
<td>Digital Electronic Circuits I 3</td>
</tr>
<tr>
<td>HVAR 100</td>
<td>Fitting, Fusion and Fabrication 4</td>
</tr>
<tr>
<td>HVAR 103</td>
<td>Basic Electrical Controls &amp; Systems 4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I 3</td>
</tr>
<tr>
<td>Social Science Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 17

**Summer semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 243</td>
<td>NEC for Industrial/Commercial 3</td>
</tr>
</tbody>
</table>

**Apply for Graduation Now**

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAR 101</td>
<td>Refrig. &amp; A.C. Principles I 4</td>
</tr>
<tr>
<td>HVAR 202</td>
<td>Commercial Refrigeration I 4</td>
</tr>
<tr>
<td>IDP 116</td>
<td>Industrial Pipefitter A 4</td>
</tr>
<tr>
<td>Communication Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 15

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP 126</td>
<td>Industrial Pipefitter B 4</td>
</tr>
<tr>
<td>HVAR 153</td>
<td>Heating Fundamentals 4</td>
</tr>
<tr>
<td>HVAR 205</td>
<td>Commercial Icemakers &amp; Water Treatment 3</td>
</tr>
<tr>
<td>EET 235</td>
<td>Programmable Logic Controllers 3</td>
</tr>
<tr>
<td>Human Relations Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 17

**Total Program Credits** 70.5

**Commercial Maintenance Mechanics Certificate (054K)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 101</td>
<td>Intro to Electricity and Electronics 3</td>
</tr>
<tr>
<td>EET 200</td>
<td>Digital Electronic Circuits I 3</td>
</tr>
<tr>
<td>EET 243</td>
<td>NEC for Industrial/Commercial 3</td>
</tr>
<tr>
<td>EET 235</td>
<td>Programmable Logic Controllers 3</td>
</tr>
<tr>
<td>HVAR 100</td>
<td>Fitting, Fusion and Fabrication 4</td>
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<tr>
<td>HVAR 101</td>
<td>Refrig. &amp; A.C. Principles I 4</td>
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<tr>
<td>HVAR 103</td>
<td>Basic Electrical Controls &amp; Systems 4</td>
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<td>HVAR 153</td>
<td>Heating Fundamentals 4</td>
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<td>HVAR 202</td>
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<td>HVAR 205</td>
<td>Commercial Icemakers &amp; Water Treatment 3</td>
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<tr>
<td>IDP 116</td>
<td>Industrial Pipefitter A 4</td>
</tr>
<tr>
<td>GT 104</td>
<td>Math for Electronics 4</td>
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</table>

**Total Credits** 45

**Career Opportunities**

The demand for commercial maintenance mechanics is expected to grow 12 percent until 2016; graduates will have many opportunities with a wide variety of companies. A graduate of the Commercial Maintenance Mechanics program is prepared to work as a(n):

- **Plant maintenance mechanic**
- **Heating, air conditioning and refrigeration technician**
- **Facilities maintenance technician**
Computer-Aided Drafting

Coordinator/Faculty: Shauna Scribner, 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 drafters. The houses we live in, the buildings we work in, the cars we drive, and the roads we drive on, all started as concepts or ideas. The role of the computer-aided drafter is to communicate by way of pictorial drawings the concepts and ideas of engineers and architects.

The CAD program is curriculum certified through the American Design Drafting Association. 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 Architecture or Machine specializations are required to complete the Certified Drafter Mechanical/Architectural exam in their specific specialization. The Architecture Specialization exam should be taken during the last semester of the two-year program. The Machine Specialization (Mechanical) exam can be taken after completing the first four drafting courses in the program (CAD 101 Basic Drafting, CAD 102 Intermediate Drafting, CAD 120 Introductory CAD, and CAD 200 Assembly Drawings).

Professional certification through ADDA allows drafters 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 CAD, Architecture OR Machine areas. After completing the first year of requirements, the student may select to specialize in one of the three areas. Under each area is listed the courses required to complete the degree.

For example: a student who chooses to complete the Architecture Specialization must complete the first year as it is proposed, then complete the CAD courses as listed under Architecture (201, 202, 203, 210, 225, 230) for 16 of the 26 credits required. To satisfy the remaining (10 credits for architecture) requirements, the student may choose from any of the courses listed for that specialization. Students wishing to complete their degree in General CAD may take courses from the Architecture or Machine specializations.

See the program coordinator or an academic counselor for more information.

---

**Associate in Applied Science Degree (0035)**

**First Year**

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Course Title</th>
<th>Credits</th>
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<td>CAD 120</td>
<td>Introductory CAD</td>
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<td>CAD 101</td>
<td>Basic Drafting</td>
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<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
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<td></td>
<td>GT 106</td>
<td>Technical Mathematics I*</td>
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<td></td>
<td>GT 107</td>
<td>Technical Mathematics II**</td>
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<td></td>
<td>CAD 221</td>
<td>Advanced CAD II</td>
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<tr>
<td></td>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking OR</td>
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<td>CAD 201</td>
<td>Introduction to Architectural Drafting</td>
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<td>CAD 292</td>
<td>Supervised Internship III***</td>
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**Apply for Graduation Now**

**Second Year**

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<th>Credits</th>
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<td>General CAD, Architecture OR Machine Specialization</td>
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</table>

* or MATH 112, College Algebra
** or MATH 114, Trigonometry
*** Students who wish to enroll in a Supervised Internship class in the fall should enroll in CAD 290, students who wish to enroll in a Supervised Internship class in the spring should enroll in CAD 291 Supervised Internship II, and students who wish to enroll in a Supervised Internship class in the summer should enroll in CAD 292 Supervised Internship III.
Computer-Aided Drafting (continued)

Computer-Aided Drafting Specializations****

General

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CAD 202</td>
<td>Structures Drafting (Required)</td>
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<tr>
<td>CAD 203</td>
<td>Civ Eng Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 204</td>
<td>Manufacturing Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 206</td>
<td>E &amp; I Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 208</td>
<td>Pipe Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 210</td>
<td>HVAC/EL/Plumb Drafting (Required)</td>
<td>3</td>
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<tr>
<td>CAD 221</td>
<td>Advanced CAD II (Required)</td>
<td>4</td>
</tr>
<tr>
<td>CAD 222</td>
<td>Machine CAD Post Assessment (Required)</td>
<td>1</td>
</tr>
<tr>
<td>CAD 225</td>
<td>MicroStation CAD (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 226</td>
<td>Intro to Geo Dim &amp; Tolerance (GD&amp;T)</td>
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<td>CAD 230</td>
<td>3D Architectural CAD (Required)</td>
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<td>CAD 231</td>
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<td>CAD 290</td>
<td>Supervised Internship I (Offered Fall)</td>
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<tr>
<td>CAD 291</td>
<td>Supervised Internship II (Offered Spring)</td>
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<tr>
<td>CAD 292</td>
<td>Supervised Internship III (Offered Summer)</td>
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<tr>
<td>CMT 100</td>
<td>Introduction to Construction</td>
<td>3</td>
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<tr>
<td>CMT 102</td>
<td>Construction Blueprints &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CMT 103</td>
<td>Construction Materials &amp; Methods I</td>
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<tr>
<td>CMT 152</td>
<td>Construction Materials &amp; Methods II</td>
<td>3</td>
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<tr>
<td>CMT 200</td>
<td>Adv Blueprint Read For Bldg Trades I</td>
<td>3</td>
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<td>CMT 270</td>
<td>Green Building Methods</td>
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<tr>
<td>ENGR 251</td>
<td>Surveying</td>
<td>4</td>
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</table>

Twenty-six 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.

Architecture

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CAD 202</td>
<td>Structures Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 203</td>
<td>Civ Eng Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 210</td>
<td>HVAC/EL/Plumb Drafting (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 225</td>
<td>MicroStation CAD (Required)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 230</td>
<td>3D Architectural CAD (Required)</td>
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<td>CAD 290</td>
<td>Supervised Internship I (Offered Fall)</td>
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<tr>
<td>CAD 291</td>
<td>Supervised Internship II (Offered Spring)</td>
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<tr>
<td>CAD 292</td>
<td>Supervised Internship III (Offered Summer)</td>
<td>1-6</td>
</tr>
<tr>
<td>CMT 102</td>
<td>Construction Blueprints &amp; Specifications</td>
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<tr>
<td>CMT 103</td>
<td>Construction Materials &amp; Methods I</td>
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</tr>
<tr>
<td>CMT 152</td>
<td>Construction Materials &amp; Methods II</td>
<td>3</td>
</tr>
<tr>
<td>CMT 200</td>
<td>Adv Blueprint Read For Bldg Trades I</td>
<td>3</td>
</tr>
<tr>
<td>CMT 270</td>
<td>Green Building Methods</td>
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<tr>
<td>ENGR 251</td>
<td>Surveying</td>
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<tr>
<td>IML 121</td>
<td>Mechanical Blueprint Reading II</td>
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<td>PMT 100</td>
<td>Precision Machining Introduction</td>
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<td>PMT 101</td>
<td>Intro to the Machine Trades</td>
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<tr>
<td>PMT 102</td>
<td>Intermediate Machining</td>
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<tr>
<td>PMT 111</td>
<td>CNC Milling</td>
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<tr>
<td>PMT 112</td>
<td>CNC Turning</td>
<td>3</td>
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<tr>
<td>PMT 114</td>
<td>Metallurgy I (Industrial)</td>
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<td>PMT 221</td>
<td>Intro to Mastercam</td>
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<td>PMT 231</td>
<td>Intro to SolidWorks</td>
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<td>PMT 232</td>
<td>Advanced SolidWorks</td>
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<td>WLDT 101</td>
<td>Introduction to Welding</td>
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<td>WLDT 106</td>
<td>Weld Fabrication Blueprint Reading</td>
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<td>WLDT 107</td>
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Certificate (035D)

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<td>CAD 120</td>
<td>Introductory CAD</td>
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<td>CAD 101</td>
<td>Basic Drafting</td>
<td>4</td>
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<tr>
<td>CAD 102</td>
<td>Intermediate Drafting</td>
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<td>CAD 220</td>
<td>Advanced CAD I</td>
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<td>CAD 221</td>
<td>Advanced CAD II</td>
<td>4</td>
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<tr>
<td>CAD 225</td>
<td>MicroStation CAD</td>
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<tr>
<td>GT 106</td>
<td>Technical Mathematics I*</td>
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<tr>
<td>GT 107</td>
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<tr>
<td>CAD 230</td>
<td>3D Architectural CAD</td>
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General CAD, Architecture OR Machine Specialization 7-8

Total Credits 37-38

*or MATH 112, College Algebra
**or MATH 114, Trigonometry
***Students who wish to enroll in a Supervised Internship class in the fall should enroll in CAD 290, students who wish to enroll in a Supervised Internship class in the spring should enroll in CAD 291 Supervised Internship II, and students who wish to enroll in a Supervised Internship class in the summer should enroll in CAD 292 Supervised Internship III.

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)

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.

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## Computer Information Systems

For more computer classes, see:
- Graphic Communications
- Network Design & Administration
- Office Administration & Technology
- Web Designer
- Web Development & Administration

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.

### 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree

#### Computer Information Systems (0010)

**First Year**

<table>
<thead>
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<th>Fall Semester</th>
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<td>CIS 180</td>
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<td>ENG 101</td>
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### Second Year

#### Fall Semester

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<td>CIS 195</td>
<td>Database Management I</td>
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<td>Systems Development &amp; Design I</td>
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<td>C# Programming I</td>
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<td>OAT 185</td>
<td>Database Applications</td>
<td>3</td>
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<td>CIS 275</td>
<td>SQL</td>
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<td>CIS 297</td>
<td>Information Technology Internship</td>
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**Total Program Credits**

**69**

#### CIS Electives

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<td>CIS 177</td>
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<td>Computer User Support</td>
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<td>CIS 187</td>
<td>Java Programming I</td>
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<td>CIS 212</td>
<td>Introduction to XML</td>
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<td>CIS 241</td>
<td>Visual Basic for Applications</td>
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<td>CIS 250</td>
<td>C++ Programming I</td>
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</tr>
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<td>CIS 260</td>
<td>C++ Programming II</td>
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</tr>
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<td>CIS 262</td>
<td>C# Programming II</td>
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</tr>
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<td>CIS 263</td>
<td>Data Access</td>
<td>3</td>
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<td>CIS 264</td>
<td>ASP</td>
<td>3</td>
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<td>Java Programming II</td>
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<tr>
<td>CIS 288</td>
<td>JSP</td>
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Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### 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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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  
CIS 178 Operating System Fundamentals 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 179 Computer User Support 3  
NETW 101 Introduction to Networking 3  
OAT 175 Electronic Spreadsheet 3  
OAT 180 Word Processing 3  
SPCH 155 Interpersonal Communication 3  
Total Semester Credits 18  

Apply for Graduation Now

Second Year
Fall Semester  
Semester Credits  
CIS 174 HTML 3  
CIS 246 Systems Development & Design I 3  
OAT 128 Microsoft Outlook 1  
OAT 165 Presentation Graphics 2  
OAT 185 Database Applications 3  
EET 256 Preparation for A+ Certification 3  
CIS Approved Electives 3  
Total Semester Credits 18  

Spring Semester  
Semester Credits  
ECON 201 Principles of Economics I (Macro) 3  
NETW 188 Windows Server I 3  
CIS 297 Information Technology Internship 3  
CIS Approved Electives 3  
Humanities or Social Science Elective 3  
Total Semester Credits 15  

Total Program Credits 69  

CIS Electives  
Semester Credits  
CIS 148 Document Management 1  
CIS 165 Game Programming I 3  
CIS 180 Introduction to Programming 3  
CIS 195 Database Management 3  
CIS 212 Introduction to XML 3  
CIS 275 SQL 3  
SPCH 151 Fundamentals of Public Speaking 3  
MGMT 213 Human Relations in the Workplace 3  
NETW 105 Data Assurance 1  
NETW 182 Linux Operating System 3  
NETW 271 Network Security 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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125</td>
<td>Operating System Basics/Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Internet Basics</td>
<td>1</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 185</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 195</td>
<td>Database Management I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>OAT 185</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>First Year</th>
<th>Spring Semester</th>
<th>Semester credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 184</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 246</td>
<td>Systems Development &amp; Design I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275</td>
<td>SQL</td>
<td>3</td>
</tr>
<tr>
<td>MATH 107</td>
<td>General Education Statistics (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Human Well-Being Elective</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Apply for Graduation Now**

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 252</td>
<td>C# Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 281</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 283</td>
<td>Database Administration</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics I (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Social Science Elective</td>
<td></td>
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<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 263</td>
<td>Data Access</td>
<td>3</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Database Application Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 297</td>
<td>Information Technology Internship</td>
<td>3</td>
</tr>
<tr>
<td>CIS Approved Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>15</strong></td>
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</tbody>
</table>

| Total Program Credits | | **65** |

**CIS Electives**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 174 HTML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 187 Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212 Introduction to XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 241 Visual Basic for Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260 C++ Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 262 C# Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 264 ASP</td>
<td>3</td>
</tr>
<tr>
<td>CIS 284 Visual Basic Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 287 Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 288 JSP</td>
<td>3</td>
</tr>
<tr>
<td>NETW 101 Introduction to Networking</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

**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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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.
**Computer Information Systems** (continued)

### First Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 112 College Algebra or higher</td>
<td>4</td>
</tr>
<tr>
<td>CIS 125 Operating System Basics/Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 160 Internet Basics</td>
<td>1</td>
</tr>
<tr>
<td>CIS 180 Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 185 Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 195 Database Management I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 18

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 174 HTML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 184 Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 246 Systems Development &amp; Design I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Principles of Economics I (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 151 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Human Well-Being Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 17

### Apply for Graduation Now

#### Second Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 252 C# Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275 SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS Approved Electives</td>
<td>6</td>
</tr>
<tr>
<td>Humanities or Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 15

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 262 C# Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 263 Data Access</td>
<td>3</td>
</tr>
<tr>
<td>CIS 264 ASP</td>
<td>3</td>
</tr>
<tr>
<td>CIS Approved Electives</td>
<td>3</td>
</tr>
<tr>
<td>CIS 297 Information Technology Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 15

### Total Program Credits 65

#### CIS Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 165 Game Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 177 JavaScript Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 187 Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212 Introduction to XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 241 Visual Basic for Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 250 C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260 C++ Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 281 Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 282 Database Application Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 284 Visual Basic Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 287 Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 288 JSP</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### 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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at SWTC, 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)

#### Associate in Applied Science Degree

The Computer Management Information Systems degree is an Associate in Applied Science degree that provides students with two paths. The degree is designed to prepare students for entry into the job market as computer specialists or entry-level software developers while providing the student with the prerequisite knowledge for transfer to a senior institution. Upon completion of the degree, students may seek employment and/or apply for a seamless transition to a senior institution.

#### Program Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 180 Introduction to Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Must be taken before taking a programming course

#### First Year

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 151 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 151 Introductory Logic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 185 Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>HIST 250 20th Century Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>IAI Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 18

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 184 Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 213 Calculus for Business &amp; Social Science</td>
<td>4</td>
</tr>
<tr>
<td>ECON 201 Principles of Economics I (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>IAI Lab Science (Physical Sciences)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 102 Rhetoric &amp; Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits** 17

### Apply for Graduation Now
**Second Year**
**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 250</td>
<td>C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Economics I (Micro)</td>
<td>3</td>
</tr>
<tr>
<td>IAI Lab Science (Life Science)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BUS 205</td>
<td>Economic and Business Statistics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 246</td>
<td>Systems Development &amp; Design I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Second Year**
**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 110</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 252</td>
<td>C# Programming I</td>
<td>3</td>
</tr>
<tr>
<td>Human Well-Being elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>POL 150</td>
<td>Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>IAI Fine Arts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

**Total Program Credits** 70

Enrollment in any math class is based on your score on the assessment placement test and proper prerequisite. Refer to the Course Description Guide beginning on page 237.

**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 program prepares students for work as a:
- Software developer
- Computer programmer
- Software engineer
- Computer specialist
- Computer support specialist

**CERTIFICATE Programs**

**Database Programming (010D)**
Approximately 20 percent of all new information technology positions will require database development skills. The Database Programming Certificate will provide the skills required for database development.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 185</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 195</td>
<td>Database Management I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 241</td>
<td>Visual Basic for Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 275</td>
<td>SQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 281</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Database Application Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 283</td>
<td>Database Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>21</strong></td>
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</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

**C++ Programming (010E)**
The C++ Programming Certificate will prepare students for employment as C++ programmers.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 250</td>
<td>C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 260</td>
<td>C++ Programming II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>6</strong></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

**Visual Basic Programming (010F)**
The Visual Basic Programming Certificate will prepare students for employment as Visual Basic programmers.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 184</td>
<td>Visual Basic Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Visual Basic Programming II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>6</strong></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

**C# Programming (010J)**
The C# Programming Certificate will prepare students for employment as C# programmers.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 252</td>
<td>C# Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 262</td>
<td>C# Programming II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>6</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Java Programming (011F)**
The Java Programming Certificate will prepare students for employment as Java programmers.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 287</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>6</strong></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.
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 CMT degree programs must have the Math and English placement evaluation (COMPASS) before enrolling in any construction technology. Students shall meet all institutional requirements for the Associate in Applied Science degree.

Candidates for graduation must fulfill the degree requirements of the AAS degree listed at the beginning of the blue pages. 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 159).

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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Construction Bricklayer
Associate in Applied Science Degree (039C) and Bricklayer Apprentice Certificate (040C)

First Year
Fall Semester Semester Credits
BLA 118 Construction Bricklayer Apprentice I* 4
BLA 128 Construction 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

Apply for Graduation Now

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

Spring Semester Semester Credits
CIS 120 Introduction to PC 1
CIS 125 Operating System Basics 1
HLTH 152 First Aid-Medical Self Help OR 2
HLTH 151 Health 2
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 starred courses.

** Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

Construction Carpenter
Associate in Applied Science Degree (039G) and Carpentry Apprenticeship Certificate (040G)

First Year
Fall Semester Semester Credits
CCA 115 Construction Carpentry Apprentice I* 4
CCA 125 Construction Carpentry Apprentice II* 4
MGMT 221 Fundamentals of Labor Relations 3
ENG 101 Rhetoric & Composition I 3
Total Semester Credits 14
## Construction Apprenticeship Training Programs (continued)

### Spring Semester  
**Semester Credits**
- CCA 135 Construction Carpentry Apprentice III* 4
- CCA 145 Construction Carpentry Apprentice IV* 4
- CMT 244 Occupational Safety & Health I 3
- CCA 165 Construction Carpentry Internship I 4

**Total Semester Credits** 15

### Apply for Graduation Now

#### Second Year

#### Fall Semester  
**Semester Credits**
- CCA 255 Construction Carpentry Apprentice V* 4
- CCA 265 Construction Carpentry Apprentice VI* 4
- CCA 270 Construction Carpentry Internship II 4
- Communications 3
- Humanities OR Social Science 3

**Total Semester Credits** 18

* A Carpentry Apprentice Certificate will be given after the completion of the eight 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 & Specifca 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

**Total Semester Credits** 16

### Apply for Graduation Now

#### 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 3

**Total Semester Credits** 17

### 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
- HLTH 152 First Aid-Medical Self Help OR 2
- HLTH 151 Health 3

**Total Semester Credits** 17  
**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)  
and Construction Electrical Specialist Certificate (040E)

### 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

### Apply for Graduation Now

#### Second Year

#### Fall Semester  
**Semester Credits**
- IEW Certificate Courses** 8
- HLTH 152 First Aid-Medical Self Help OR 2
- HLTH 151 Health 3
- Human Relations Course 3
- CMT 257 Construction Planning & Scheduling 3

**Total Semester Credits** 16

#### 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 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 Apprenticeship Training Programs (continued)

### Construction Electrical Wireman Certificate (040E)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEW 111</td>
<td>IBEW Electrician Inside Wireman I*</td>
<td>4</td>
</tr>
<tr>
<td>IEW 112</td>
<td>IBEW Electrician Inside Wireman II*</td>
<td>4</td>
</tr>
<tr>
<td>IEW 113</td>
<td>IBEW Electrician Inside Wireman III</td>
<td>4</td>
</tr>
<tr>
<td>IEW 114</td>
<td>IBEW Electrician Inside Wireman IV</td>
<td>4</td>
</tr>
<tr>
<td>IEW 211</td>
<td>IBEW Electrician Inside Wireman V</td>
<td>4</td>
</tr>
<tr>
<td>IEW 212</td>
<td>IBEW Electrician Inside Wireman VI</td>
<td>4</td>
</tr>
<tr>
<td>IEW 213</td>
<td>IBEW Electrician Inside Wireman VII</td>
<td>4</td>
</tr>
<tr>
<td>IEW 214</td>
<td>IBEW Electrician Inside Wireman VIII</td>
<td>4</td>
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<tr>
<td>IEW 215</td>
<td>IBEW Electrician Inside Wireman IX</td>
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<tr>
<td>IEW 216</td>
<td>IBEW Electrician Inside Wireman X</td>
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<tr>
<td>IEW 218</td>
<td>IBEW Elec. Wireman Internship I</td>
<td>4</td>
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<tr>
<td>IEW 218</td>
<td>IBEW Elec. Wireman Internship II</td>
<td>4</td>
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**Total Semester Credits**: 48

### Construction Electrical Residential (040H)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEW 131</td>
<td>IBEW Electrician Residential I</td>
<td>4</td>
</tr>
<tr>
<td>IEW 132</td>
<td>IBEW Electrician Residential II</td>
<td>4</td>
</tr>
<tr>
<td>IEW 233</td>
<td>IBEW Electrician Residential III</td>
<td>4</td>
</tr>
<tr>
<td>IEW 234</td>
<td>IBEW Electrician Residential IV</td>
<td>4</td>
</tr>
<tr>
<td>IEW 235</td>
<td>IBEW Electrician Residential V</td>
<td>4</td>
</tr>
<tr>
<td>IEW 236</td>
<td>IBEW Electrician Residential VI</td>
<td>4</td>
</tr>
<tr>
<td>IEW 138</td>
<td>IBEW Elec Residential Internship I</td>
<td>4</td>
</tr>
<tr>
<td>IEW 238</td>
<td>IBEW Elec Residential Internship II</td>
<td>4</td>
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</table>

**Total Semester Credits**: 32

### Construction Electrical Telecom (040I)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>IEW 151</td>
<td>IBEW Electrician Installer/Tech I</td>
<td>4</td>
</tr>
<tr>
<td>IEW 152</td>
<td>IBEW Electrician Installer/Tech II</td>
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<td>IEW 153</td>
<td>IBEW Electrician Installer/Tech III</td>
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<td>IEW 154</td>
<td>IBEW Electrician Installer/Tech IV</td>
<td>4</td>
</tr>
<tr>
<td>IEW 251</td>
<td>IBEW Electrician Installer/Tech V</td>
<td>4</td>
</tr>
<tr>
<td>IEW 252</td>
<td>IBEW Electrician Installer/Tech VI</td>
<td>4</td>
</tr>
<tr>
<td>IEW 157</td>
<td>IBEW Elec Install/Tech Internship I</td>
<td>4</td>
</tr>
<tr>
<td>IEW 257</td>
<td>IBEW Elec Install/Tech Internship II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 32

### Construction Electrical Lineman (040J)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEW 141</td>
<td>IBEW Electrician Lineman I</td>
<td>4</td>
</tr>
<tr>
<td>IEW 142</td>
<td>IBEW Electrician Lineman II</td>
<td>4</td>
</tr>
<tr>
<td>IEW 241</td>
<td>IBEW Electrician Lineman III</td>
<td>4</td>
</tr>
<tr>
<td>IEW 242</td>
<td>IBEW Electrician Lineman IV</td>
<td>4</td>
</tr>
<tr>
<td>IEW 243</td>
<td>IBEW Electrician Lineman V</td>
<td>4</td>
</tr>
<tr>
<td>IEW 244</td>
<td>IBEW Electrician Lineman VI</td>
<td>4</td>
</tr>
<tr>
<td>IEW 145</td>
<td>IBEW Elec Lineman Internship I</td>
<td>4</td>
</tr>
<tr>
<td>IEW 245</td>
<td>IBEW Elec Lineman Internship II</td>
<td>4</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWA 119</td>
<td>Construction Ironworker Apprentice I*</td>
<td>4</td>
</tr>
<tr>
<td>MGMT 213</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 105</td>
<td>Basic Accounting Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CIS 120</td>
<td>Introduction to the PC AND</td>
<td>1</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Internet Basics OR</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 14

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWA 129</td>
<td>Construction Ironworker Apprentice II*</td>
<td>4</td>
</tr>
<tr>
<td>IWA 139</td>
<td>Construction Ironworker Apprentice III*</td>
<td>4</td>
</tr>
<tr>
<td>CMT 244</td>
<td>Occupational Safety &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 14

**Summer Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 251</td>
<td>Surveying</td>
<td>3</td>
</tr>
<tr>
<td>IWA 249</td>
<td>Construction Ironworker Apprentice IV*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 7

### Apply for Graduation Now

#### Second Year

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWA 259</td>
<td>Construction Ironworker Apprentice V*</td>
<td>4</td>
</tr>
<tr>
<td>IWA 269</td>
<td>Construction Ironworker Apprentice VI*</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 152</td>
<td>First Aid-Medical Self Help OR</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 151</td>
<td>Health</td>
<td>3</td>
</tr>
<tr>
<td>Communications Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities OR Social Science Course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Credits**: 16

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWA 279</td>
<td>Construction Ironworker Apprentice VII*</td>
<td>4</td>
</tr>
<tr>
<td>IWA 289</td>
<td>Construction Ironworker Apprentice VIII*</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations Course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Candidates for graduation must fulfill the requirements of the constitution examination as specified in section 27-3 of the Illinois School Code.

Students shall meet all institutional requirements for the Associate in Applied Science degree.
Construction Apprenticeship Training Programs (continued)

Construction Painting & Decorating
Associate in Applied Science Degree (039F) and Painting & Decorating Apprentice Certificate (040F)

First Year
Fall Semester Semester Credits
PDA 117 Painting & Decorating 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 VII* 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

Apply for Graduation Now

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

Spring Semester Semester Credits
PDA 278 Painting & Decorating Apprentice VII* 4
PDA 288 Painting & Decorating Apprentice VIII* 4
HLTH 152 First Aid-Medical Self Help OR 2
HLTH 151 Health 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

Apply for Graduation Now

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

Spring Semester Semester Credits
SMA 274 Construction Sheetmetal Apprentice VII* 4
SMA 284 Construction Sheetmetal Apprentice VIII* 4
HLTH 152 First Aid-Medical Self Help OR 2
HLTH 151 Health 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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 completer.

The construction industry offers many varied employment opportunities. An apprenticeship completer can work at the trade while pursuing a bachelor's degree. A bachelor's degree would, in turn, open doors that could enable the construction worker to choose from an unlimited number of careers in the industry.

Possibilities include:
- Contractor
- Insurance adjuster
- Bonding agent
- Engineer
- Architect’s representative at a job site
- Construction manager
- Estimator
- Building inspector
- Job-site superintendent
- Foreman
Construction Management Technology

Coordinator/Faculty: Jim Laing, ext. 5209/7426;
email: charles.laing@swic.edu

Dean: Bradley Sparks

This program provides the academic background, technical specialization and field experience to begin a career in construction management. Emphasis is placed on practices and principles necessary to compete in today’s construction industry. Contact the program coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0039)

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 100</td>
<td>Introduction to Construction</td>
<td>3</td>
</tr>
<tr>
<td>CMT 102</td>
<td>Construction Blueprints &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CMT 103</td>
<td>Construction Materials &amp; Methods I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GT 105</td>
<td>Introduction to Technical Math OR</td>
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<tr>
<td>MATH 112</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td>16</td>
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Spring Semester

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>CMT 152</td>
<td>Construction Materials &amp; Methods II</td>
<td>3</td>
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<tr>
<td>CMT 153</td>
<td>Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>CMT 244</td>
<td>Occupational Safety and Health I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 115</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Rhetoric &amp; Composition II OR</td>
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<tr>
<td>ENG 103</td>
<td>Technical Communication OR</td>
<td></td>
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<tr>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking</td>
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Summer Semester

<table>
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<th>Semester Credits</th>
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<tbody>
<tr>
<td>CMT</td>
<td>Approved Elective*</td>
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<tr>
<td>HLTH 152</td>
<td>First Aid-Medical Self Help</td>
<td>2</td>
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<td></td>
<td><strong>Total Semester Credits</strong></td>
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Apply for Graduation Now

Second Year

Fall Semester

<table>
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<th>Course Title</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>CMT</td>
<td>Approved Elective**</td>
<td>3-4</td>
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<tr>
<td>CMT 204</td>
<td>Basic Engineering for Builders OR</td>
<td></td>
</tr>
<tr>
<td>CMT 205</td>
<td>International Building Code</td>
<td>3</td>
</tr>
<tr>
<td>CMT 257</td>
<td>Construction Planning and Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 251</td>
<td>Surveying</td>
<td>3</td>
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<tr>
<td>MGMT 214</td>
<td>Principles of Management</td>
<td>3</td>
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Spring Semester

<table>
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<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT</td>
<td>Approved Elective**</td>
<td>3-4</td>
</tr>
<tr>
<td>CMT 258</td>
<td>Contracts and Claims</td>
<td>3</td>
</tr>
<tr>
<td>CMT 268</td>
<td>Project Administration</td>
<td>3</td>
</tr>
<tr>
<td>CMT 270</td>
<td>Green Building Methods</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 152</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td>15-16</td>
</tr>
</tbody>
</table>

**Total Program Credits** 66-69

**CMT Approved Electives:**
ANY Construction Management Technology course
Also PHYS 151 College Physics I
Any Computer-Aided Drafting courses with coordinator approval

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities

A graduate of the Construction Management Technology Program is prepared to work as a(n):
- BIM manager
- Construction manager
- Estimator/scheduler
- Job-site superintendent
- Foreman

CMT Certificate (0040)

A certificate program in construction technology is primarily for in-service training of persons employed in the construction field. Students acquire further formal training in their occupation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 100</td>
<td>Introduction to Construction</td>
<td>3</td>
</tr>
<tr>
<td>CMT 102</td>
<td>Construction Documents</td>
<td>3</td>
</tr>
<tr>
<td>CMT 103</td>
<td>Construction Materials and Methods I</td>
<td>3</td>
</tr>
<tr>
<td>CMT 152</td>
<td>Construction Materials and Methods II</td>
<td>3</td>
</tr>
<tr>
<td>CMT 153</td>
<td>Construction Estimating – Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CMT 205</td>
<td>International Building Code</td>
<td>3</td>
</tr>
<tr>
<td>CMT 244</td>
<td>Occupational Safety &amp; Health I</td>
<td>3</td>
</tr>
<tr>
<td>CMT 257</td>
<td>Construction Planning &amp; Scheduling***</td>
<td>3</td>
</tr>
<tr>
<td>CMT 258</td>
<td>Contracts and Claims</td>
<td>3</td>
</tr>
<tr>
<td>CMT 268</td>
<td>Project Administration</td>
<td>3</td>
</tr>
<tr>
<td>CMT 270</td>
<td>Green Building Methods</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 251</td>
<td>Surveying</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td>36</td>
</tr>
</tbody>
</table>

***Or selected option approved by coordinator
**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 is included. Specific focus on building science, buildings and their systems, standards and specifications is included.

**Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 147</td>
<td>Energy Auditor</td>
<td>4</td>
</tr>
<tr>
<td>CMT 148</td>
<td>Weatherization Specialist</td>
<td>4</td>
</tr>
<tr>
<td>CMT 149</td>
<td>Weatherization II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Building Information Modeling Certificate (036B)**
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 a 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.

**Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 280</td>
<td>BIM I: Model Articulation</td>
<td>3</td>
</tr>
<tr>
<td>CMT 281</td>
<td>BIM II: Pre-Construction</td>
<td>3</td>
</tr>
<tr>
<td>CMT 282</td>
<td>BIM III: Construction</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Sustainability (040K)**
This certificate emphasizes how energy, renewable materials and our environment are all significant concerns of current building technology and philosophy. The ability to identify and plan Leadership in Energy and Environmental Design-certified structures while incorporating the requirements of LEED professional accreditation are major contributors for successful employment in “green” technology roles. Students will be required to complete studies on green building materials and methods of construction, alternate energy sources and LEED certification preparation. The certificate will provide training for construction managers, draftsmen, building trades and architectural technicians.

**Course Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 270</td>
<td>Green Building Methods</td>
<td>3</td>
</tr>
<tr>
<td>CMT 271</td>
<td>Alternative Energy Sources</td>
<td>3</td>
</tr>
<tr>
<td>CMT 272</td>
<td>LEED Certification Preparation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Some courses have prerequisites. Refer to the Course Description Guide beginning on page 237.

**Building Trades (036C)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 145</td>
<td>Building Trades Craft Survey I</td>
<td>4</td>
</tr>
<tr>
<td>CMT 146</td>
<td>Building Trades Craft Survey II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

*Or selected option approved by coordinator*
Culinary Arts and Food Management

Coordinator/Faculty: Leisa Brockman, ext. 7389/5436
Dean: Janet Fontenot

The Culinary Arts and Food Management program prepares students for an entry-level position in the food service industry. The program offers four different educational options to meet the student's specific needs.

The Associate in Applied Science degree program provides students with the knowledge of restaurant management and culinary arts skills necessary to obtain an entry-level chef or restaurant management position. 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 three 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.

SWIC Culinary Arts and Food Management is accredited by the American Culinary Federation Education Foundation Inc. Accrediting Commission and is 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.

**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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

**Associate in Applied Science Degree (066A)**

<table>
<thead>
<tr>
<th>Program Prerequisite</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 116 Food Service Sanitation 1 (or valid Food Handler's Certificate)</td>
<td></td>
</tr>
</tbody>
</table>

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 101 Introduction to Culinary Arts 1</td>
<td>ENG 101 Rhetoric &amp; Composition I 3</td>
</tr>
<tr>
<td>MGMT 102 Business Math 3</td>
<td>CUL 115 Table Service 2</td>
</tr>
<tr>
<td>CUL 110 Professional Food Preparation I 5</td>
<td>CIS 120 Introduction to the PC 1</td>
</tr>
<tr>
<td>OAT 132 Electronic Spreadsheet Basics 1</td>
<td>Total Semester Credits 16</td>
</tr>
</tbody>
</table>

**Spring Semester**

| SPCH 151 Fundamentals of Public Speaking 3 |
| ACCT 105 Basic Accounting Procedures 3 |
| HLTH 152 First Aid-Medical Self Help 2 |
| CUL 111 Professional Food Preparation II 5 |
| CUL 105 Food, Beverage, Labor Cost Control 3 |
| CUL 127 Baking & Pastry 2 |
| **Total Semester Credits** 18 |

**Apply for Graduation Now**

**Second Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 153 Introductory Sociology 3</td>
<td></td>
</tr>
<tr>
<td>CUL 123 Legal Aspects of Food Service Management 3</td>
<td></td>
</tr>
<tr>
<td>CUL 228 Culinary Nutrition for Food Service 3</td>
<td></td>
</tr>
<tr>
<td>CUL 209 Hospitality Management 3</td>
<td></td>
</tr>
<tr>
<td>CUL 114 Garde Manger 3</td>
<td></td>
</tr>
<tr>
<td>Humanities AND/OR Social Science 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong> 18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 206 Menu Development &amp; Pricing 3</td>
<td></td>
</tr>
<tr>
<td>CUL 212 Food Service Purchasing 3</td>
<td></td>
</tr>
<tr>
<td>BUS 101 Introduction to Business 3</td>
<td></td>
</tr>
<tr>
<td>MKT 126 Introduction to Marketing 3</td>
<td></td>
</tr>
<tr>
<td>CUL 230 Internship I 3</td>
<td></td>
</tr>
<tr>
<td>CUL Elective 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong> 18</td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Credits** 71

Students must meet all institutional requirements for the Associate in Applied Science degree.

**CUL Electives**

| CUL 112 Advanced Professional Cooking 3 |
| CUL 113 Soups, Stocks and Sauces 3 |
| CUL 118 Fundamentals of Meat Processing 3 |
| CUL 126 Food Service Sanitation Refresher Course .5 |
| CUL 128 Advanced Professional Baking 2 |
| CUL 129 Cake Decorating I 2 |
| CUL 200 Culinary Competition 2 |
| CUL 231 Internship II 3 |
| CUL 299 Special Topics (with coordinator's approval) 1-3 |
Certificate Programs

Food Service (066B)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 116</td>
<td>Food Service Sanitation OR</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Valid Food Handler's Certificate</td>
<td></td>
</tr>
<tr>
<td>CUL 101</td>
<td>Introduction to Culinary Arts</td>
<td>1</td>
</tr>
<tr>
<td>CUL 110</td>
<td>Professional Food Preparation I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>OAT 132</td>
<td>Electronic Spreadsheet Basics</td>
<td>1</td>
</tr>
<tr>
<td>CUL 111</td>
<td>Professional Food Preparation II</td>
<td>5</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Advanced Professional Cooking</td>
<td>3</td>
</tr>
<tr>
<td>CUL 209</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>CUL 228</td>
<td>Culinary Nutrition for Food Service</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>23</strong></td>
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</tbody>
</table>

Food Service and Management (066C)

Food Service Certificate (066B) 23

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 212</td>
<td>Food Service Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>CUL 230</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td>CUL 231</td>
<td>Internship II</td>
<td>3</td>
</tr>
<tr>
<td>CUL 123</td>
<td>Legal Aspects of Food Service Management</td>
<td>3</td>
</tr>
<tr>
<td>CUL Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

Culinary Arts (066D)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 116</td>
<td>Food Service Sanitation OR</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Valid Food Handler's Certificate</td>
<td></td>
</tr>
<tr>
<td>CUL 101</td>
<td>Introduction to Culinary Arts</td>
<td>1</td>
</tr>
<tr>
<td>CUL 110</td>
<td>Professional Food Preparation I</td>
<td>5</td>
</tr>
<tr>
<td>CUL 111</td>
<td>Professional Food Preparation II</td>
<td>5</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Advanced Professional Cooking</td>
<td>3</td>
</tr>
<tr>
<td>CUL 127</td>
<td>Baking &amp; Pastry</td>
<td>2</td>
</tr>
<tr>
<td>CUL 209</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>CUL 228</td>
<td>Culinary Nutrition for Food Service</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

Some courses have prerequisites. Refer to the Course Description Guide beginning on page 237.

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
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 counselor 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

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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0073)

First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 112 Growth &amp; Development of Children</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 153 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 102 Business Mathematics OR MATH 097 Intermediate Algebra or higher</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15-17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 114 Child Health Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 Rhetoric &amp; Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 151 Health</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 151 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECE 250 Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Apply for Graduation Now

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>Technology Elective</td>
<td>3</td>
</tr>
<tr>
<td>ECE 116 Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 118 Early Childhood Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 121 Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>LIT 293 Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Spring Semester | Semester Credits
ECE 125 Early Childhood Administration | 3
ECE Elective | 3
CUL 116 Food Service Sanitation | 1
HLTH 152 First Aid-Medical Self Help* | 2
Humanities Course | 3
Any 100-level or higher course | 3
**Total Semester Credits** | **15**
**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 HLTH 152 from the program coordinator.

Certificate (0072)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 110 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 112 Growth &amp; Development of Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 114 Child Health Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 151 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 153 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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** | **33**

Some courses have prerequisites. Refer to the Course Description Guide beginning on page 237.

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:
• Public school individual/classroom aide
• Early childhood special education aide
• Headstart teacher
• Child care worker (certificate with one year experience or Associate in Applied Science degree),
• Child care director (Associate of Applied Science degree)
Electrical/Electronics Technology Programs

Associate in
Applied Science Degrees
and/or Certificate Programs in

• Industrial Electricity
• Electronics Technology
• Electrical Technology
• Electrical Design and Management
• Automated Manufacturing Systems
• Microcomputer Hardware Repair

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 and 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 is 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.

Coordinator/Faculty: Thomas Zach, ext. 7456 or 5432; email: thomas.zach@swic.edu
Coordinator/Faculty: Thomas Zach, ext. 7456 or 5432; email: thomas.zach@swic.edu

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 counselor for more information.

In addition, a student can earn a bachelor’s degree by transferring to a college which accepts the Associate in Applied Science degree and offers the Bachelor of Science in technology or comparable degree.

### 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Electronics Technology

#### Associate in Applied Science Degree (0017)

##### First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>EET 101</td>
<td>Intro to Electricity/Electronics</td>
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<tr>
<td>GT 104</td>
<td>Math for Electricity and Electronics</td>
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<td>Rhetoric &amp; Composition I</td>
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<td>Human Well-Being</td>
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<tbody>
<tr>
<td>EET 121</td>
<td>Electronic Devices and Circuits</td>
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<tr>
<td>EET 131</td>
<td>Electrical Wiring Principles</td>
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<td>EET 200</td>
<td>Digital Electronic Circuits</td>
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<tr>
<td>NETW 101</td>
<td>Introduction to Networking</td>
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<tr>
<td>ENG 103</td>
<td>Technical Communication OR</td>
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<tr>
<td>ENG 102</td>
<td>Rhetoric &amp; Composition II OR</td>
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<td>Fundamentals of Public Speaking</td>
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<tr>
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<td>Microcomputer Maintenance – Beginning</td>
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#### Second Year

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<tr>
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<td>Introduction to Microprocessors</td>
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<td>EET 232</td>
<td>Instrumentation Fundamentals</td>
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<td>EET 260</td>
<td>Communications Electronics I</td>
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#### Total Program Credits

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<tr>
<th>Electronics Technology Electives</th>
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<tr>
<td>EET 102</td>
<td>Electrical/Electronics Computer Applications</td>
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<td>EET 201</td>
<td>Wind &amp; Solar Power Installation and Maintenance</td>
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<td>EET 234</td>
<td>Instrumentation Systems</td>
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<td>EET 235</td>
<td>Programmable Logic Controllers</td>
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<td>EET 238</td>
<td>Special Purpose Electrical Devices &amp; Wiring</td>
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<td>EET 239</td>
<td>Advanced PLCs</td>
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<td>EET 240</td>
<td>Motors Drives</td>
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<tr>
<td>EET 241</td>
<td>Electrical Power, Motors &amp; Controls</td>
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<td>EET 242</td>
<td>Electrical Control Systems I</td>
</tr>
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<td>EET 243</td>
<td>NEC for Industrial/Commercial</td>
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<td>EET 244</td>
<td>Electrical Control Systems II</td>
</tr>
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<td>EET 246</td>
<td>Power Generation/Distribution</td>
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<td>EET 247</td>
<td>DC Crane controls</td>
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<tr>
<td>EET 252</td>
<td>Microcomputer Maintenance – Intermediate</td>
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<td>EET 255</td>
<td>Microcomputer Maintenance – Advanced</td>
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<tr>
<td>EET 256</td>
<td>Preparation for A+ Certification</td>
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<td>FCC General License Preparation</td>
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<td>EET 267</td>
<td>Communication Electronics III</td>
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<td>EVE 131</td>
<td>Introduction to Avionics Installation</td>
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<td>EVE 141</td>
<td>Avionics Installation Trends</td>
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<td>EET 280</td>
<td>Variable Speed Drives</td>
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<td>Supervised Internship I</td>
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<td>Supervised Internship IV</td>
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<td>Special Topics Electricity/Electronics</td>
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Apply for Graduation Now
Electronics Technology Certificate (0018)

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<td>Electronic Devices and Circuits</td>
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<td>EET 131</td>
<td>Electrical Wiring Principles</td>
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<td>EET 205</td>
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<td>EET 210</td>
<td>Introduction to Microprocessors</td>
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<tr>
<td>GT 104</td>
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Total Semester Credits: 27

Automated Manufacturing Systems (017B)**

<table>
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<td>Introduction to Robotics</td>
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<td>Instrumentation Fundamentals</td>
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<td>EET 234</td>
<td>Instrumentation Systems</td>
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<td>EET 235</td>
<td>Programmable Logic Controllers</td>
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<td>EET 239</td>
<td>Advanced PLCs</td>
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<td>EET 240</td>
<td>Motors and Drives</td>
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Total Semester Credits: 29

Microcomputer Hardware Maintenance (017C)**

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<td>EET 250</td>
<td>Microcomputer Maintenance – Beginning</td>
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<td>EET 252</td>
<td>Microcomputer Maintenance – Interm.</td>
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<td>EET 255</td>
<td>Microcomputer Maintenance – Advanced</td>
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<tr>
<td>NETW 101</td>
<td>Introduction to Networking</td>
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</table>

Total Semester 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**
  - 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**

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
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<td>Humanities OR Social Science Course</td>
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Total Semester Credits: 17

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<tr>
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<td>EET 200</td>
<td>Digital Electronic Circuits</td>
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<td>EET 131</td>
<td>Electrical Wiring Principles</td>
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<td></td>
<td>EET 121</td>
<td>Electronic Devices and Circuits</td>
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<td>IML 119</td>
<td>Mechanical Systems</td>
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<td></td>
<td>ENG 103</td>
<td>Technical Communication OR</td>
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<td></td>
<td>ENG 102</td>
<td>Rhetoric &amp; Composition II OR</td>
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Total Semester Credits: 17

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<tr>
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<td>Human Relations</td>
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Total Semester Credits: 7

**Apply for Graduation Now**

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<th>Second Year</th>
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<tr>
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<td>EET 243</td>
<td>NEC for Industrial Commercial</td>
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<td>EET 240</td>
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Total Semester Credits: 15

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<td>EET 246</td>
<td>Power Generation/Distribution</td>
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<td>DC Crane Controls</td>
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<td>EET 239</td>
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Total Semester Credits: 15-16

Total Program Credits: 71-72
**Electrical/Electronics Technology Programs** (continued)

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<th>Industrial Electricity Electives</th>
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<td>EET 205 Digital Electronic Circuits II</td>
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<td>EET 210 Introduction to Microprocessors</td>
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<td>EET 225 Microprocessor Interfacing</td>
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<td>EET 231 Introduction to Robotics</td>
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<td>EET 234 Instrumentation Systems</td>
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<td>EET 238 Special Purpose Devices and Wiring</td>
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<td>EET 250 Microcomputer Maintenance – Beginning</td>
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**Industrial Electricity Certificate (0054)**

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<td>EET 121 Electronic Devices and Circuits</td>
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<td>EET 131 Electrical Wiring Principles</td>
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<td>EET 200 Digital Electronics Circuits I</td>
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<td>EET 240 Motors and Drives</td>
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<td>EET 242 Electrical Control Systems I</td>
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<td>EET 246 Power Generation/Distribution</td>
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<td>EET 235 Programmable Logic Controllers</td>
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**Electrical Technology Certificate (053J)**

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<td>EET 121 Electronic Devices and Circuits</td>
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<td>EET 238 Special Purpose Electrical Devices &amp; Wiring</td>
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<td>EET 241 Electrical Power, Motors and Controls</td>
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<td><strong>Total Credits</strong></td>
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**Career Opportunities**

A graduate of the Industrial Electrician program is prepared to work in any of the following areas:

- Electrical repair technician
- Electrical and electronics installer and repairer, commercial and industrial equipment
- Industrial electrician
- Industrial maintenance electrician
- Industrial electrical equipment repairman
- Industrial electrician maintenance specialist
- 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

**Electrical Design and Management**

**Associate in Applied Science Degree (0061)**

**First Year**

**Fall Semester**

<table>
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<tr>
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<td>Rhetoric &amp; Composition I</td>
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<td>GT 104</td>
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**Spring Semester**

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<td>ENG 102</td>
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<td>CMT 244</td>
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<td><strong>Total Semester Credits</strong></td>
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**Apply for Graduation Now**

**Summer Semester**

- Human Relations | 3 |
- Human Well-Being Elective | 2 |
| **Total Semester Credits** | **5** |

**Second Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDM 211</td>
<td>Electrical Code Calculations</td>
<td>3</td>
</tr>
<tr>
<td>EDM 212</td>
<td>Electrical Construction</td>
<td>3</td>
</tr>
<tr>
<td>EDM 223</td>
<td>Electrical Design II</td>
<td>3</td>
</tr>
<tr>
<td>EDM 224</td>
<td>Low Voltage Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMT 258</td>
<td>Contracts &amp; Claims</td>
<td>3</td>
</tr>
<tr>
<td>EET 269</td>
<td>Electrical and Electronics Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDM 221</td>
<td>Electrical Lighting Systems Design</td>
<td>3</td>
</tr>
<tr>
<td>EDM 222</td>
<td>Electrical Estimating</td>
<td>3</td>
</tr>
<tr>
<td>EDM 223</td>
<td>Electrical Design II</td>
<td>3</td>
</tr>
<tr>
<td>EDM 224</td>
<td>Low Voltage Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMT 258</td>
<td>Contracts &amp; Claims</td>
<td>3</td>
</tr>
<tr>
<td>EET 269</td>
<td>Electrical and Electronics Technology Capstone</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>17</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Total Program Credits | **68** |
Career Opportunities
A graduate of the Electrical Design and Management program is prepared to work as a(n):
• Electrical systems designer
• Lighting designer
• Electrical estimator
• Electrical CAD drafter
• Electrical sales technician
• Electrical inspector
• Insurance representative
• Electrical construction project manager
• Emerging green occupations (Design and installation of solar panels; design and maintenance of wind energy; design of electrical systems and lighting for LEED-certified buildings)

Some courses have prerequisites. Refer to the Course Description Guide beginning on page 237.

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) course
CIS Any Computer Information Systems (CIS) course (recommended)
CAD Any Computer-Aided Drafting (CAD) course
ENG 103 Technical Communication
ENG 105 College Reading (Recommended)
GT 106 Technical Mathematics I (or MATH 112)
GT 107 Technical Mathematics II (or MATH 114)
GT 208 Technical Mathematics III (or MATH 203)
PHYS 151 College Physics I
PHYS 152 College Physics II
POLS 150 Intro to American Government
NETW 101 Introduction to Networking
IDP 276 Industrial Hydraulics I
IML 119 Mechanical Systems
IML 169 Industrial Pneumatics
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.

An EMT is prepared to care for patients at the scene and while transporting patients to the hospital under the supervision of a physician via radio communications. 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. They must successfully complete the seven-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 counselor for more information.

About the Program:
This is a seven-semester-credit course that can be completed in one semester. Students enroll in the EMS 110 course. 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 swic.edu/ems. 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 should check the location and schedule of classes to ensure availability and access. Students are responsible for their own transportation and attendance at any of the classes assigned by the program. Students should be aware that health insurance is required during clinical practice. Students are personally responsible for any costs incurred for injuries occurring during their clinical practice.

D. 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 of $13 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.
E. 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)
Students must be eligible for ENG 101 and MATH 94 to enroll in EMS 110.

EMS 110 Emergency Medical Technician 7

Career Opportunities:
Once successfully licensed, the EMT seeks 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. The average annual earnings of EMTs and paramedics are between $24,000 and $34,000 annually.
Fire Science

Coordinator/Faculty: Lee Smith, 618-234-5138

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 counselor 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0057)

First Year

Fall Semester Semester Credits
ENG 101 Rhetoric & Composition I 3
SOC 153 Introductory Sociology 3
FS 101 Principles of Emergency Services 3
FS 102 Fire Behavior and Combustion 3
FS 110 Fire Prevention 3
Human Well-Being Elective(s) 3
Total Semester Credits 18

Spring Semester Semester Credits
SPCH 151 Fundamentals of Public Speaking 3
FS 116 Building Construction for Fire Protection 3
FS 131 Fire Protection Systems 3
FS 170 Strategy & Tactics 3
Social Science Elective*** 3
Total Semester Credits 15

Second year – Fire Protection Administration Option

Fall Semester Semester Credits
SOC 230 Race and Ethnicity in the United States 3
FS 206 Fire Protection Hydraulics 3
FS 231 Fire Service Administration 3
General Humanities Elective*** 3
Physical Science Elective*** 4
Total Semester Credits 16

Spring Semester Semester Credits
MATH 112 College Algebra 4
FS 233 Occup Safety & Health in EMS 3
FS 237 Legal Aspects of FS 3
Humanities-Fine Arts Elective*** 3
Life Sciences Elective*** 4
Total Semester Credits 17

OR

Second Year – Fire-Rescue Specialist Option

Fall Semester Semester Credits
FS 100 Fire Fighter A 4
FS 115 Fire Fighter B 3
FS 120 Fire Service Vehicle Operator 1
FS 130 Fire Fighter C 2
FS 160 Technical Rescue Awareness 1.5
FS 181 Haz Mat First Responder 1.5
FS 205 Fire Apparatus Engineer 3
Total Semester Credits 15

Spring Semester Semester Credits
Fire Science Approved Electives** 18
Total Semester Credits 18

Total Program Credits 66

***Contact Fire Science Coordinator Lee Smith for course specifics if planning to transfer with articulation agreement.

**The following are approved Fire Science Electives

EMS 105 First Responder-EMS 4
EMS 110 Emergency Medical Technician 7
FS 159 Fire Suppression & Rescue .5
FS 200 Fire Service Instructor I 3
FS 201 Fire Officer I 5
FS 210 Fire Service Instructor II 3
FS 211 Fire Officer II 3
FS 260 Vehicle Rescue Operations 3
FS 262 Vertical Rescue Operations 3
FS 263 Vertical Rescue Technician 3
FS 264 Confined Space Rescue Operations 3
FS 266 Trench Rescue Operations 2
FS 280 Hazardous Materials – Awareness .5-1.5
FS 282 Hazardous Materials Technician A 3
FS 285 Hazardous Materials Chemistry 3
FS 299 Special Topics in Fire Science .5-4
HS 100 Intro to Homeland Security 3
AOJ 285 Basic Arson Investigation 4.5

Apply for Graduation Now
Fire Science (continued)

All students must complete graduation degree requirements listed in the front of the blue section for an Associate in Applied Science degree including the requirement for Human Relations course work.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
An AAS graduate of the Fire Science program is prepared to work as a:
- Fire fighter
- Fire inspector
- Public safety officer
- Industrial fire brigade member

Certificates
The following Fire Science certificate options are only open to active fire department members, rescue team members or emergency medical service providers. The approval of the program coordinator and official sponsorship by the student's fire department or employer may be required for enrollment.

Fire Fighter I & II (057A)
- FS 100 Fire Fighter A 4
- FS 115 Fire Fighter B 3
- FS 120 Fire Service Vehicle Operator 1
- FS 130 Fire Fighter C 2
- FS 160 Technical Rescue Awareness .5
- FS 181 Hazardous Materials First Responder 1.5
Total Credits 12

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 160 Technical Rescue Awareness .5
- FS 260 Vehicle Rescue Operations 3
Total Credits 3.5

Rope Rescue Operations (057L)
- FS 160 Technical Rescue Awareness .5
- FS 262 Vertical Rescue Operations 3
Total Credits 3.5

Rope Rescue Technician (057M)
- FS 160 Technical Rescue Awareness .5
- FS 263 Vertical Rescue Technician 3
Total Credits 6.5

Confined Space Rescue Operations (057N)
- FS 160 Technical Rescue Awareness .5
- FS 264 Confined Space Rescue Operations 3
Total Credits 3.5

Trench Rescue Operations (057P)
- FS 160 Technical Rescue Awareness .5
- FS 266 Trench Rescue Operations 2
Total Credits 2.5

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.
Graphic Communications

For more computer classes, see:
Computer Information Systems
Network Design and Administration
Office Administration and Technology
Web Designer
Web Development and Administration

Coordinator/Faculty: Diane DiTucci, 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.

<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.</td>
</tr>
</tbody>
</table>

Graphic Communications (0140)
Associate in Applied Science Degree

First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Basic Design I</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Operating System Basics</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Basic Web Page Design</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Internet Essentials</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Computer Graphics</td>
</tr>
<tr>
<td>CIS 172</td>
<td>Photoshop</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 232</td>
<td>Graphic Communications I</td>
</tr>
<tr>
<td>CIS 173</td>
<td>Graphics and Animation</td>
</tr>
<tr>
<td>CIS 174</td>
<td>HTML</td>
</tr>
<tr>
<td>CIS 257</td>
<td>Electronic Publishing</td>
</tr>
<tr>
<td>CIS 272</td>
<td>Advanced Photoshop</td>
</tr>
<tr>
<td>English OR Journalism Elective OR SPCH 151</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

Apply for Graduation Now

Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 240</td>
<td>Digital Imaging</td>
</tr>
<tr>
<td>CIS 147</td>
<td>Fonts &amp; Type</td>
</tr>
<tr>
<td>CIS 148</td>
<td>Document Management</td>
</tr>
<tr>
<td>CIS 176</td>
<td>Web Development I</td>
</tr>
<tr>
<td>Graphic Communications Elective</td>
<td></td>
</tr>
<tr>
<td>Humanities OR Social Science Elective*</td>
<td></td>
</tr>
<tr>
<td>Human Well-Being</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 210</td>
<td>Web Design and Usability</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Advanced Graphics Applications</td>
</tr>
<tr>
<td>CIS 296</td>
<td>Web &amp; Graphics Internship</td>
</tr>
<tr>
<td>Graphic Communications Elective</td>
<td></td>
</tr>
<tr>
<td>Humanities OR Social Science Elective</td>
<td></td>
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<tr>
<td>Communications/Humanities/Social Science/</td>
<td></td>
</tr>
<tr>
<td>Human Well-Being Elective*</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Credits**: 68-70

**Graphic Communications Electives:**
- ART 233 Graphic Communications II 3
- BUS 280 Copyright/Trademark/Patent Law 3
- CIS 185 Introduction to Information Technology 3
- MKT 226 Online Marketing 3
- MKT 227 SEO & Web Analytics for Marketing 3
- OAT 156 Microsoft Office Suite I 3

*All students must complete graduation requirements listed in the front of the blue pages of this catalog for an Associate in Applied Science degree including the requirements for Human Relations course work.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.
Certificate Programs

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Graphic Communications I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 147</td>
<td>Fonts &amp; Type</td>
<td>2</td>
</tr>
<tr>
<td>CIS 148</td>
<td>Document Management</td>
<td>1</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 172</td>
<td>Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>CIS 174</td>
<td>HTML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 257</td>
<td>Electronic Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 259</td>
<td>Advanced Graphics Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 272</td>
<td>Advanced Photoshop</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
Graphic Communications students 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

Coordinator/Faculty: Marijo Klingler, ext. 5385
Faculty: Stacy Hairston
Coordinators’ Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

Career Overview:
The SWIC Health Information Technology program prepares students to work as medical record/health information technicians. Health information technicians have a low level of patient contact. They ensure the quality of medical records by verifying the completeness, accuracy and proper entry of patient information into computer systems. They may also use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. They 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.

Contact an academic counselor to assist with career exploration.

About the Program:
• Two-year degree, Associate in Applied Science degree
• Selective admission for fall semester start
• Applications are accepted Sept. 1, 2014 to April 1, 2015
• 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

Licensure 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 registration examination. 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. Our accreditation status means SWIC has met the standards required and helps to assure the public that our curriculum will graduate competent clinicians. It also allows the college's HIT graduates to take the 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. 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 reapply the following year. Refer to the HIT Application Planning Guide for specific application requirements and to enhance your potential for admission to this competitive application process. Application Planning Guides are located at swic.edu/apply, the Counseling Centers, Enrollment Services or the Health Science coordinators' assistant.

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 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. Information on the ACT test, the numerical ranking procedure and the admission process is available from the SWIC Office of Enrollment Services. 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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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. 5541/5542, or the Counseling Center at 618-235-2700, ext. 5206, to obtain information of a possible application deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants 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 April 1, 2014.

Program Capacity:
The Health Information Technology program generally accepts 20 students each fall semester.

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 and can be completed prior to admission.
Health Information Technology (continued)

1. The HIT courses are only offered at the Belleville Campus during the day. Some courses may be delivered in an online or hybrid method.

2. The Professional Practice Experience course work 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 swi.edu/hit-faq. 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 education 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 prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibits the student from participation in the PPE portion of their program and will result in program dismissal:

- Assault
- Murder
- Arson
- Sexual offenses
- Burglary
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request.

Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Positive drug testing results from the use of illegal drugs or prescription medication the student does not have a prescription for in his/her name will also result in dismissal. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

Program acceptance is contingent upon meeting deadlines for completion of the screening requirements and results which allow the student to participate in the clinical portion of the program. Program acceptance letters will include directions for accessing and purchasing the online screening for criminal background checks.

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 reapply 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 prerequisite. 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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 157</td>
<td>5</td>
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<tr>
<td>ENG 101</td>
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<td>HIT 110</td>
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<td>HIT 130</td>
<td>3</td>
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<td>Approved Electives**</td>
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<table>
<thead>
<tr>
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<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 158</td>
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<td>HIT 151</td>
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<td>HIT 160</td>
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<td>HIT 170</td>
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<td>SPCH 151</td>
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<td>HIT 210</td>
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#### Apply for Graduation Now

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Fall semester</td>
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<tr>
<td>PSYC 151</td>
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<td>HIT 200</td>
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<tr>
<td>HIT 220</td>
<td>4</td>
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<td>HIT 230</td>
<td>2</td>
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<tr>
<td>HIT 245</td>
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<td>HIT 161</td>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>HIT 250</td>
<td>2</td>
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<tr>
<td>HIT 260</td>
<td>3</td>
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<tr>
<td>HIT 270</td>
<td>4</td>
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<td>HIT 240</td>
<td>2</td>
</tr>
<tr>
<td>HIT 290</td>
<td>1</td>
</tr>
<tr>
<td>Human Relations Course*</td>
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</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

*See front of AAS degree pages for listing of all Human Relations Course options.

**Electives may be selected from any of the following areas: Business, English, Foreign Language, Biology, Chemistry, Math, Physics, Political Science, Computer Science, MGT 213, PSYC 160; PSYC 200; PSYC 250; PSYC 254; PSYC 265; or EMS 110. Students are strongly encouraged to take courses that utilize computers, if their schedules permit.

*** Pending ICCB approval

### 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

Coordinator/Faculty: Keith Otten, ext. 7448/5175; email: keith.otten@swic.edu  
Faculty: Michael Roeder  
Dean: Bradley Sparks

The SWIC Heating, Ventilation, Air Conditioning and Refrigeration program prepares students for careers in the HVAC industry. The industry is changing and trained personnel are in great demand.

Students may earn an Associate in Applied Science degree in HVAC or an HVAC 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 counselor 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (0037)

**First Year**

<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>ENG 101 Rhetoric &amp; Composition I</th>
<th>3</th>
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<tbody>
<tr>
<td></td>
<td>HVAR 100 Fitting, Fusion and Fabrication</td>
<td>4</td>
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<tr>
<td></td>
<td>HVAR 101 Refrigeration &amp; Air Conditioning Principles I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 103 Basic Electrical Controls &amp; Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Human Relations Course</td>
<td>3</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>GT 105 Introduction to Technical Math OR</th>
<th>4</th>
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<tbody>
<tr>
<td></td>
<td>MATH 112 College Algebra OR higher level Math</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 152 Advanced Refrigeration &amp; A.C. Principles</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 153 Heating Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 201 Psychrometrics &amp; Load Calculations</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>16</td>
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<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>HVAR 256 Advanced Elect. Controls &amp; Systems*</th>
<th>4</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>HVAR 203 High Efficiency Heating Systems* OR</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HVAR 280 Commercial Cooking Equipment I</td>
<td>4</td>
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<td><strong>Total Semester Credits</strong></td>
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**Apply for Graduation Now**

<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>HVAR 202 Commercial Refrigeration I</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>HVAR 208 Intro to HVAC Computer Applications</td>
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<tr>
<td></td>
<td>HVAR 211 Distribution Panels &amp; Elect. Building Wiring</td>
<td>3</td>
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### Spring Semester

<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>HVAR 251 Commercial Refrigeration II</th>
<th>4</th>
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<tbody>
<tr>
<td></td>
<td>HVAR 252 Air Conditioning and Heating Sys. Design</td>
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</tr>
<tr>
<td></td>
<td>HVAR 253 Licensing &amp; Certification Prep**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HVAR 258 Natl Electrical Code Interpretation</td>
<td>3</td>
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<tr>
<td></td>
<td>HVAR 260 Refrigerant Transition/Recovery Cert.</td>
<td>.5</td>
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<tr>
<td></td>
<td>HVAR 262 Air Delivery Systems Mtls. &amp; Mthds.</td>
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<td><strong>Total Semester Credits</strong></td>
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</table>

**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)

<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>HVAR 100 Fitting, Fusion and Fabrication</th>
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<tbody>
<tr>
<td></td>
<td>HVAR 101 Refrig &amp; A.C. Principles I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 103 Basic Elect. Controls and Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 152 Advanced Refriger. &amp; A.C. Principles</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 153 Heating Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 201 Psychrometrics &amp; Load Calculations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 202 Commercial Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 203 High Efficiency Heating Systems**</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>HVAR 280 Commercial Cooking Equipment I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 251 Commercial Refrigeration II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 252 Air Conditioning &amp; Heating Sys. Design</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HVAR 256 Advanced Electrical Controls</td>
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</tr>
<tr>
<td></td>
<td>HVAR 258 Natl Electrical Code Interpretation</td>
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</tr>
<tr>
<td></td>
<td>HVAR 260 Refrigerant Transition/Recovery Cert.</td>
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</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</table>

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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### 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
Horticulture

Coordinator/Faculty: Kurt Range

Dean: Amanda Starkey

A career in horticulture provides opportunities for employment as a landscape designer; a golf-course superintendent; grounds superintendent for a school, college, park, industrial complex or municipality; turf manager for construction contractor, country club or highway department; retail or wholesale greenhouse operator; floral designer; garden center manager 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. Students not able to perform the essential functions of the job of vegetable manager.

All degree and certificate students must take assessment placement test before entering the program.

See the program coordinator or an academic counselor for more information.

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0005)
Courses common to all options
First Year
Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>Principles of Biology I OR</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 151</td>
<td>Fundamental Botany</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 102</td>
<td>Intro to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 132</td>
<td>Garden Center &amp; Nursery Mgmt</td>
<td>4</td>
</tr>
<tr>
<td>HORT Option Courses and HORT Electives</td>
<td>2-3</td>
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</table>

Total Semester Credits: 16-17

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>MGMT 102</td>
<td>Business Mathematics OR</td>
<td>3-4</td>
</tr>
<tr>
<td>ACCT 105</td>
<td>Basic Accounting Procedures OR</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>HORT 152</td>
<td>Greenhouse Management</td>
<td>4</td>
</tr>
<tr>
<td>HORT 136</td>
<td>Identification &amp; Use of Ornamentals</td>
<td>3</td>
</tr>
<tr>
<td>HORT Option Courses and HORT Electives</td>
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Total Semester Credits: 13-18

Summer Semester

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<tr>
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<th>Semester Credits</th>
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<tbody>
<tr>
<td>HLTH 151</td>
<td>Personal Health and Wellness OR</td>
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</tr>
<tr>
<td>HLTH 152</td>
<td>First Aid-Medical Self Help</td>
<td>2</td>
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<tr>
<td>HORT 135</td>
<td>Turf Management</td>
<td>4</td>
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<tr>
<td>HORT 287</td>
<td>Supervised Intern Employment</td>
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Total Semester Credits: 8

Apply for Graduation Now

Second Year
Fall Semester

<table>
<thead>
<tr>
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<th>Semester Credits</th>
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<tbody>
<tr>
<td>HORT 215</td>
<td>Horticultural Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>HORT 288</td>
<td>Supervised Intern Employment</td>
<td>4</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Technical Communication OR</td>
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<tr>
<td>HORT Option Courses and HORT Electives</td>
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Total Semester Credits: 16-17

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HORT 226</td>
<td>Landscaping</td>
<td>3</td>
</tr>
<tr>
<td>HORT 298</td>
<td>Horticultural Project</td>
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</tr>
<tr>
<td>Humanities OR Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HORT Option Courses and HORT Electives</td>
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<tr>
<td>Human Relations Elective</td>
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Total Semester Credits: 16-17

Total Program Credits: 69-77

Options available: please select one of the following options
General Horticulture

<table>
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<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HORT 112</td>
<td>Media &amp; Fertility</td>
<td>6</td>
</tr>
<tr>
<td>HORT 165</td>
<td>Floral Design I</td>
<td>2</td>
</tr>
<tr>
<td>HORT 195</td>
<td>Indoor Plant Culture and Gardening</td>
<td>3</td>
</tr>
<tr>
<td>HORT 120</td>
<td>Container Gardening</td>
<td>2</td>
</tr>
<tr>
<td>HORT Electives</td>
<td>2</td>
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Turf Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 112</td>
<td>Media &amp; Fertility</td>
<td>6</td>
</tr>
<tr>
<td>HORT 235</td>
<td>Advanced Turf Management</td>
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<tr>
<td>HORT Electives</td>
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</table>

Floral Design

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>HORT 165</td>
<td>Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT 168</td>
<td>Floral Shop Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 195</td>
<td>Indoor Plant Culture and Gardening</td>
<td>3</td>
</tr>
<tr>
<td>HORT 265</td>
<td>Advanced Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT 120</td>
<td>Container Gardening</td>
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<tr>
<td>HORT Electives</td>
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Nursery and Landscaping

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>HORT 112</td>
<td>Media &amp; Fertility</td>
<td>6</td>
</tr>
<tr>
<td>HORT 228</td>
<td>Computer-Aided Landscaping</td>
<td>3</td>
</tr>
<tr>
<td>HORT 237</td>
<td>Arboriculture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 275</td>
<td>Grounds Maintenance</td>
<td>4</td>
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Greenhouse

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>HORT 112</td>
<td>Media &amp; Fertility</td>
<td>6</td>
</tr>
<tr>
<td>HORT 195</td>
<td>Indoor Plant Culture and Gardening</td>
<td>3</td>
</tr>
<tr>
<td>HORT 252</td>
<td>Advanced Greenhouse Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 120</td>
<td>Container Gardening</td>
<td>2</td>
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<tr>
<td>HORT Electives</td>
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</table>

Fruits and Vegetables

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 112</td>
<td>Media &amp; Fertility</td>
<td>6</td>
</tr>
<tr>
<td>HORT 175</td>
<td>Home Gardening</td>
<td>3</td>
</tr>
<tr>
<td>HORT 242</td>
<td>Fruit Production</td>
<td>3</td>
</tr>
<tr>
<td>HORT 262</td>
<td>Small Fruit Production</td>
<td>2</td>
</tr>
<tr>
<td>HORT 280</td>
<td>Vegetable Gardening</td>
<td>2</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HORT 102</td>
<td>Intro to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 136</td>
<td>Identification &amp; Use of Ornamentals</td>
<td>3</td>
</tr>
<tr>
<td>HORT 152</td>
<td>Greenhouse Management</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 112</td>
<td>Media &amp; Fertility</td>
<td>6</td>
</tr>
</tbody>
</table>

Horticulture courses chosen from the two-year Associate in Applied Science degree program

| Total Credits | 28 |

Floral Design Certificate (006A)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Business Mathematics OR</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 105</td>
<td>Basic Accounting Procedures</td>
<td></td>
</tr>
<tr>
<td>HORT 102</td>
<td>Intro to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HORT 165</td>
<td>Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT 168</td>
<td>Floral Shop Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 195</td>
<td>Indoor Plant Culture and Gardening</td>
<td>3</td>
</tr>
<tr>
<td>HORT 265</td>
<td>Advanced Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT 120</td>
<td>Container Gardening</td>
<td>2</td>
</tr>
<tr>
<td>HORT Electives</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

| Total Credits | 28 |

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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

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 program prepares students for para-professional employment in the human services field. Students have the option of taking courses in a variety of areas or specializing in youth care, elder care, criminal justice social services or rehabilitation services.

Many of the courses in this program will also apply toward the first two years of a baccalaureate degree in social work or in a related human services field. Due to differences in four-year institutional program requirements, students are encouraged to consult the program coordinator or an academic counselor for transfer information.

For those already employed in the human services field, courses apply toward continuing education requirements.

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree in Human Services Technology (0078)

First Year
Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 105</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>HMS 100</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 151</td>
<td>3</td>
</tr>
<tr>
<td>SOC 153</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>HMS 200</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 152</td>
<td>3</td>
</tr>
<tr>
<td>SOC 203</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 155</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 152</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Apply for Graduation Now

Second Year
Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS 250</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>3</td>
</tr>
<tr>
<td>SOC 230</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>OR</td>
</tr>
<tr>
<td>LIT 215</td>
<td>OR</td>
</tr>
<tr>
<td>PSYC 295</td>
<td>OR</td>
</tr>
<tr>
<td>SOC 255</td>
<td>3</td>
</tr>
<tr>
<td><strong>Approved Electives</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS 280</td>
<td>4</td>
</tr>
<tr>
<td>POLS 150</td>
<td>3</td>
</tr>
<tr>
<td>SOC 265</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits** 64

* Recommended approved electives and areas of specialization

**Youth Care:**

- AOJ 153 Juvenile Delinquency
- ECE 112 Growth and Development of Children
- ECE 116 Children with Special Needs
- PSYC 250 Child Development
- PSYC 251 Adolescent Development
- SOC 255 The Family

**Elder Care:**

- HRO 150 Fundamentals of Nutrition
- PSYC 210 Life Span Development
- PSYC 253 Adult Development and Aging
- PSYC 254 Death and Dying

**Criminal Justice Social Services:**

- AOJ 100 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.

Course work 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

**Career Opportunities**

The Associate in Applied Science program prepares students for employment as entry-level, para-professional human services workers. Human services workers are employed by public and private social service agencies and organizations in many specialized areas such as:

- Youth care
- Elder care
- Criminal justice
- Rehabilitation services
Industrial Maintenance Mechanics

Coordinator: Mark Bosworth, ext. 7457;
email: mark.bosworth@swic.edu
Faculty: Lou Marino

Dean: Bradley Sparks

The Industrial Maintenance Mechanics program at SWIC prepares students with the skills and experience necessary to enter the workforce as an entry-level mechanic in an industrial facility. Students will learn multiple disciplines which include machining, pipefitting, mechanical, welding and electricity. Industrial maintenance mechanics maintain and repair a variety of equipment used in many different plants such as steel mills, oil refineries, power plants, and food and beverages industries. Because factories and other facilities cannot afford to have machinery out of service for long periods, industrial maintenance mechanics are there to keep the equipment maintained and running.

Important Information
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053D)

Program Prerequisite    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  120  Mechanical Blueprint Reading I  3
GT  104  Math for Electronics  4
HLTH  151  Personal Health and Wellness  2
Total Semester Credits  17.5

Spring Semester    Semester Credits
IDP  276  Industrial Hydraulics I  4
IML  119  Mechanical Systems  4
IML  133  Industrial Rigging  4
ENG  101  Rhetoric & Composition I  3
Social Science Course  3
Total Semester Credits  18

Summer Semester    Semester Credits
IML  125  Industrial Maintenance Welding  4

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Second Year
Fall Semester    Semester Credits
EET  101  Intro to Electricity/Electronics  5
EET  200  Digital Electronic Circuits I  3
EET  235  Programmable Logic Controllers  3
EET  243  NEC for Industrial/Commercial  3
Total Semester Credits  17

Spring Semester    Semester Credits
IDP  116  Industrial Pipefitter A  4
EET  239  Advanced PLCs  3
EET  241  Electrical Power, Motors and Controls  4
Human Relations Course  3
Total Semester Credits  14

Total Program Credits  70.5

Industrial Maintenance Mechanics Certificate (054D)

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  4
GT  104  Math for Electricity and Electronics  4
Total Credits  48

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 work force for industrial maintenance mechanics is projected to grow 12 percent until 2016. 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
Industrial Pipefitting

Coordinator: Mark Bosworth, ext. 7457; email: mark.bosworth@swic.edu
Faculty: Lou Marino
Dean: Bradley Sparks

The Industrial Pipefitting program offers both a certificate and an Associate in Applied Science degree option. The courses required by the program provide core knowledge and basic skills for people wishing to enter the pipefitting craft and provides a good foundation for a continuing and developing career path in that business.

Students learn how to measure, cut, set up, lay out and install piping systems using a variety of materials, fittings and joining methods. Pipefitting is closely associated with plumbing. This is not a residential plumbing program, although some plumbing skills are covered. The program focuses on pipefitting skills and knowledge required for industrial and construction application. Associated topics, which are studied as part of this program, are: heat exchanges, valves, steam traps, boilers and fire suppression systems. See the program coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053E)

First Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter A</td>
<td>4</td>
</tr>
<tr>
<td>GT</td>
<td>Intro to Technical Math OR</td>
<td>4</td>
</tr>
<tr>
<td>MATH</td>
<td>College Algebra OR higher level Math</td>
<td>4</td>
</tr>
<tr>
<td>IML</td>
<td>Mechanical Blueprint Reading I</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HLTH</td>
<td>Health</td>
<td>2</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter B</td>
<td>4</td>
</tr>
<tr>
<td>PMT</td>
<td>Industrial Metallurgy I</td>
<td>2</td>
</tr>
<tr>
<td>Social Science Course</td>
<td>3</td>
<td></td>
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<tr>
<td>Approved Elective</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

Apply for Graduation Now

Second Year

Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter C</td>
<td>4</td>
</tr>
<tr>
<td>WLDN</td>
<td>Industrial Welder I</td>
<td>4</td>
</tr>
<tr>
<td>Technical Elective* OR approved Elective</td>
<td>4</td>
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<tr>
<td>Total Semester Credits</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter D</td>
<td>4</td>
</tr>
<tr>
<td>IDP</td>
<td>Industrial Hydraulics I</td>
<td>4</td>
</tr>
<tr>
<td>Human Relations Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Total Program Credits 61

*Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix

All students must complete graduation degree requirements listed at the beginning of the blue pages in this catalog for an Associate in Applied Science degree as well as the requirements specified for Human Relations and Constitution.

Industrial Pipefitting Certificate (054E)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT</td>
<td>Industrial Metallurgy I</td>
<td>2</td>
</tr>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter A</td>
<td>4</td>
</tr>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter B</td>
<td>4</td>
</tr>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter C</td>
<td>4</td>
</tr>
<tr>
<td>IDP</td>
<td>Industrial Pipefitter D</td>
<td>4</td>
</tr>
<tr>
<td>IDP</td>
<td>Industrial Hydraulics I</td>
<td>4</td>
</tr>
<tr>
<td>WLDN</td>
<td>Industrial Welder I</td>
<td>4</td>
</tr>
<tr>
<td>GT</td>
<td>Intro to Technical Math 105</td>
<td>4</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities

Graduating students can find employment in manufacturing plants and on construction sites. A graduate of the Industrial Pipefitting program is prepared to work as a(n):

- Industrial pipefitter
- Plumber
- Steamfitter
- Sprinklerfitter
Management

Coordinator/Faculty: Sue Taylor, ext. 5434
Faculty: Tom Bilyeu

Dean: Janet Fontenot

The Management Associate in Applied Science degree program focuses on skills needed to develop and manage a small business. Since the mid-1990s, small businesses have created 60-80 percent of the net new jobs in the United States. 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 course work. 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 a counselor or the program coordinator for more information including the master course schedule. The schedule is also available on the degree program Web page: swic.edu/mgmt.

**facebook.com/swic.aas.amm**

**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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

**Associate in Applied Science Degree (049B)**

**First Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>4</td>
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<tr>
<td>MKT 126</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 106</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 111</td>
<td>4</td>
</tr>
<tr>
<td>MKT 226</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 219</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 201</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 151</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Apply for Graduation Now

**Second Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 213</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 204</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 241</td>
<td>3</td>
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<tr>
<td>OAT 261</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 151</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>3</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 215</td>
<td>3</td>
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<tr>
<td>MGMT 217</td>
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<td>MKT 242</td>
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<td>MKT 243</td>
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<td>MKT 228</td>
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<tr>
<td>MGMT 270</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Human Well-Being**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Program Credits</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>

**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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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**

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 213</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 214</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 217</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 219</td>
<td>3</td>
</tr>
<tr>
<td>MKT 126</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 240</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Course availability varies from semester to semester. Ask your counselor or the Business Division for a master course schedule.
Management (continued)

Entrepreneur (049D)
The Entrepreneur certificate is designed to meet the needs of people who are interested in opening a business but want further guidance. The certificate consists of three one-semester-credit courses which are listed below. Students will begin with a review of issues common to most entrepreneurs including personal readiness to meet the challenges of owning one's own business. Students in the program will also discuss what to expect in the first year of operation. Upon successful completion of the Business Plan Basics course, the student will have a basic plan to start his or her own small business.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 201</td>
<td>Entrepreneur Basics</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 202</td>
<td>Entrepreneur: First Year</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 203</td>
<td>Business Plan Basics</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
A successful graduate of the Management AAS program is prepared to work in administrative and entry-level supervisory positions in a small business. Graduates with an interest in starting a business have the knowledge to prepare a detailed business plan. For more job market information, go to the Bureau of Labor Statistics website at http://www.bls.gov/oco/.

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Marketing
Coordinator/Faculty: Sue Taylor, ext. 5434
Faculty: Tom Bilyeu
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 a counselor or the program coordinator for more information including the master course schedule. The schedule is also available on the degree program Web page: swic.edu/mkt.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>MGMT 202</td>
<td>Entrepreneur: First Year</td>
<td>1</td>
</tr>
<tr>
<td>MGMT 203</td>
<td>Business Plan Basics</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Apply for Graduation Now

Coordinator/Faculty: Sue Taylor, ext. 5434
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<tr>
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<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 201</td>
<td>Entrepreneur Basics</td>
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</tr>
<tr>
<td>MGMT 202</td>
<td>Entrepreneur: First Year</td>
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</tr>
<tr>
<td>MGMT 203</td>
<td>Business Plan Basics</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

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Career Opportunities
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Associate in Applied Science Degree (0031)
First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGMT 102</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MKT 126</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 155</td>
<td>Basic Web Page Design</td>
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<table>
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<tr>
<th>Semester</th>
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<tbody>
<tr>
<td>Spring</td>
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<tr>
<td></td>
<td>CIS 172</td>
<td>Photoshop</td>
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<td></td>
<td>OAT 185</td>
<td>Database Applications</td>
<td>3</td>
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<td></td>
<td>OAT 261</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MKT 226</td>
<td>Online Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MKT 231</td>
<td>Consumer &amp; Market Behavior**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Well-Being</td>
<td>2</td>
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</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>18</strong></td>
<td></td>
</tr>
</tbody>
</table>

Apply for Graduation Now
**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 course work 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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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 skill set with marketing course work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 126</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 226</td>
<td>Online Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 227</td>
<td>SEO &amp; Web Analytics for Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 228</td>
<td>Social Media Tools</td>
<td>3</td>
</tr>
<tr>
<td>MKT 231</td>
<td>Consumer &amp; Market Behavior**</td>
<td>3</td>
</tr>
<tr>
<td>MKT 242</td>
<td>Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>MKT 229</td>
<td>Marketing Plans**</td>
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</tr>
<tr>
<td>MGMT 240</td>
<td>Ethics in the Workplace</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<td><strong>22</strong></td>
</tr>
</tbody>
</table>

**eMarketing (031F)**
This is an 11 semester-credit version of the 22 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 155</td>
<td>Basic Web Page Design</td>
<td>1</td>
</tr>
<tr>
<td>CIS 161</td>
<td>HTML Basics</td>
<td>1</td>
</tr>
<tr>
<td>MKT 226</td>
<td>Online Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 228</td>
<td>Social Media Tools</td>
<td>3</td>
</tr>
<tr>
<td>MKT 227</td>
<td>SEO &amp; Web Analytics for Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>11</strong></td>
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</tbody>
</table>

**Career Opportunities**
A successful graduate of the Marketing program is prepared to work as:
- Sales representative
- Merchandiser
- Customer service representative
- Retail manager
- Marketing professional in a small business


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Massage Therapy

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, NCTMB
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. MT’s 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 an academic counselor to assist with career exploration.

About the Program
• One-year certificate program or two-year Associate in Applied Science degree
• Fall and spring start
• COMPASS test required, students must be eligible for ENG 101 and MATH 94
• MT courses offered at The Body Therapy Center and School of Massage

Certification/Licensure Requirements
Upon successful completion of the one-year, 759-hour Massage Therapy curriculum, graduates are awarded a Massage Therapy Certificate and are eligible to take the national certification examination. The States of Illinois and Missouri require successful completion of the National Certification Examination or 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, http://www.amtamassage.org/about/lawstate.html.

Program Overview:
The Massage Therapy Certificate program is a 37.5-semester-credit; one year program, which can be completed in three semesters. Courses include MT technical courses and assigned clinical experiences/practicums. The curriculum includes: anatomy, physiology and pathology related to massage, including Western and non-Western philosophies, kinesiology basics, client assessment, specific therapeutic massage applications 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 LTD in Swansea, Ill.

Clinical practicum courses are completed at The Body Therapy Center and School of Massage and at off-site locations for special events. Students may periodically be required to travel outside of the college district for clinical 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 begin each summer semester. Students must demonstrate proof of a PT/PTA degree from an accredited school by submission of a college transcript or a current PT/PTA license. The accelerated MT certificate can be completed by December. The summer semester requires classroom attendance 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 course work of the MT curriculum has been approved by the IPTA for PT/PTA CEU credits.

Degree Option:
The college also offers an Associate of Applied Science degree in Massage Therapy. The AAS in MT degree is a 69-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:
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 the COMPASS placement test.** COMPASS results must qualify the student for enrollment in ENG 101 or greater and MATH 94 or greater. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the 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. 7364.

**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 under MT program. 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. 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 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. When beginning the program in the fall, students may choose to attend the afternoon or evening classes. There are 20 seats in each group. In the spring semester, there are 20 seats for morning only classes. All courses must be completed during the semesters indicated, unless permission is given by the program coordinator. A grade of “C” or better is required for all courses in the certificate.

H. All massage tables, chairs, pillows and supplies are provided by the school. Students are required to purchase their own sheets and pillow case(s). Attire for clinical practicum is black pants and solid color tops.

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**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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

**Associate in Applied Science Degree (027B) and Certificate (027A)**

**FIRST YEAR**

**Massage Therapy Certificate (027A)** is the fall/spring/summer course listing

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tr>
<td>Fall</td>
<td>MT 101</td>
<td>MT 201</td>
<td>MT 200</td>
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<tr>
<td></td>
<td>Therapeutic Massage I</td>
<td>Therapeutic Massage II</td>
<td>Business Practice in Massage Therapy</td>
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<tr>
<td></td>
<td>MT 102</td>
<td>MT 202</td>
<td>MT 220</td>
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<td>Body Structure and Function I</td>
<td>Body Structure and Function II</td>
<td>Pathology for the Massage Therapist</td>
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<td>MT 160</td>
<td>MT 203</td>
<td>MT 280</td>
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<td>Movement and Massage</td>
<td>Complimentary Techniques</td>
<td>Clinical Practicum III</td>
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<td>MT 190</td>
<td>MT 210</td>
<td>MT 270</td>
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<td>Clinical Practicum I</td>
<td>Introduction to NMT</td>
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**SECOND YEAR**

**Required for AAS (027B) degree completion**

<table>
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<tr>
<th>Semester</th>
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<tbody>
<tr>
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<td>ENG 101</td>
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<td>Rhetoric &amp; Composition I</td>
<td>Word Processing Basics</td>
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<td>PSYC 151</td>
<td>OAT 131</td>
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<td>General Psychology</td>
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<td>OAT 132</td>
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<td>Electronic Spreadsheet</td>
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<td></td>
<td>PE 141</td>
<td>OR 130</td>
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<td></td>
<td>Yoga I OR</td>
<td>OAT 130 AND</td>
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<td>PE 145</td>
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| Total Semester Credits | 16.5 |

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179
### Spring Semester

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<td>SPCH 155</td>
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</tr>
<tr>
<td>SOC 153</td>
<td>Introductory Sociology</td>
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</tr>
<tr>
<td>MGMT 102</td>
<td>Business Mathematics</td>
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**Total Program Credits**: 69

**Approved electives**:

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<td>MT 210</td>
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<td>MT 211</td>
<td>NMT for LE</td>
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</tr>
<tr>
<td>MT 212</td>
<td>NMT for the Torso &amp; Pelvis</td>
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</tr>
<tr>
<td>MT 213</td>
<td>NMT for the Upper Extremity</td>
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<tr>
<td>MT 214</td>
<td>NMT for the Cervical Spine &amp; Cranium</td>
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</tr>
<tr>
<td>MT 230</td>
<td>Stretching-Neck &amp; Shoulders</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 240</td>
<td>Stretching: Hips &amp; Back</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 250</td>
<td>Stretching: Hands &amp; Feet</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 285</td>
<td>Biodynamic Cranio Sacral Therapy</td>
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</tr>
<tr>
<td>MT 287</td>
<td>Wellness &amp; Body Mechanics</td>
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<td>MT 288</td>
<td>Fascial Anatomy</td>
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<tr>
<td>BIOL 106</td>
<td>Environmental Science</td>
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<tr>
<td>BIOL 157</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>BIOL 158</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>5</td>
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<td>HRO 100</td>
<td>Medical Terminology</td>
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<tr>
<td>HLTH 152</td>
<td>First Aid-Medical Self Help</td>
<td>2</td>
</tr>
<tr>
<td>HLTH 154</td>
<td>Nutrition, Exercise and Weight Management</td>
<td>2</td>
</tr>
<tr>
<td>PE 115</td>
<td>Personal Defense Karate</td>
<td>1</td>
</tr>
<tr>
<td>PE 150</td>
<td>Intro to Exercise Science</td>
<td>3</td>
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<tr>
<td>MKT 126</td>
<td>Intro to Marketing</td>
<td>3</td>
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<td>PSYC 210</td>
<td>Life-Span Development</td>
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<td>PSYC 225</td>
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<td>PSYC 252</td>
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<td>Death and Dying</td>
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<tr>
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*Approved electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
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<tr>
<td>MT 210</td>
<td>Introduction to NMT</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 211</td>
<td>NMT for LE</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 212</td>
<td>NMT for the Torso and Pelvis</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 213</td>
<td>NMT for the Upper Extremity</td>
<td>1.5</td>
</tr>
<tr>
<td>MT 214</td>
<td>NMT for the Cervical Spine &amp; Cranium</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
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</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 210</td>
<td>Introduction to NMT</td>
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<tr>
<td>MT 211</td>
<td>NMT for LE</td>
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<td>MT 212</td>
<td>NMT for the Torso and Pelvis</td>
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<td>MT 213</td>
<td>NMT for the Upper Extremity</td>
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<td>MT 214</td>
<td>NMT for the Cervical Spine &amp; Cranium</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>7.5</strong></td>
</tr>
</tbody>
</table>

### 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. Employment is expected to grow faster than average from 2004-2014 as more people learn about the benefits of massage.

**Average Starting Salary:** As an independent contractor new graduates earn $30-$50 per hour. Working for an hourly wage, such as at a clinic or spa, the earnings are generally $15-$25 per hour. A self-employed massage therapist with increased skill and a larger client base will have the highest earnings.

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.
Medical Assistant

Coordinator/Faculty: Dana Woods, ext. 5332
Faculty: W. Howard Gunning
Coordinators’ Assistant: Candice Rodgers, ext. 5355
Dean: Julie Muertz

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, billing and/or transcription. Under the direct supervision of a licensed professional such as a physician, they also provide direct (hands-on) patient care procedures. These procedures may include: monitoring vital signs, explaining treatment procedures, preparing patients for examinations, sterilizing instruments and/or performing routine laboratory procedures 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. Contact an academic counselor to assist with career exploration.

About the Program:
• Options: 10-month certificate or two-year Associate in Applied Science degree
• Selective admission for fall and spring admission at Belleville and Sam Wolf Granite City campuses
• Applications accepted Feb. 1 to May 25 for fall admission and May 1 to Aug. 1 for spring admission
• Proof of computer literacy OR completion of word processing, database basics and electronic spreadsheets in high school or college is required to apply
• Online application available in your eSTORM Student Center

Certification Requirements:
Upon successful completion of the 10-month MA curriculum, graduates are awarded a Medical Assistant Certificate and are eligible to take the National Certification exam to become a Certified Medical Assistant. Taking the certification exam is required for successful completion of this program.

Program Accreditation:
The SWIC Medical Assistant Certificate program is accredited by the Commission of Accreditation of Allied Health Education Programs, website: www.cahep.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. There are no waiting lists for any Health Sciences programs. If not admitted, interested applicants must reapply 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 at swic.edu/apply, any of the Counseling Centers, Enrollment Services office, or with the Health Sciences coordinators’ assistant.

Selection of Applicants for Admission:
Selection of qualified applicants for the Medical Assistant program will be based upon a numerical ranking procedure, using COMPASS scores (reading, writing and math), Computer Literacy testing/college grades in computer courses, and the percentage of those general education courses required for completion of the MA degree completed prior to admission with a grade of “B” or better. Information of the ranking procedure and the admissions process is available from the SWIC Office of Enrollment Services. 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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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 at each of the campuses or until the first week of classes during the fall or spring semesters. Contact Enrollment Services at 618-235-2700, ext. 5541/5542, or the Counseling Center at 618-235-2700, ext. 5206, to obtain information of possible application deadline extensions. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available at a campus of preference, students will be offered a seat at the alternate campus for the same semester or the opportunity
to have a seat in the subsequent semester at the campus of their preference. Applicants residing outside 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 15, 2014 for the fall start and Sept. 1, 2014 for the spring admission.

**Program Capacity:**
In the fall semester, the Medical Assistant program generally accepts 28 students at the Belleville Campus and 24 students at the Sam Wolf Granite City Campus. In the spring, 15 students are accepted at the Belleville and Sam Wolf Granite City campuses.

**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 and Sam Wolf Granite City campuses 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 10-month program. If planning to attend part time, students must meet with the program coordinator to develop a schedule for program completion.

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 course work. 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/ma-faq.

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:**
A criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are required prior to clinical experience courses. Background checks are conducted from every state/county in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

- Assault
- Murder
- Arson
- Sexual offenses
- Burglary
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nat/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program including positive drug testing results from the use of illegal drugs or non-prescribed prescription medication. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

**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 reapply 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 course work. 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 prerequisites.

Medical Assistant
Associate in Applied Science Degree (0021) and Certificate (021A)

First Year
Medical Assistant Certificate (021A) is the fall/spring/summer course listing of the first year.

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>MA 130</td>
<td>Medical Office Clinical Procedures I</td>
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<tr>
<td>MA 140</td>
<td>Medical Office Procedures</td>
</tr>
<tr>
<td>MA 142</td>
<td>MA Automation I</td>
</tr>
<tr>
<td>MA 145</td>
<td>Medical Law &amp; Ethics</td>
</tr>
<tr>
<td>MA 150</td>
<td>Medical Pathology I</td>
</tr>
<tr>
<td>MA 170</td>
<td>Medical Lab Orientation I</td>
</tr>
<tr>
<td>MA 181</td>
<td>Cardiopulmonary Procedures</td>
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<tr>
<td>MA 135</td>
<td>Health Care &amp; Patient Communications</td>
</tr>
<tr>
<td>MA 141</td>
<td>Medical Insurance &amp; Coding</td>
</tr>
<tr>
<td>MA 143</td>
<td>MA Automation II</td>
</tr>
<tr>
<td>MA 151</td>
<td>Medical Pathology II</td>
</tr>
<tr>
<td>MA 171</td>
<td>Medical Lab Orientation II</td>
</tr>
<tr>
<td>MA 180</td>
<td>Medical Office Clinical Procedures II</td>
</tr>
<tr>
<td>MA 182</td>
<td>Pharmacology and Administration Techniques</td>
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<td><strong>Total Semester Credits</strong></td>
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<tr>
<th>Summer Semester</th>
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<tr>
<td>MA 195</td>
<td>Office Practicum</td>
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Second Year
Required for AAS (0021) degree completion:

<table>
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<th>Fall Semester</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>Basic Accounting Procedures OR</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>MGMT 214</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
</tr>
<tr>
<td>PSYC 151</td>
<td>General Psychology</td>
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<tr>
<td>BIOL 105</td>
<td>Human Biology</td>
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<td><strong>Total Semester Credits</strong></td>
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<th>Spring Semester</th>
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<tbody>
<tr>
<td>MGMT 213</td>
<td>Human Relations in the Workplace</td>
</tr>
<tr>
<td>MA 255</td>
<td>Medical Assistant Management Internship</td>
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<tr>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking OR</td>
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<tr>
<td>SPCH 155</td>
<td>Interpersonal Communication</td>
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<tr>
<td>Human Relations Course*</td>
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<tr>
<td>Approved Electives***</td>
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<td><strong>Total Semester Credits</strong></td>
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</tbody>
</table>

* See front of AAS blue pages for possible Human Relations Courses

***Approved Electives
- OAT 122 Word Processing Applications I
- ECON 201 Principles of Economics I (Macro)
- BUS 215 Business Law I
- MLT 242 Phlebotomy Clinical
- MA 243 Clinical Coding Practicum
- MGMT 219 Small Business Management
- OAT 131 Database Basics
- OAT 132 Electronic Spreadsheet Basics
- HRO 120 Pharmacology
- HRO 150 Fundamentals of Nutrition
- PSYC 200 Applied Psychology
- SLS 100 Non-Verbal Communication
- SLS 125 Fingerspelling & Numbers
- SPAN 101 Elementary Spanish I

Career Opportunities

Medical assistants work in a wide range of medical facilities. Traditionally, they work in ambulatory care centers, urgent care facilities and physician’s offices, 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 2008-2018 period.

Average Starting Salary: 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 non-certified MAs.
Medical Billing & Coding

Coordinator: Dana Woods, ext. 5332
Coordinators’ Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

Career 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. Contact an academic counselor to assist with career exploration.

About the Program:
- Two-year certificate program
- Selective admission for fall semester start
- Applications accepted from Feb. 1, 2015 to May 25, 2015
- Online application is available your eSTORM Student Center

Certification Information:
Upon successful completion of this four-semester program, graduates are awarded a Medical Billing & Coding Certificate 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. There are no waiting lists for admission to any Health Sciences 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 competitive application process. Application Guides are located at swic.edu/apply, the Counseling Centers and Enrollment Services office or with the Health Sciences coordinators’ assistant.

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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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, 618-235-2700, ext. 5541/5542, or the Counseling Center, 618-235-2700, ext. 5206, to obtain information of a possible application deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside 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.

Program Capacity:
The Medical Billing & Coding Certificate program generally accepts three to five 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 practicums 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 courses are offered at the Belleville Campus during the day and semesters indicated. The MA courses are offered at the Belleville and Sam Wolf Granite City campuses.
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.
Time Commitment:
Students who enroll as full-time students will attend school four to five days per week through the two-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 four years to complete the program, it is STRONGLY discouraged as many students have difficulty retaining knowledge of materials taught in earlier semesters.

Orientation & Performance
Students who are given permission 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/bc-faq. 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:
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 courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

- Assault
- Murder
- Arson
- Sexual offenses
- Burglary
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nat/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

Graduation Requirements:
Students who are given permission to enroll in 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 certificate.

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 prerequisites. For information on course prerequisites, 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 (021D) Certificate

<table>
<thead>
<tr>
<th>First Year</th>
<th>Fall Semester</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>BIOL 157</td>
<td>Anatomy &amp; Physiology I</td>
<td>5</td>
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<tr>
<td>MA 140</td>
<td>Medical Office Procedures</td>
<td>3.5</td>
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<tr>
<td>MA 142</td>
<td>MA Automation I</td>
<td>1.5</td>
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<tr>
<td>HIT 101</td>
<td>Health Information Intro</td>
<td>2</td>
</tr>
<tr>
<td>HIT 110</td>
<td>Health Information Nomenclature I</td>
<td>2</td>
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<td>Basic Accounting Procedures OR</td>
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<td>Financial Accounting</td>
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</thead>
<tbody>
<tr>
<td>BIOL 158</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>MA 141</td>
<td>Medical Insurance &amp; Coding</td>
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<td>MA 143</td>
<td>MA Automation II</td>
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<td>HIT 151</td>
<td>Pathophysiology</td>
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<tr>
<td>HIT 170</td>
<td>Health Information Nomenclature II</td>
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<td>HIT 250</td>
<td>Legal Aspects of HI</td>
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<td>MA 243</td>
<td>Clinical Coding Practicum</td>
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<tr>
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<td></td>
</tr>
<tr>
<td><strong>Total Program Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 (HMOs). Billing and coding jobs from home are very limited. In the local area, most offices do not have sufficient work to keep someone employed full time in billing and coding only. Cross-training as a medical assistant or finishing the Health Information Technology degree will make the biller and coder more marketable. 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: 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 non-certified coders.
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.

Contact an academic counselor for career exploration.

About the Program:
• Two-year, Associate in Applied Science degree
• Selective admission for fall semester start
• Applications accepted Sept. 1, 2014 – Feb. 1, 2015
• 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 your eSTORM Student Center

Licensure 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 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 many employers require it. It is called ASCP – BOC.

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. 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 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. 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 reapply the following year. Refer to the MLT Application Planning Guide for specific application requirements and to enhance your potential for admission to this competitive application process. Application Planning Guides are located at swic.edu/apply, Counseling Center, Enrollment Services or the coordinators’ assistant’s office. 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. Information on the ACT/SAT test, the numerical ranking procedure and the admission process is available from the SWIC Office of Enrollment Services. 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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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. 5541/5542, or the Counseling Center at 618-235-2700, ext. 5206, to obtain information of a possible application deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside 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, 2015.
Medical Laboratory Technology (continued)

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 a counselor 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. Specific clinical placement cannot be guaranteed.

All students completing an AAS degree must complete prior to admission, but **this is generally not** indicated. Discuss with a counselor or the MLT program coordinator.

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/mtl-faq. 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:
A criminal background check, random drug test and name search on government registries which prohibit employment in health care professions are also required. Program acceptance 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. Program acceptance letters will include details and directions for accessing and purchasing the online screening for background checks. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years.

Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:
- Assault
- Murder
- Burglary
- Arson
- Sexual offenses
- Robbery
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nah/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Positive drug testing results from the use of illegal drugs or prescription medication the student does not have a prescription for in his/her own name. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

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 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 complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations course work. Health requirements are satisfied by students successfully completing BIOL 155 and 156 or BIOL 157 and 158, PSYC 151 and this health sciences curriculum.
**See front pages of AAS degree requirements for the listing of Human Relations Course 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:** 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. Applicants must take the COMPASS test through the Counseling Center and score into ENG 101 and MATH 94 to enroll in MLT 100—Intro to Phlebotomy Procedures. The Phlebotomy Clinical—MLT 242 requires 120 hours of supervised experience with placement dependent upon availability of clinical facilities. A criminal background check, random drug test and name search on government 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. See the program coordinator or an academic counselor for more information.

Those who successfully complete the following courses will be awarded a certificate of program proficiency.

<table>
<thead>
<tr>
<th>First Year</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Semester Credits</strong></td>
<td><strong>Credits</strong></td>
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</tr>
<tr>
<td>MATH 112</td>
<td>College Algebra* OR</td>
<td>4</td>
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<tr>
<td>MATH 97</td>
<td>Intermediate Algebra ***</td>
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<tbody>
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<td>BIOI 157</td>
<td>Human Anatomy and Physiology I</td>
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</tr>
<tr>
<td>CHEM 105</td>
<td>General Chemistry I* OR</td>
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</tr>
<tr>
<td>CHEM 101</td>
<td>Introductory Chemistry</td>
<td>3</td>
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<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
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<td>HRO 101</td>
<td>Medical Terminology</td>
<td>2</td>
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<tr>
<td>MLT 150</td>
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<tr>
<td>MLT 200</td>
<td>Hematology</td>
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### Apply for Graduation Now

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<thead>
<tr>
<th><strong>Second Year</strong></th>
<th><strong>Semester Credits</strong></th>
<th><strong>Credits</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>MLT 220</td>
<td>Serology</td>
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<td>MLT 245</td>
<td>Clinical Practice I</td>
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<td>MLT 260</td>
<td>Clinical Microscopy</td>
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<td>MLT 270</td>
<td>Clinical Chemistry</td>
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<tr>
<td>MLT 210</td>
<td>Applied Clinical Microbiology</td>
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<td>MLT 240</td>
<td>Immunohematology</td>
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<tr>
<td>MLT 275</td>
<td>Clinical Practice II</td>
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<td>PSYC 151</td>
<td>General Psychology</td>
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<td><strong>Total Program Credits</strong></td>
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</table>

*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.

**Average Starting Salary:** 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.

### Career Opportunities
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<table>
<thead>
<tr>
<th><strong>First Semester</strong></th>
<th><strong>Semester Credits</strong></th>
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<td>HRO 100</td>
<td>Medical Terminology</td>
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<tr>
<td>MLT 100</td>
<td>Introduction to Phlebotomy Procedures</td>
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<tr>
<td>CIS 120</td>
<td>Introduction to the PC OR</td>
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<tr>
<td>CIS 125</td>
<td>Operating Systems/PC (Microsoft Windows)</td>
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<tr>
<th><strong>Second Semester</strong></th>
<th><strong>Semester Credits</strong></th>
<th><strong>Credits</strong></th>
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<tbody>
<tr>
<td>MLT 242</td>
<td>Clinical Phlebotomy</td>
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<tr>
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</table>
Music Technology

Department Chair/Faculty: Ed Jacobs, ext. 5354
Coordinator: Daniel Mehrmann
Faculty: Adam Hucke, Andrew Jensen, 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 course work 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science (0096)
Suggested Sequence
Admission Requirement: Sufficient score on the fundamental theory skills test or MUS 104. The classes are organized in the shown sequence to meet prerequisite requirements.

First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>MUS 150 Recording Engineer Musicianship I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 154 Survey of Music Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 250 Basic Digital Recording Techniques</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 111 Class Instruction in Piano I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>MUS 145 Recording Studio Orientation</td>
<td>2</td>
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<tr>
<td></td>
<td>ENG 101 Rhetoric &amp; Composition I</td>
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<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>Spring</td>
<td>MUS 151 Recording Engineer Musicianship II</td>
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</tr>
<tr>
<td></td>
<td>MUS 155 Survey of Music Computer Technology II</td>
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<tr>
<td></td>
<td>MUS 251 Advanced Digital Recording</td>
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</tr>
<tr>
<td></td>
<td>MUS 152 History of the Recording Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MUS 112 Class Instruction in Piano II</td>
<td>2</td>
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<tr>
<td></td>
<td>MUS 102 American Popular Music</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
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Second Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>MUS 101 Music Appreciation OR</td>
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<td></td>
<td>MUS 110 World Music</td>
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<tr>
<td></td>
<td>MUS 252 Critical Listening for the Engineer</td>
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</tr>
<tr>
<td></td>
<td>MUS 201 Business of Music</td>
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<tr>
<td></td>
<td>MUS 213 Class Instruction in Piano III OR</td>
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</tr>
<tr>
<td></td>
<td>MKT 126 Intro to Marketing</td>
<td>3</td>
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<tr>
<td></td>
<td>MUS 202 Private Applied Music*</td>
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<tr>
<td></td>
<td>Human Health/Well-Being</td>
<td>1-2</td>
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<tr>
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<td><strong>Total Semester Credits</strong></td>
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<thead>
<tr>
<th>Semester</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>Spring</td>
<td>SPCH 151 Fundamentals of Public Speaking</td>
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<tr>
<td></td>
<td>MUS 214 Class Instruction in Piano IV OR</td>
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</tr>
<tr>
<td></td>
<td>MGMT 219 Small Business Mgmt</td>
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</tr>
<tr>
<td></td>
<td>MUS 255 Music Technology Practicum**</td>
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<tr>
<td></td>
<td>Human Health/Well-Being</td>
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<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits** 64-66

*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 credit hours. 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.

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 prerequisite or a sufficient score on the Theory Assessment is still a prerequisite for MUS 250, and all other prerequisites apply.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>MUS 151 Recording Engineer Musicianship II</td>
<td>3</td>
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<tr>
<td></td>
<td>MUS 155 Survey of Music Computer Technology II</td>
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<td></td>
<td>MUS 251 Advanced Digital Recording</td>
<td>3</td>
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<tr>
<td></td>
<td>MUS 152 History of the Recording Industry</td>
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<td></td>
<td>MUS 112 Class Instruction in Piano II</td>
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</tr>
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<td></td>
<td>MUS 102 American Popular Music</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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

For more computer classes, see:
Computer Information Systems
Graphic Communications
Office Administration and Technology
Web Designer
Web Development and Administration

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 Network Associate 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 CCNA Security certification from Cisco Systems Inc.

See the program coordinator or an academic counselor for more information. Students in the Network Design and Administration program must be able to perform technical functions as identified by the department.

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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Network Design and Administration (0007)*
First Year

Fall Semester
NETW 101 Introduction to Networking 3
NETW 105 Data Assurance 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
CISC 153 Cisco Scaling Networks 4
CISC 154 Cisco Connecting Networks 4
NETW 142 Network Design 3
Humanities OR Social Science Elective* 3
Communications Elective* 3
Total Semester Credits 17

Second Year

Fall Semester
NETW 188 Windows Server I 3
NETW 151 Telecommunications OR 3
CISC 241 Cisco Voice over IP 3
MATH 107 or higher 4
Approved Networking Electives 6-8
Total Semester Credits 16-18

Spring Semester
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

*Pending ICCB Approval

Approved Networking Electives
CIS 179 Computer User Support 3
CISC 187 Cisco CCNA Exam Preparation 3
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 191 TCP/IP 3
NETW 211 Digital Forensics 3
NETW 261 Emerging Network Technologies 3
NETW 288 Windows Server II 3

*All students must complete graduation requirements listed in the front of the blue pages of this catalog for an Associate in Applied Science degree including the requirement for Human Relations course work.

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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.
Network Design and Administration (continued)

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

Network Associate Certificate (007A)

The Network Associate Certificate provides course work for a range of networking subjects – from basics such as making cables and setting up simple networks, to the more complex concepts of IP addressing strategies and 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 237 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 (Cisco Certified Networking Associate) professional certification is prepared to work as a:

- Network administrator
- Network specialist
- LAN/WAN engineer
- Computer support technician

Nurse Assistant

Coordinators: Stephanie Reid, ext. 8142 and Carol Eckert, ext. 5268
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 COMPASS 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 arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the Counseling Center at the Belleville Campus, 618-235-2700, ext. 5206; the Red Bud Campus, 618-282-6682, ext. 8114; or Sam Wolf Granite City Campus, 618-931-0600, ext. 7133.

Students enrolling in the seven-semester credit HRO 105 Nurse Assistant course should be aware that criminal background checks are required. Checks are initiated on the first day of class. 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 swic.edu/cna for the list of disqualifying convictions. Contact the program coordinator or the coordinators' assistant for more information. A physical exam and immunizations are required. Essential functions of the student nurse assistant as listed in the NA Handbook must be met. 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 sessions is required. Students missing the first day of class will be dropped and will not qualify for a full refund of tuition/fees. Any missed time is cumulative. Failure to meet attendance requirements will result in dismissal/withdrawal from the course.

Career Opportunities
Following course completion and successful passage of the competency exam, graduates may be employed in acute, long-term care and home health to provide personal care under the direction of an registered nurse or licensed practical nurse.
Nursing Education

Director: Carol Eckert, ext. 5268
Coordinators’ Assistant: Candice Rodgers, ext. 5355
Faculty: Liz Alvarez, Jill Bingheim, Gary Gardner, Kim Keel, Lyn Martin, Jane Ohi, Beth Raftopoulos, Susan Wessel, Colleen White, Cynthia Winfield

Dean: Julie Muertz

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 & delivery, medical/surgical, neonatal, pediatric, psychiatric, telemetry, transplant, etc. The job duties vary based on the working environment and the role of the nurse in that setting. For further information regarding the field of nursing, contact the National League for Nursing at http://www.nln.org/careers/resources.htm.

In accordance with the Illinois Nursing and Advanced Practice Nursing Act, 2007, the purpose of the Nursing Education program 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 under the direct supervision of the registered professional nurse until item 1 has been accomplished.
3. Practice professional nursing at a beginning staff level after successfully completing the NCLEX-RN and receiving licensure as a registered professional nurse.

Contact an academic counselor to assist with career exploration.

About the Program:
• Two-year, Associate in Applied Science degree
• Selective admission for summer semester start
• Applications are accepted Sept. 1 to Dec. 1, 2014
• Completion of biology, chemistry and algebra in high school or college is required within 10 years
• Supporting documentation deadline is Feb. 1, 2015
• Advanced placement for LPNs
• Online application located in your eSTORM Student Center

Licensure Requirements:
Upon successful completion of the 70-semester-credit Nursing Education program with a “C” or better in all courses, graduates are awarded an Associate in Applied Science degree in Nursing 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 is 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. 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 reapply 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 at swic.edu/apply, in the Counseling Centers, Enrollment Services, or the Health Sciences coordinators’ assistant’s office.

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. Information on the admission test, the numerical ranking procedure and the admission process is available from the SWIC Office of Enrollment Services. To obtain more information on the program, call or visit the Health Sciences coordinators’ assistant at 618-235-2700, ext. 5355; Enrollment Services at 618-235-2700, ext. 5541/5542; 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 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. Contact Enrollment Services at 618-235-2700, ext. 5541/5542, or the Counseling Center at 618-235-2700, ext. 5206, to obtain information of a possible applications deadline extension. The college reserves the right to fill the
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 April 1, 2015.

LPN Articulation Application Process
An articulation process exists for Illinois licensed LPNs. The articulation program will escrow up to 15 credits, which will include the three credits for NE 100 Clinical Calculations. Admission criteria will remain as listed for the generic RN program. LPNs must complete the prerequisite courses and first year general education courses prior to beginning the articulation program, unless waivers have been secured from the NE director. Escrowed credits will be awarded pending successful completion of both NE courses attempted in the summer. If not successfully completed, on the first attempt, no articulation provisions will apply and the generic nursing program must be completed. Any LPN may opt not to enter the articulation program – but enter the generic RN program. 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, prerequisite courses and general education courses will remain as listed for the generic RN program. NE 100 must be completed successfully in the summer before entry into fall classes. The two credits will be awarded for NE 102, pending successful completion of NE 103 on the first attempt. If NE 103 is not completed successfully, no articulation provisions will apply. Any certified nurse assistant may opt not to enter the articulation program – but to enter the generic RN program.

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. General education and prerequisite coursework greater than 10 years 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 course failure and only one more 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 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 taken at the Belleville, Red Bud or Sam Wolf Granite City campuses and can be completed prior to admission.
2. The NE 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 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 required orientation sessions, held in April/May and July, 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/ne-faq 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.

NE 100 – Nursing Calculations:
Applicants selected for admission take NE 100 Clinical Calculations in the summer following admission to the NE program. This course must be successfully completed before fall classes begin. Students may take a NE 100 Proficiency Test after acceptance into the Nursing Education program, and waive the NE 100 course. Information concerning the course, as well as the proficiency test, will be presented at the first orientation session held for entering students. For further information, contact Nursing Education director at 618-235-2700, ext. 5268.
Medical Terminology
Medical Terminology – one semester of college or a high school dual credit course – either HRO 100, one credit, or HRO 160, three credits, required. The class may be taken in the summer following admission. This class can be waived after acceptance into the Nursing Education Program, following successful testing.

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 Health Care Provider 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:
The criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are required. Program acceptance is contingent upon meeting deadlines for completion of the screening and results which allows the student to participate in the clinical portion of the program. Program acceptance letters will include details and directions for accessing and purchasing the online screening for background checks. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in health care professions are required. Program acceptance letters are contingent upon meeting deadlines for completion of the screening and results which allows the student to participate in the clinical portion of the program. Program acceptance letters will include details and directions for accessing and purchasing the online screening for background checks. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

- Assault
- Murder
- Arson
- Sexual offenses
- Burglary
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH or request online at the IDPH website. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. Without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program including positive drug testing results from the use of illegal drugs or prescription medications the student does not have a prescription for in his/her name. 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 coordinators’ assistant prior to seeking admission.

Students enrolling in Nursing Education should be aware that fingerprint criminal background checks will also be required within 60 days of NCLEX-RN application. Convictions of certain crimes may preclude ability to obtain RN licensure in Illinois. Information will be provided concerning this stipulation.

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 prerequisites are applicable to all newly admitted students. Second-year students will continue to work from prerequisites listed when admitted. Students are responsible for program policies as listed in each year’s Nursing Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to re-apply and compete for admission in the succeeding semester.

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 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) in all theory tests is required to take the final exam; 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 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 course work. Health requirements are satisfied by students successfully completing BIOL 157 and 158, PSYC 151 and this health sciences curriculum.
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 electives, refer to swic.edu/NE-GE) prior to entrance into the program and in progression following the appropriate course prerequisites. For information on course prerequisites, please refer to the Course Description Guide (yellow section) in this catalog. All NE-prefix courses must be completed before or during the listed semesters, unless permission is given by the Nursing Education director.

### Associate in Applied Science Degree (0025)

#### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>BIOL 157</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td></td>
<td></td>
<td>SOC 153</td>
<td>Introductory Sociology</td>
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<tr>
<td></td>
<td></td>
<td>HRO 150</td>
<td>Fundamentals of Nutrition**</td>
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<tr>
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<td></td>
<td>NE 102</td>
<td>Introduction to Nursing Procedures*/**</td>
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<td></td>
<td></td>
<td>NE 103</td>
<td>Introduction to Nursing**</td>
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<tr>
<td></td>
<td></td>
<td>NE 104</td>
<td>Health Continuum I**</td>
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<td></td>
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<td>Spring</td>
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<td>BIOL 158</td>
<td>Human Anatomy and Physiology II</td>
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<td></td>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
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<tr>
<td></td>
<td></td>
<td>NE 105</td>
<td>Health Continuum II</td>
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<tr>
<td></td>
<td></td>
<td>NE 106</td>
<td>Health Continuum III</td>
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<td>NE 108</td>
<td>Interference with Basic Human Needs I**</td>
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#### Second Year

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<th>Semester</th>
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<tr>
<td>Fall</td>
<td></td>
<td>ENG 102</td>
<td>Rhetoric &amp; Composition II</td>
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<tr>
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<td></td>
<td>PSYC 151</td>
<td>General Psychology</td>
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<td></td>
<td></td>
<td>NE 207</td>
<td>Interference with Basic Human Needs II</td>
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<td>NE 209</td>
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<td>Spring</td>
<td></td>
<td>NE 210</td>
<td>Interference with Basic Human Needs IV</td>
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<td>NE 211</td>
<td>Interference with Basic Human Needs V</td>
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<td></td>
<td>Elective</td>
<td>100 or 200 level***</td>
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<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>200 level***</td>
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</tbody>
</table>

All students must complete graduation requirements in the front of the blue pages in this catalog for an Associate in Applied Science degree.

*May be escrowed for CNAs.

**May be escrowed for LPNs after transcript review.

***100 or 200 level electives. A list of approved electives is available at swic.edu/NE-GE. Additional courses may be approved by the NE director at 618-235-2700 ext. 5268.

### 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.

Graduates who successfully pass 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.

Articulation pathways to BSN and MSN programs are available through several institutions: Goldfarb School of Nursing, SIU-E, St. John’s in Springfield, and Central Methodist University.

Dual admission with McKendree allows students to transfer seamlessly from the Advanced Standing Nursing Education program to the BSN. Information will be presented at orientation.

### Average Starting Salary:

The average full-time starting salary is $25.98 per hour or $54,000 per year.
Office Administration and Technology

For more computer classes, see:
Computer Information Systems
Graphic Communications
Network Design and Administration
Web Designer
Web Development and Administration

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 the following areas: Accounting Office Specialist, Administrative Assistant, Legal Office Specialist, Medical Office Specialist and Office Technology Specialist. Certificate options are available if you need training to enter the work force 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 counselor 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science
#### Administrative Assistant (032A)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Spring Semester</th>
<th>Semester Credits</th>
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<tr>
<td>Fall Semester</td>
<td>Semester Credits</td>
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<tr>
<td>OAT 121</td>
<td>Introduction to Office Support</td>
<td>3</td>
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<tr>
<td>OAT 273</td>
<td>Document Processing III*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 151</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>SOC 153</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Human Well-Being Elective</td>
<td>2</td>
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</tr>
<tr>
<td>Total Semester Credits</td>
<td>17</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 180</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OAT 256</td>
<td>Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OAT 169</td>
<td>Automated Application/Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OAT 276</td>
<td>Current Technology for Office Support</td>
<td>3</td>
</tr>
<tr>
<td>Group I Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 260</td>
<td>Administrative Office Procedures</td>
</tr>
<tr>
<td>OAT 285</td>
<td>Microsoft Office Suite II</td>
</tr>
<tr>
<td>OAT 261</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OAT 293</td>
<td>Office Admin. &amp; Technology Internship</td>
</tr>
<tr>
<td>Group I Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>15</td>
</tr>
</tbody>
</table>

Total Program Credits: 65-66

<table>
<thead>
<tr>
<th>Group I Electives (All Options)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 106</td>
<td>Introduction to QuickBooks</td>
</tr>
<tr>
<td>OAT 172</td>
<td>Document Processing II</td>
</tr>
<tr>
<td>OAT 190</td>
<td>Web Design with Microsoft Office</td>
</tr>
<tr>
<td>OAT 225</td>
<td>Advanced Word Processing</td>
</tr>
<tr>
<td>MKT 126</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>CIS 164</td>
<td>Internet Essentials</td>
</tr>
<tr>
<td>CIS 181</td>
<td>Operating System/Windows</td>
</tr>
</tbody>
</table>

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### Career Opportunities
A graduate of the Administrative Assistant program (032A) is prepared to work as a(n):
- Administrative assistant
- Office assistant
- Word/information processor
- Secretary
Legal Office Specialist (032B)

First Year

Fall Semester  Semester Credits
OAT 121 Introduction to Office Support 3
OAT 273 Document Processing III* 3
OAT 155 Software Computations 3
ENG 101 Rhetoric & Composition I 3
PSYC 151 General Psychology OR 3
SOC 153 Introductory Sociology 3
Total Semester Credits 15

Spring Semester  Semester Credits
BUS 101 Introduction to Business 3
ACCT 105 Basic Accounting Procedures OR 3
ACCT 110 Financial Accounting 4
OAT 122 Word Processing Applications I OR 3
OAT 180 Word Processing 3
BUS 215 Business Law I OR 3
PRL 120 Introduction to Paralegal Studies 3
SPCH 151 Fundamentals of Public Speaking 3
Human Well-Being Elective 2
Total Semester Credits 17-18

Apply for Graduation Now

Second Year

Fall Semester  Semester Credits
OAT 156 Microsoft Office Suite I 3
ECON 201 Principles of Economics I (Macro) 3
OAT 169 Automated Application/Transcription 3
OAT 274 Law Office Computer Applications 3
OAT 276 Current Technology for Office Support 3
Total Semester Credits 15

Spring Semester  Semester Credits
OAT 260 Administrative Office Procedures 3
OAT 261 Business Communications 3
OAT 275 Law Office Management 3
OAT 285 Microsoft Office Suite II 3
OAT 293 Office Admin. & Technology Internship 3
Group I Elective 3
Total Semester Credits 18

Total Program Credits 65-66

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.
Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
A graduate of the Legal Office Specialist (032B) is prepared to work as a:

• Legal office specialist

Accounting Office Specialist (032C)

First Year

Fall Semester  Semester Credits
OAT 121 Introduction to Office Support 3
OAT 273 Document Processing III* 3
OAT 175 Electronic Spreadsheet 3
ACCT 110 Financial Accounting 4
ENG 101 Rhetoric & Composition I 3
Total Semester Credits 16

Spring Semester  Semester Credits
BUS 101 Introduction to Business 3
ACCT 111 Managerial Accounting 4
OAT 122 Word Processing Applications I OR 3
OAT 180 Word Processing 3
OAT 155 Software Computations 3
PSYC 151 General Psychology OR 3
SOC 153 Introductory Sociology 3
Group I Elective 3
Total Semester Credits 19

Apply for Graduation Now

Second Year

Fall Semester  Semester Credits
OAT 156 Microsoft Office Suite I 3
OAT 169 Automated Application/Transcription 3
OAT 256 Office Management 3
ACCT 106 Introduction to Quickbooks 3
OAT 276 Current Technology for Office Support 3
Human Well-Being Elective 2
Total Semester Credits 17

Spring Semester  Semester Credits
OAT 261 Business Communications 3
OAT 260 Administrative Office Procedures 3
ACCT 211 Intermediate Accounting 3
OAT 293 Office Admin. & Technology Internship 3
ECON 201 Principles of Economics I (Macro) 3
SPCH 151 Fundamentals of Public Speaking 3
Total Semester Credits 18

Total Program Credits 70

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.
Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
A graduate of the Accounting Office Specialist program (032C) is prepared to work as an:

• Accounting office specialist
Medical Office Specialist (032D)

First Year

Fall Semester  Semester Credits
BIOL 101 Principles of Biology I 4
OAT 121 Introduction to Office Support 3
OAT 273 Document Processing III* 3
ENG 101 Rhetoric & Composition I 3
PSYC 151 General Psychology OR 3
SOC 153 Introductory Sociology

Total Semester Credits 16

Spring Semester  Semester Credits
BIOL 101 Principles of Biology I 4
OAT 121 Introduction to Office Support 3
OAT 273 Document Processing III* 3
ENG 101 Rhetoric & Composition I 3

Total Semester Credits 15

Apply for Graduation Now

Second Year

Fall Semester  Semester Credits
OAT 256 Office Management 3
OAT 261 Business Communications 3
OAT 276 Current Technology for Office Support 3
Human Well-Being Elective 2
HRO 100 Medical Terminology 1

Total Semester Credits 15

Spring Semester  Semester Credits
OAT 256 Office Management 3
OAT 261 Business Communications 3
OAT 276 Current Technology for Office Support 3
Human Well-Being Elective 2

Total Semester Credits 15

Total Program Credits 64-65

Office Technology Specialist (0069)

First Year

Fall Semester  Semester Credits
OAT 121 Introduction to Office Support 3
ECON 201 Principles of Economics I (Macro) 3
OAT 155 Software Computations 3
OAT 273 Document Processing III* 3
ENG 101 Rhetoric & Composition I 3

Total Semester Credits 15

Spring Semester  Semester Credits
OAT 121 Introduction to Office Support 3
OAT 155 Software Computations 3
OAT 273 Document Processing III* 3
ENG 101 Rhetoric & Composition I 3

Total Semester Credits 15

Apply for Graduation Now

Second Year

Fall Semester  Semester Credits
ACCT 105 Basic Accounting Procedures OR 3
ACCT 110 Financial Accounting 4
OAT 122 Word Processing Applications I OR 3
OAT 180 Word Processing 3
OAT 155 Software Computations 3
OAT 156 Microsoft Office Suite I 3
SPCH 151 Fundamentals of Public Speaking 3

Total Semester Credits 15

Spring Semester  Semester Credits
ACCT 105 Basic Accounting Procedures OR 3
ACCT 110 Financial Accounting 4
OAT 122 Word Processing Applications I OR 3
OAT 180 Word Processing 3
OAT 155 Software Computations 3
OAT 156 Microsoft Office Suite I 3
SPCH 151 Fundamentals of Public Speaking 3

Total Semester Credits 15

Total Program Credits 64-65

*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Career Opportunities

A graduate of the Medical Office Specialist program (032D) is prepared to work as a:
- Medical office specialist
- Medical transcriptionist

Career Opportunities

A graduate of the Office Technology Specialist program (0069) is prepared to work as an:
- Information processor
- Software specialist
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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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

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.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 121</td>
<td>Introduction to Office Support</td>
</tr>
<tr>
<td>OAT 171</td>
<td>Keyboarding &amp; Document Processing I OR</td>
</tr>
<tr>
<td>OAT 172</td>
<td>Document Processing II</td>
</tr>
<tr>
<td>OAT 180</td>
<td>Word Processing</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Operating System Basics</td>
</tr>
<tr>
<td>OAT 156</td>
<td>Microsoft Office Suite I</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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.

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Technology Assistant I Certificate</td>
<td>16</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MGMT 102</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>OAT 172</td>
<td>Document Processing II OR</td>
</tr>
<tr>
<td>OAT 273</td>
<td>Document Processing III</td>
</tr>
<tr>
<td>OAT 122</td>
<td>Word Processing Applications I</td>
</tr>
<tr>
<td>OAT 128</td>
<td>Microsoft Outlook</td>
</tr>
<tr>
<td>OAT 261</td>
<td>Business Communications</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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.

Program Prerequisite:
OAT 273 Keyboarding & Document Processing III 3

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 201</td>
<td>Entrepreneur Basics</td>
</tr>
<tr>
<td>MGMT 202</td>
<td>Entrepreneur: First Year</td>
</tr>
<tr>
<td>MGMT 203</td>
<td>Business Plan Basics</td>
</tr>
<tr>
<td>ACCT 110</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>OAT 180</td>
<td>Word Processing</td>
</tr>
<tr>
<td>OAT 175</td>
<td>Electronic Spreadsheet</td>
</tr>
<tr>
<td>OAT 165</td>
<td>Presentation Graphics</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 190</td>
<td>Web Design with Microsoft Office</td>
</tr>
<tr>
<td>OAT 261</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CIS 257</td>
<td>Electronic Publishing</td>
</tr>
<tr>
<td>OAT 280</td>
<td>Virtual Office Technologies</td>
</tr>
<tr>
<td>OAT 128</td>
<td>Microsoft Outlook</td>
</tr>
<tr>
<td>MKT 128</td>
<td>Marketing &amp; Social Media</td>
</tr>
<tr>
<td>Approved elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Total Program Credits 32

Electives
ACCT 106 Introduction to QuickBooks 3
MGMT 240 Ethics in the Workplace 1
MKT 126 Introduction to Marketing 3
MKT 228 Social Media Tools 2
OAT 169 Automated Application/Transcription 3
OAT 185 Database Applications 3
OAT 225 Advanced Word Processing 3
OAT 230 Advanced Electronic Spreadsheet 3

Career Opportunities
A graduate of the Virtual Assistant program (069B) is prepared to work as a:
- Virtual assistant in business, education and government
Office Administration and Technology (continued)

Microsoft Office Specialist (0064)
This curriculum is designed to prepare students to take the Microsoft Office Specialist test(s). The Microsoft Office Specialist certification is a globally recognized certification of skill in the use of Microsoft desktop business applications.

First Semester Semester Credits
OAT 170 Keyboarding/Touch System OR 2-3
OAT 171 Keyboarding & Document Processing I OR 3
OAT 172 Document Processing II 3
OAT 180 Word Processing 3
OAT 185 Database Applications 3
OAT 175 Electronic Spreadsheet 3
OAT 128 Microsoft Outlook 1
Total Semester Credits 12-13

Second Semester Semester Credits
OAT 165 Presentation Graphics 2
OAT 184 MS Office Specialist Testing Prep (repeatable) 1
Two of the following: 6
OAT 225 Advanced Word Processing 3
OAT 230 Advanced Electronic Spreadsheet 3
OAT 240 Advanced Database Applications 3
OAT 190 Web Design with Microsoft Office 3
Total Semester Credits 9

Total Program Credits 21-22

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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 122 Word Processing Applications I 3
OAT 172 Document Processing II*** 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 273 Document Processing III*** 3
OAT 180 Word Processing 3
BUS 101 Introduction to Business 3
Total Semester Credits 18

Total Program Credits 33-34

***Students will be placed in keyboarding and document processing classes at levels determined by past achievement. Six hours of document processing must be taken unless the student begins with Document Processing III.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
A graduate of the Administrative Office Support Certificate program (0065) is prepared to work as a:
- Secretary
- Receptionist

Office Support Technology Certificate (069A)
The Office Support Technology Certificate program provides the skills and knowledge necessary for entry-level office support positions in the automated office. Basic computer concepts and operation, basic word processing concepts and operation, and general office procedures are taught.

First Semester Semester Credits
OAT 121 Introduction to Office Support 3
OAT 122 Word Processing Applications I 3
OAT 172 Document Processing II*** 3
ENG 101 Rhetoric & Composition I 3
OAT 180 Word Processing 3
OAT 175 Electronic Spreadsheet 3
Total Semester Credits 18

Second Semester Semester Credits
OAT 276 Current Technology for Office Support 3
OAT 261 Business Communications 3
OAT 273 Document Processing III*** 3
OAT 165 Presentation Graphics 2
OAT 155 Software Computations 3
One of the following: 3
OAT 225 Advanced Word Processing 3
OAT 185 Database Applications 3
CIS 181 Operating Systems/Windows 3
CIS 164 Internet Essentials 3
Total Semester Credits 17

Total Program Credits 35

***Students will be placed in keyboarding and document processing classes at levels determined by past achievement. Six hours of document processing must be taken unless the student begins with Document Processing III.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
A graduate of the Office Support Technology Certificate program (069A) is prepared to work as an:
- Office assistant
Paralegal Studies

Coordinator/Faculty: Elizabeth Jeane Dibble, ext. 5494
Faculty: Christie Highlander

Dean: Janet Fontenot

The 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 counselor 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0088)

First Year

Fall Semester  
OAT 122 Word Processing Applications I OR 3  
OAT 180 Word Processing  
ENG 101 Rhetoric & Composition I 3  
PARL 120 Introduction to Paralegal Studies 3  
BUS 215 Business Law 3  
SPCH 151 Fundamentals of Public Speaking OR 3  
SPCH 155 Interpersonal Communications 3  
Total Semester Credits 15

Spring Semester  
OAT 155 Software Computations OR 3  
MGMT 102 Business Mathematics OR  
        Math over 100 level 3  
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

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Second Year

Fall Semester  
POLS 150 Introduction to American Government OR 3  
POLS 262 American Government  
OAT 261 Business Communications OR 3  
ENG 102 Rhetoric & Composition II 2  
Human Well-Being Elective 3  
PARL 225 Legal Research and Writing II 3  
PARL 230 Civil Procedure 3  
Group I Electives 3  
Total Semester Credits 17

Spring Semester  
ECON 115 Introduction to Economics OR 3  
ECON 201 Principles of Economics I (Macro) OR 3  
ECON 202 Principles of Economics II (Micro) 3  
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

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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 course work. A plan of specific courses required for the degree will be dependent on the previous degree obtained by the accelerated degree candidate. It will be necessary to meet with the program coordinator to determine the exact courses required for degree completion. This plan must be approved by the dean of the Business Division and the vice president for Instruction. Students must meet all institutional requirements for the Associate in Applied Science degree.

Career Opportunities

A graduate of the Paralegal Studies program is prepared to:

• Work as a paralegal or legal assistant
• SWIC has articulation agreements with Southern Illinois University Carbondale, as well as Maryville and Webster universities 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

Coordinator: Curt Schmittling, ext. 5343
Dean: Julie Muertz

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 or an academic counselor for more information about this program.

About the Program:
• Options: 14-month certificate or two-year, Associate in Applied Science degree
• Selective admission for fall or spring
• Contact Paramedic coordinator for application
• Online application available in your eSTORM Student Center

Licensure Requirements:
Upon successful completion of the 14-month Paramedic program, graduates are awarded a paramedic certificate and are qualified to challenge the National Registry of Emergency Medical Technicians 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 program also has a Letter of Review on file from the committee on Accreditation of Educational Programs for the EMS Professions, accrediting agency through CAAHEP. The program’s curriculum is guided by the standards developed by the U.S. Department of Transportation. Compliance with this curriculum helps to assure the public that our curriculum will graduate competent clinicians.

Degree Option:
The Paramedic Certificate is a 38-semester-credit, 14-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. Course sequence varies depending on the training location of Anderson or Memorial hospitals. The Paramedic Certificate begins each fall and spring semesters. 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 degree 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. There are no waiting lists. If not admitted, interested applicants must reapply the following semester. Refer to the Paramedic Application Planning Guide for specific application requirements. Applicant Planning Guides are located at swic.edu/apply, any of the counseling centers, Enrollment Services office, or with the Health Sciences coordinator’s assistant.

Selection of Applicants for Admission:
Selection of qualified applicants for the Paramedic program will be based upon a numerical ranking procedure, using grades in Biology and EMT course work, 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. Information of the ranking procedure and the admissions process is available from the SWIC Office of Enrollment Services. 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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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 or spring semesters. Contact Enrollment Services at 618-235-2700, ext. 5541/5542, or the Counseling Center at 618-235-2700, ext. 5296, 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 25 students each fall and spring semester.

Program Location:
The Paramedic Certificate program consists of the core paramedic EMS-prefixed courses 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 (for spring program start in January) and Memorial Hospital in Belleville (for fall program start in August).
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 – 14-month sequence
Lecture and Lab - classes generally meet Tuesdays and Thursdays, and periodically classes will meet Fridays, Saturdays and/or Sundays:
• Memorial (fall semester start) from 9 a.m. to 1 p.m. or 5-9 p.m.
• Anderson (spring semester start) 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/EMS. 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 and will require separate tuition and fees. Students may be required to provide prescribed personal protective equipment for fire science courses. See detailed list of program cost at swic.edu/ems.
Background Checks and Drug Testing:
A criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are required prior to clinical experience courses. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:
- Assault
- Burglary
- Sexual offenses
- Murder
- Arson
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nat/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will result in dismissal from the program. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

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 reapply and compete for admission in the succeeding semester.

Course Sequence:
The Paramedic Certificate program can be completed in 14 months/four semesters. Course sequence varies depending on the training location of Anderson or Memorial hospitals. Students frequently complete the certificate and then begin to complete the degree; however, that is not a requirement. EMS 110 or current EMT licensure is a prerequisite to the program. See Course Description Guide (yellow pages of catalog) for other course prerequisite requirements.

### Paramedic Certificate (068B)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>BIOL 105</td>
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<tr>
<td>EMS 205</td>
<td>Paramedicine I</td>
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<td>Paramedicine II</td>
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<tr>
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<td>EMS 210</td>
<td>Paramedic Clinical Practice I</td>
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<td>Paramedic Clinical Practice II</td>
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<td>EMS 221</td>
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<td>FS 280</td>
<td>Hazardous Materials – Awareness</td>
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<tr>
<td>FS 160</td>
<td>Tech Rescue Awareness</td>
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**Total Credits:** 38

All Paramedic Core Courses must be completed before or during semesters indicated below, unless permission is given by the program coordinator.

<table>
<thead>
<tr>
<th>Fall start – Paramedic Core Course Sequence</th>
<th>(Memorial Hospital)</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>• EMS 205</td>
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<td>• EMS 210</td>
<td>Paramedic Clinical Practice I</td>
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<td>• EMS 220</td>
<td>Paramedic Field Internship I</td>
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<td>• FS 280</td>
<td>Hazardous Materials – Awareness (registered and taken with cohorts)</td>
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<tr>
<td><strong>Spring Semester</strong></td>
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</tr>
<tr>
<td>• EMS 206</td>
<td>Paramedicine II (1/2 semester)</td>
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<tr>
<td>• EMS 207</td>
<td>Paramedicine III (1/2 semester)</td>
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<tr>
<td>• EMS 211</td>
<td>Paramedic Clinical Practice II (1/2 semester)</td>
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<td>• EMS 212</td>
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<td>• EMS 222</td>
<td>Field Experiences III (1/2 semester)</td>
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<td>Field Internship II</td>
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<td>• FS 160</td>
<td>Tech Rescue Awareness (registered and taken with cohorts)</td>
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<tr>
<td><strong>Summer Semester</strong></td>
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</tr>
<tr>
<td>• EMS 208</td>
<td>Paramedicine IV</td>
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<td>• EMS 213</td>
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<td>• EMS 223</td>
<td>Field Internship IV</td>
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<td><strong>Fall Semester</strong></td>
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</tr>
<tr>
<td>• EMS 224</td>
<td>Field Internship V (1/2 semester)</td>
</tr>
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</table>
**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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

---

**Paramedic/Paramedicine (continued)**

### Spring start – Paramedic Core Course Sequence (Anderson Hospital)

**Spring Semester**
- EMS 205 Paramedicine I
- EMS 210 Paramedic Clinical Practice I
- EMS 220 Paramedic Field Internship I
- FS 280 Hazardous Materials – Awareness
  (Registered and taken with cohorts)

**Summer Semester**
- EMS 206 Paramedicine II
- EMS 211 Paramedic Clinical Practice II
- EMS 221 Field Experience VI

**Fall Semester**
- EMS 207 Paramedicine III (1/2 semester)
- EMS 208 Paramedicine IV (1/2 semester)
- EMS 211 Paramedic Clinical Practice II
- EMS 212 Paramedic Clinical Practice III (1/2 semester)
- EMS 213 Paramedic Clinical Practice IV (1/2 semester)
- EMS 222 Field Internship III
- EMS 223 Field Internship IV (1/2 semester)
- FS 160 Tech Rescue Awareness
  (registered and taken with cohorts)

**Spring Semester**
- EMS 224 Field Internship V (1/2 semester)

---

**First Year**

<table>
<thead>
<tr>
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<th>Semester Credits</th>
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<tbody>
<tr>
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**Apply for Graduation Now**

**Second Year**

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<td>Paramedic IV</td>
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<td>EMS 213</td>
<td>Paramedic Clinical Practice IV</td>
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<td>EMS 222</td>
<td>Paramedic Field Internship III</td>
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<td>EMS 223</td>
<td>Paramedic Field Internship IV</td>
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<td>Technical Rescue Awareness</td>
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<tr>
<td>EMS 224</td>
<td>Paramedic Field Internship V</td>
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* Electives must be selected from the following list of approved courses or be approved by the program coordinator.

---

**Paramedicine Associate in Applied Science (0068)**

<table>
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<tr>
<th>First Year</th>
<th>Semester Credits</th>
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<td>HRO 100</td>
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<td>BIOL 105</td>
<td>Human Biology</td>
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<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I</td>
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<tr>
<td>PSYC 151</td>
<td>General Psychology</td>
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<tr>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking OR</td>
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<tr>
<td>SPCH 155</td>
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### Approved Electives

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<td>BIOL 156/158</td>
<td>Human Anatomy and Physiology II</td>
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<td>PSYC 200</td>
<td>Applied Psychology</td>
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<td>PSYC 210</td>
<td>Life-Span Development</td>
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<td>PSYC 250</td>
<td>Child Development</td>
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<td>PSYC 251</td>
<td>Adolescent Development</td>
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<td>PSYC 252</td>
<td>Educational Psychology</td>
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<td>PSYC 253</td>
<td>Adult Development &amp; Aging</td>
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<td>PSYC 254</td>
<td>Death and Dying</td>
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<td>PSYC 259</td>
<td>Abnormal Psychology</td>
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<td>PSYC 260</td>
<td>Psychology of Addictive Behaviors</td>
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<td>PSYC 270</td>
<td>Health Psychology</td>
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<td>PSYC 288</td>
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<td>SPCH 170</td>
<td>Advanced Speech &amp; Persuasion</td>
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</tr>
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<td>SOC 210</td>
<td>Deviance, Crime &amp; Society</td>
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<td>SOC 265</td>
<td>Aging &amp; Society</td>
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<td>POLS 150</td>
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<td>PHYS 151</td>
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<td>MGMT 214</td>
<td>Principles of Management</td>
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<td>MGMT 217</td>
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<td>MGMT 240</td>
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<td>FS 262</td>
<td>Vertical Rescue Operations</td>
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<td>FS 263</td>
<td>Vertical Rescue Technician</td>
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<td>FS 264</td>
<td>Confined Space Rescue Operations</td>
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<td>FS 266</td>
<td>Trench Rescue Operations</td>
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<td>FS 282</td>
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<tr>
<td>HS 100</td>
<td>Intro to Homeland Security</td>
<td>3</td>
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</table>

### Career Opportunities

EMTs and paramedics employed by fire departments work an average of 50 hours a week. Those employed by hospitals frequently work between 40 and 50 hours a week, and those in private ambulance services, between 40 and 50 hours. Some of these workers, especially those in police and fire departments, are on call for extended periods. Because emergency services function 24 hours a day, EMTs and paramedics have irregular working hours. Some EMTs work as part of the flight crew on helicopters that transport critically ill or injured patients to hospital trauma centers.

According to the 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. The average annual earnings of EMTs and paramedics are between $24,000 and $34,000 annually.
## Paraprofessional Education

Coordinator/Faculty: Caroline Adams, ext. 5729

Dean: Richard Spencer

This program provides graduates with the credentials to work as paraprofessional educators with children and adults in a variety of educational settings, including Title I and non-Title I schools; public, private, charter and magnet schools; and alternative learning environments. The Associate in Applied Science degree and certificate programs are not designed to transfer into baccalaureate programs, but some courses will transfer to four-year institutions. A student may receive credit for a maximum of 13 semester credits earned through alternative educational experiences. See the program coordinator or an academic counselor 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

### 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

<table>
<thead>
<tr>
<th>Associate in Applied Science Degree (0090)</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>ED 255 American Public Education</td>
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<td>PSYC 151 General Psychology</td>
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<td>ENG 101 Rhetoric &amp; Composition I</td>
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<td>ENG 102 Rhetoric &amp; Composition II</td>
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<tr>
<td>MATH 106 Mathematics for Elementary Teachers II</td>
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<tr>
<td>General Education Humanities/Fine Arts**</td>
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<td><strong>Total Semester Credits</strong></td>
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</tbody>
</table>

| **Apply for Graduation Now**             |                  |
|                                          |                  |
| **Second Year**                          |                  |
| **Fall Semester**                        |                  |
| ED 265 Introduction to Special Education | 3                |
| ED 293 Children's Literature             | 3                |
| PSYC 250 Child Development               | 3                |
| **Total Semester Credits**               | 9                |

**Spring Semester**

ED 270 Classroom Management 3
ED 293 Children's Literature 3
PSYC 250 Child Development 3
General Education Social Science** 3
ECE 112 Growth and Development of Children 3
**Total Semester Credits** 15

<table>
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<tr>
<th>Certificate (0091)</th>
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<td>MATH 106 Mathematics for Elementary Teachers II</td>
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**Apply for Graduation Now**

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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
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<td>ECE 110 Introduction to Early Childhood Education</td>
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<td>SPCH 151 Fundamentals of Public Speaking</td>
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<thead>
<tr>
<th><strong>Spring Semester</strong></th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 270 Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>ECE 110 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 151 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 152 First Aid-Medical Self Help</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

Applicants for transfer to four-year programs should consult with an academic counselor for transfer credit information.

**Transfer Information**

The Associate in Applied Science degree listing.

**Approved Electives**

AOJ 153 Juvenile Delinquency 3
ART 260 Art for the Elementary Teacher 3
General Education Science Course** 4
PE 221 Elementary School Activities 3
PSYC 259 Abnormal Psychology 3
SLS 101 American Sign Language I 3
SOC 255 The Family 3
SPAN 101 Elementary Spanish I 4

**See the IAI General Education electives, located in the Transfer Information section of this catalog. Do not use the General Education Course Classifications of the Associate in Applied Science degree listing.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### Career Opportunities

A graduate of the Paraprofessional Education AAS degree program can find employment as a paraprofessional educator in a variety of educational settings, including Title I and non-Title I schools and charter, magnet, alternative and parochial schools as well.

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Physical Therapist Assistant

Coordinator/Faculty: Kim Snyder, ext. 5390
Coordinators’ Assistant: Candice Rodgers, ext. 5355
Faculty: Michelle Kujawa

Dean: Julie Muertz

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. Contact an academic counselor for career exploration.

About the Program:
• Two-year Associate in Applied Science degree
• Selective admission for fall semester start
• Recommend the following course work in high school to prepare for health science occupation: Four years of English, algebra and geometry, biology, social science courses. Keyboarding and computer application courses, chemistry, and anatomy & physiology
• Applications are accepted Sept. 1, 2014 to Feb. 1, 2015
• 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 most 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 703-706-3243, 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 in any state that requires a license to practice physical therapy.

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. There are no waiting lists for admission to any SWIC Health Sciences program. If not admitted, interested applicants must reapply the following year. Refer to the PTA Application Planning Guide for specific application requirements and to enhance your potential for admission into this competitive application process. Application Planning Guides are located at swic.edu/apply, Counseling Center, Enrollment Services, or the Health Sciences coordinators’ assistant’s office.

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. Information on the ACT test, the numerical ranking procedure and the admission process is available from the SWIC Office of Enrollment Services. 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. 5335, or Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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 Šam Šč 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 late March or early April. In the event that there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program’s maximum capacity has been reached or until the first week of classes during the fall semester. Contact Enrollment Services at 618-235-2700, ext. 5541/5542, 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, 2015.
**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/pta-faq. 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.

**Medical/Health Requirements:**
PTA students will be required to 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:**
A criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are also required. Program acceptance 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. Program acceptance letters will include details and directions for accessing and purchasing online screening for background checks. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

- Assault
- Murder
- Arson
- Sexual offenses
- Burglary
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To be admitted students with disqualifying criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.
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 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 complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations course work. 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 four semesters and one summer; 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 prerequisites. For information on course prerequisites, 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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 105 Human Biology*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 151 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PTA 100 Introduction to Physical Therapy</td>
<td>1</td>
</tr>
<tr>
<td>PTA 101 Physical Therapy Science and Skills</td>
<td>4</td>
</tr>
<tr>
<td>PTA 102 Patient Care Skills &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HRO 100 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SPCH 151 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PTA 150 Theory of Physical Agents I</td>
<td>3</td>
</tr>
<tr>
<td>PTA 151 Application of Physical Agents I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 160 Kinesiology &amp; Clinical Orthopedics</td>
<td>5</td>
</tr>
<tr>
<td>PTA 161 Orthopedic Interventions</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>PSYC 210 Life-Span Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 153 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PTA 170 Clinical Experience I</td>
<td>3</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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</table>

Apply for Graduation Now

Second Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>PTA 200 Theory of Physical Agents II</td>
<td>3</td>
</tr>
<tr>
<td>PTA 201 Application of Physical Agents II</td>
<td>2</td>
</tr>
<tr>
<td>PTA 210 Therapeutic Exercise &amp; Rehabilitation</td>
<td>5</td>
</tr>
<tr>
<td>PTA 211 Rehabilitation Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PTA 220 Pathology</td>
<td>4</td>
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<td><strong>Total Semester Credits</strong></td>
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<tr>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>PTA 270 Clinical Experience II</td>
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<tr>
<td>PTA 280 Clinical Seminar</td>
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<td><strong>Total Program Credits</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

*BIOL 155 & 156/157 & 158 can replace BIOL 105.

Career Opportunities
PTAs work in a variety of settings including hospitals, outpatient clinics, home health, nursing homes, schools, sports facilities, fitness centers and industrial/occupational workplace environments. Job opportunities continue to grow as the medical field continues to promote outpatient medical services and the elderly population increases.

Average Starting Salary
The median income for PTAs with one to three years experience is between $37,000 and $42,000 annually, depending on the type and location of the health care facility.
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 computer numerical machines.

See the program coordinator or an academic counselor for more information.

Important Information

The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (053H)

Program Prerequisite  | 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
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 111 CNC Milling  | 4
PMT 202 Cutting Tools/Fixturing/Insp  | 2
PMT 110 Introduction to CNC Operations  | 2.5
PMT 112 CNC Turning  | 3
PMT 250 Multi-Axis CNC Programming  | 4
PMT 114 Metallurgy I (Industrial)  | 2
Total Semester Credits  | 17.5

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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

Spring Semester  | Semester Credits
--- | ---
ENG 101 Rhetoric & Composition I  | 3
HLTH 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

Precision Machining Technology Certificate (054H)

Program Prerequisite  | Semester Credits
--- | ---
PMT 100 Precision Machining Intro  | .5

Fall Semester  | 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 Program Credits  | 42

NATIONAL INSTITUTE FOR METALWORKING SKILLS®
Precision Machining Technology (continued)

CNC Machining Certificate (054P)
Computer Numerical Control introduces students to programming, setting up and operating a CNC machine tool, which include three-axis vertical mills and two-axis lathes. 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 Prerequisite
PMT 100 Precision Machining Intro 0.5

Semester Credits
PMT 110 Introduction to CNC Operations 2.5
PMT 111 CNC Milling 4
PMT 112 CNC Turning 3
Total Program 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 Prerequisite
PMT 100 Precision Machining Intro 0.5

Semester Credits
PMT 221 Intro to Mastercam 4
PMT 222 Advanced Mastercam 4
Total Program 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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

Coordinator: Rhonda Kern, ext. 5303
Faculty: Larry Wheeler
Coordinators’ Assistant: Candice Rodgers, ext. 5355

Dean: Julie Muertz

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.iissrt.org/. Contact an academic counselor for career exploration.

About the Program:
• Two-year Associate in Applied Science degree
• Selective admission for 2014 summer semester start
• Applications are accepted Sept. 1 to Dec. 1, 2014
• Completion of biology, chemistry/physics in high school or college are required to apply
• Assessment of math skills must be completed by Dec. 1, 2014
• Deadline for application documentation is Feb. 1, 2015
• 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 course work 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 our 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. 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 reapply 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 at swic.edu/apply, Counseling Centers, Enrollment Services, or with the Health Sciences coordinators’ assistant.

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 2014 Semester preceding potential summer entry may not be calculated in the numerical ranking. Information on the ACT test, the numerical ranking procedure and the admission process is available from the SWIC Office of Enrollment Services. 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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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. 5541/5542, or the Counseling Center at 618-235-2700, ext. 5206, to obtain information of a possible applications deadline extension. The college reserves the right to fill the program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

In the event that there are more qualified applicants than spaces available in this program, those applicants 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 April 1, 2015.
Radiologic Technology (continued)

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 after acceptance 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/rt-faq. 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:
A criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are also required. Program acceptance 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. Program acceptance letters will include details and directions for accessing and purchasing the online screening for criminal background checks. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:
- Assault
- Burglary
- Sexual offenses
- Murder
- Arson
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Positive drug testing results from the use of illegal drugs or prescription medication the student does not have a prescription for in his/her own name. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

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 semester. 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 course work. 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 prerequisites. For information on course prerequisites, 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

#### Radiologic Technology (0028)

**First Year**

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tbody>
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<td>RT 150</td>
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<td>RT 151</td>
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<td>RT 152</td>
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**Second Year**

**Summer Semester**

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**Fall Semester**

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**Apply for Graduation Now**

**Spring Semester**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SPCH 151</td>
<td>Fundamentals of Public Speaking or Interpersonal Communication</td>
</tr>
<tr>
<td>RT 297</td>
<td>Radiologic Technology Review</td>
</tr>
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<td>RT 296</td>
<td>IT for Radiographers</td>
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<td>RT 298</td>
<td>Clinical Modalities II</td>
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<td>Clinical Experience V</td>
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**Total Program Credits**

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<td>73</td>
</tr>
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*See beginning blue AAS degree pages for listing of all Human Relations course options.

**BIOL 105 can be replaced by BIOL 155/156 or BIOL 157/158.**

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### Career Opportunities

RT’s 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:** $34,000–$40,000, depending on the type and location of the health care facility.
Respiratory Care

Program Coordinator: Lindsay Fox, phone 618-234-8911, ext. 1989
Faculty: Diane Dodd
(Program offices are located at St. Elizabeth’s Hospital, Belleville)
Coordinators’ Assistant: Candice Rodgers, ext. 5355
Dean: Julie Muertz

Career Overview:
The SWIC Respiratory Care program prepares students for entry-level and advanced-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 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 counselor for more information.

About the Program:
- Two-year Associate in Applied Science degree
- Selective admission for summer semester start
- Applications accepted Sept. 1, 2014 – April 1, 2015
- Completion of biology and chemistry in high school or college is required to apply
- Assessment of math skills must be completed by April 1, 2015.
- Deadline for application documentation is April 1, 2015.

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 challenge the National Board for Respiratory Care entry-level RT certification examination (CRT exam) and the RT registry exam (RRT exam). These examinations are offered throughout the year at various sites in the state and country. All states (except Alaska) require respiratory therapists to obtain a license. Passing the CRT exam qualifies respiratory therapists for state licenses. Supervisory positions and intensive-care specialties usually require the RRT or at least RRT eligibility.

Program Accreditation:
The SWIC Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, located at 1248 Harwood Road, Bedford, TX 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 our curriculum will graduate competent clinicians. It also ensures that the college’s RC graduates are qualified to take the National Board for Respiratory Care’s credentialing 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. Students must apply and be formally accepted into the Respiratory Care program before enrolling in RC-prefix courses (excluding RC 102 and RC 103). There are no waiting lists for admission to any Health Sciences program. If not admitted, interested applicants must reapply 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 at swic.edu/apply, Enrollment Services or Counseling offices, or with the Health Science coordinators’ assistant.

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. Information on the ACT test, the numerical ranking procedure and the admission process is available from the SWIC Office of Enrollment Services. 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 Enrollment Services at 618-235-2700, ext. 5541/5542. To arrange a meeting with a counselor, 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. 5541/5542, 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 April 1, 2015.

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 only offered at St. Elizabeth's Hospital, Belleville 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 Wednesday and Friday (8-hour shift)
• Class/Lab on Monday and Thursday (8-hour day)
Second-year students (fall and spring semesters)
• Clinical practice on Monday and Wednesday (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/rc-faq. 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 Providers 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:
A criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are also required. Program acceptance 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. Program acceptance letters will include details and directions for accessing and purchasing the online screening for background checks. Background checks are conducted from every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of their program and will result in program dismissal:

- Assault
- Burglary
- Sexual offenses
- Murder
- Arson
- Robbery

Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/. To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Positive drug testing results from the use of illegal drugs or prescription medication the student does not have a prescription for in his/her own name. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators’ assistant prior to seeking admission.

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 reapply 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 course work. 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 prerequisites. For information on course prerequisites, 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.

Respiratory Care
Associate in Applied Science Degree (020A)***

First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
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<tr>
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<tr>
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<td>BIOL 105 Human Biology*</td>
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<tr>
<td>ENG 101 Rhetoric &amp; Composition I*</td>
<td>3</td>
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<tr>
<td>RC 102 Cardiopulmonary Anatomy and Physiology**</td>
<td>3</td>
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<tr>
<td>RC 103 Applied Science**</td>
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<tr>
<td>RC 104 Respiratory Care Practices and Procedures I</td>
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<td>RC 105 Patient Assessment</td>
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<tr>
<td>SOC 153 Introductory Sociology</td>
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<tr>
<td>RC 110 Cardiopulmonary Pathology**</td>
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</tr>
<tr>
<td>RC 111 Respiratory Care Pharmacology**</td>
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<td>RC 114 Respiratory Care Practices and Procedures III</td>
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Apply for Graduation Now

Second Year

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<td>RC 204 Clinical Practice III***</td>
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**Students are encouraged to complete as many of these courses as possible before beginning the Respiratory Care course work. BIOL 105 and HRO 100 must be completed by the end of the summer 2014 semester to be eligible for RC 104 in the fall 2015 semester. BIOL 155 & 156/157 & 158 can replace BIOL 105.

**Depending on space availability, these course 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 course work before beginning actual clinical rotations in health care facilities. Completion of RC 102 and 103 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.

*** Pending ICCB approval

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:
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 the average salary for respiratory therapists with a CRT credential was $56,160 in the year 2006.
Sign Language Studies: Interpreter

Coordinator/Faculty: Karyn Houston
email: karyn.houston@swic.edu
OR 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 Examination, 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 counselor for more information.

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 to meet with the program coordinator to develop a schedule for completing the degree requirements in the proper sequence is highly recommended.

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. 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. They also may be required to have criminal background check and/or drug testing depending on the setting. Field experience begins in the second semester of the two-year program.

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 COMPASS placement test. COMPASS results must qualify the student for enrollment in ENG 101 or greater and MATH 94 or greater. To arrange a meeting with a counselor or obtain more information on the COMPASS program, call or visit the counseling center at the Belleville Campus, 618-235-2700, ext. 5206; the Red Bud Campus, 618-282-6682, ext. 8114; or the Sam Wolf Granite City Campus, 618-931-0600, ext. 7333.

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/sls. 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, 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 in the degree.
G. Prerequisites may be required for some courses. Refer to the Course Description Guide in the college catalog.
Sign Language Studies: Interpreter (continued)

**Important Information**
The following semester sequence is designed as a guide for students enrolled full time and is not intended as a required schedule. Students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

**Associate in Applied Science Degree (0024)**

**Sign Language Studies: Interpreter**

**First Year**

**Fall Semester**

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<td>American Sign Language I</td>
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<td>SLS 110</td>
<td>Deaf Studies/Culture</td>
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<td>SLS 125</td>
<td>ASL Fingerspelling &amp; Numbers</td>
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<td>ENG 101</td>
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<td>SPCH 151</td>
<td>Fundamentals of Public Speaking</td>
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**Spring Semester**

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<td>SLS 105</td>
<td>Field Experiences</td>
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<td>SLS 120</td>
<td>ASL Linguistics I</td>
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<td>SPCH 155</td>
<td>Interpersonal Communication</td>
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**Second Year**

**Fall Semester**

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<td>SLS 205</td>
<td>Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>SLS 206</td>
<td>Interpreter Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>SLS 210</td>
<td>ASL Linguistics II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 255</td>
<td>Transliterating</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 220</td>
<td>Interpreting II</td>
<td>3</td>
</tr>
<tr>
<td>SLS 230</td>
<td>Interpreting Practicum</td>
<td>3</td>
</tr>
<tr>
<td>SLS 225</td>
<td>Sign to Voice</td>
<td>3</td>
</tr>
<tr>
<td>SLS 270</td>
<td>Educational &amp; Specialized Interpreter Settings</td>
<td>3</td>
</tr>
<tr>
<td>SOC 153</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits** | **67**

*See beginning blue AAS degree pages for listing of all Social Science and Human Well-Being options.

**Sign Language/Basic Communication Certificate (024A)**

Note: For enhancement of communication skills for social service providers, not for interpreter placement or certification.

**First Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 100</td>
<td>Non-Verbal Communications</td>
<td>2</td>
</tr>
<tr>
<td>SLS 101</td>
<td>American Sign Language I</td>
<td>5</td>
</tr>
<tr>
<td>SLS 110</td>
<td>Deaf Studies/Culture</td>
<td>3</td>
</tr>
<tr>
<td>SLS 125</td>
<td>ASL Fingerspelling &amp; Numbers</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 102</td>
<td>American Sign Language II</td>
<td>5</td>
</tr>
<tr>
<td>SLS 105</td>
<td>Field Experiences</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits** | **18**

**Career Opportunities**

Sign language interpreting is a rapidly expanding field. Interpreters may work for an agency or be self-employed. Schools, government agencies, hospitals, court systems and private businesses employ interpreters. Interpreters work in a variety of settings including medical, legal, religious, mental health, rehabilitation, performing arts and business. The setting 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:** Interpreters earn between $15 and $50 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.
Ward Clerk

Coordinator: Carol Eckert, ext. 5268

Dean: Julie Muertz

In the SWIC Ward Clerk program, students will learn to perform the clerical, receptionist and coordination tasks of professional ward clerks.

In this one-semester, six-semester-credit program, students learn medical terminology and accepted abbreviations, anatomy and physiology, communication skills, safety guidelines and receptionist duties. How to transcribe physician orders and the legal and ethical aspects of working in a health care facility are taught also. Clinical experience will be provided in area hospitals. Anyone interested in this health-related profession should pay close attention to detail, be reliable and dependable, and have the ability to follow instructions and procedures. For further information regarding the ward clerk occupation or the optional certification exam, refer to the National Association of Health Unit Coordinators website at www.nahuc.org.

This program will prepare students for employment in hospitals and nursing homes as ward clerks/health unit coordinators. Graduates earn a certificate, and may elect to join the National Association of Health Unit Clerks/Coordiators and take a national certification exam. Although it is not required to be certified to practice as ward clerk, it is highly recommended and some employers may require it. Pursing national certification is the responsibility of the successful graduate.

About Ward Clerk (025B):
This is a six-semester-credit course that can be completed in one semester. Students enroll in the HRO 115 Ward Clerk course. During this course, students attend classroom lectures as well as supervised clinical practice in area hospitals and other health care facilities. Clinical practice occurs in the last four to five weeks of the course.

Enrollment into the Program:
Students must have a high school diploma or a GED; be in good physical and emotional health; be able to type or have good keyboarding skills and have good interpersonal communication skills. Enrollment is limited by number of clinical facilities available.

A. All students are advised to see a counselor upon completing the New Student Information Form for entrance into the college, and identifying their plan of study.

B. Students qualifying for enrollment must meet program-specific medical requirements and must be able to perform the essential functions of the job with or without reasonable accommodations. The essential functions of the job are listed in the Ward Clerk Student Handbook and on the college website: swic.edu under Ward Clerk program. Any interested students are encouraged to contact the Disability & Access Center at 618-235-2700, ext. 5368, to discuss potential issues associated with meeting these requirements.

C. The HRO 115 Ward Clerk class is typically offered at the Belleville and Sam Wolf Granite City campuses or the East St. Louis Community College Center on alternate semesters.

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 classes and clinicals assigned by the program.

E. Students enrolled in a Health Sciences program should be aware that some clinical facilities may have medical/health requirements and may require criminal background checks and drug screenings. If so, students will be provided with the appropriate information and be required to obtain the background check and/or drug screening. Students may be dropped from the program if they fail to obtain/pass the clinical requirements or meet medical requirements.

F. Students participating in the SWIC Ward Clerk program are subject to all provisions of the existing college catalog and course syllabus with respect to attendance during the period of their enrollment. Any missed time is cumulative.

G. For more information about the Ward Clerk program, contact a counselor at the Belleville Campus, 618-235-2700, ext. 5206; the Sam Wolf Granite City Campus, 618-931-0600, ext. 7333; or the East St. Louis Community College Center, 618-874-8700.

Career Opportunities
Ward clerks work in hospitals, nursing homes, long-term care facilities and rehabilitation centers. Attaining dual training as a certified nurse assistant frequently will make a ward clerk more marketable. Full-time ward clerks work a five-day, 40-hour work week. They may be assigned to work evening or weekend shifts. Part-time employees may be assigned to work any shift. The average starting salary is $17,722 plus benefits.
Warehousing and Distribution

Coordinator: Mark Bosworth, ext. 7457
email: mark.bosworth@swic.edu

Dean: Bradley Sparks

Warehouse employees help load and unload freight and move it around warehouses and terminals. Often, these employees work together in groups of three or four. They may use conveyor belts, handtrucks, pallet jacks or fork lifts to move freight. They may place heavy or bulky items on wooden skids or pallets to be moved by industrial trucks.

An objective of the certified warehousing and distribution specialist curriculum is to create a pool of skilled employees from which companies can draw as they staff their warehousing and distribution centers. A second objective is to provide training for employees currently employed in warehousing and distribution to prepare them for greater responsibility and growth in their careers. Skills taught in the courses are drawn from typical job skills requirements as determined by needs analyses among leading-edge warehousing and distribution operations. The curriculum consists of five courses, a warehousing and distribution center simulation, and a final assessment of knowledge and skills.

Warehousing and Distribution Certificate (045W)***

MFT 120 Warehousing Environment 1.5
MFT 121 Warehousing Workforce Skills 1.5
MFT 122 Warehousing & Distribution Process 2.5
MFT 123 Warehousing Technology Skills 2
MFT 124 Representative Warehousing Skills 2.5
Total Semester Credits 10

***All courses are taken concurrently and offered during one semester.

Students shall meet all institutional requirements for the Associate in Applied Science degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities

The number of wage and salary jobs in the truck transportation and warehousing industries is expected to experience steady growth which will result in many job openings because the industry is so large. There will also be openings due to replacement needs for the large number of workers who will transfer to other industries or retire. This certificate will provide skills as a warehouse employee.

Web Designer

For more computer classes, see:
Computer Information Systems
Graphic Communications
Network Design and Administration
Office Administration and Technology
Web Development and Administration

Coordinator/Faculty: Diane DiTucci, ext. 5382
Faculty: Beth Burns
Dean: Janet Fontenot

The Web Designer program provides students with the basics of website design. Graphics, animation, cascading style sheets, typography, navigation, JavaScript, accessibility and usability are emphasized throughout the degree courses. Students will design websites using a variety of techniques and software applications.

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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Web Designer (0141)

First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125</td>
<td>Operating System Basics/Windows 1</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Internet Basics 1</td>
</tr>
<tr>
<td>CIS 172</td>
<td>Photoshop 3</td>
</tr>
<tr>
<td>CIS 174</td>
<td>HTML 3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Programming 3</td>
</tr>
<tr>
<td>CIS 195</td>
<td>Database Management 3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Rhetoric &amp; Composition I 3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS 171 Computer Graphics 3</td>
<td></td>
</tr>
<tr>
<td>CIS 176 Web Development I 3</td>
<td></td>
</tr>
<tr>
<td>CIS 177 JavaScript Programming I 3</td>
<td></td>
</tr>
<tr>
<td>CIS 187 Java Programming I 3</td>
<td></td>
</tr>
<tr>
<td>CIS 210 Web Design and Usability 3</td>
<td></td>
</tr>
<tr>
<td>Human Well-Being* 2</td>
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</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

Apply for Graduation Now
**Web Designer** (continued)

### Second Year

<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 147</td>
<td>Fonts &amp; Type</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>CIS 173</td>
<td>Graphics and Animation</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Introduction to XML</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 272</td>
<td>Advanced Photoshop</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 288</td>
<td>JSP</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>English or Journalism Elective*</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td></td>
<td>17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Credits</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 256</td>
<td>Web Site Development</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 273</td>
<td>Advanced Graphics and Animation</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 296</td>
<td>Web and Graphics Internship</td>
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<td>3</td>
</tr>
<tr>
<td>Humanities OR Social Science Elective*</td>
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<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities OR Social Science Elective*</td>
<td></td>
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<td>3</td>
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<tr>
<td>Communications/Humanities/Social Science/ Human Well-Being Elective*</td>
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<td>1-3</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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<td></td>
<td>16-18</td>
</tr>
</tbody>
</table>

**Total Program Credits** 67-69

*All students must complete graduation requirements listed in the front of the blue pages for this catalog for an Associate in Applied Science degree including the requirement for Human Relations course work.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 174</td>
<td>HTML***</td>
<td>3</td>
</tr>
<tr>
<td>CIS 176</td>
<td>Web Development</td>
<td></td>
</tr>
<tr>
<td>CIS 177</td>
<td>JavaScript Programming I</td>
<td></td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Programming</td>
<td></td>
</tr>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td></td>
</tr>
<tr>
<td>CIS 195</td>
<td>Database Management</td>
<td></td>
</tr>
<tr>
<td>CIS 210</td>
<td>Web Design and Usability</td>
<td></td>
</tr>
<tr>
<td>CIS 212</td>
<td>Introduction to XML</td>
<td></td>
</tr>
<tr>
<td>CIS 256</td>
<td>Web Site Development</td>
<td></td>
</tr>
<tr>
<td>CIS 288</td>
<td>JSP</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***CIS 161 and CIS 162 together may be substituted for CIS 174.

#### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 147</td>
<td>Fonts &amp; Type</td>
<td></td>
</tr>
<tr>
<td>CIS 155</td>
<td>Basic Web Page Design</td>
<td></td>
</tr>
<tr>
<td>CIS 171</td>
<td>Computer Graphics</td>
<td></td>
</tr>
<tr>
<td>CIS 172</td>
<td>Photoshop</td>
<td></td>
</tr>
<tr>
<td>CIS 173</td>
<td>Graphics and Animation</td>
<td></td>
</tr>
<tr>
<td>CIS 174</td>
<td>HTML***</td>
<td></td>
</tr>
<tr>
<td>CIS 176</td>
<td>Web Development I</td>
<td></td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Programming</td>
<td></td>
</tr>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td></td>
</tr>
<tr>
<td>CIS 210</td>
<td>Web Design and Usability</td>
<td></td>
</tr>
<tr>
<td>CIS 257</td>
<td>Electronic Publishing</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CIS 161 and CIS 162 together may be substituted for CIS 174.

### Accelerated Degree Option

Anyone who has completed an associate or bachelor’s degree from a regionally accredited college may earn an Associate in Applied Science degree in Web Design by completing at least 27 semester credits of program-related course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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 requirement for the Associate in Applied Science degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

### Career Opportunities

A graduate of the Web Designer program is prepared to work as:

- Web coder
- Web designer
- Webmaster
- Web support worker
Web Development and Administration

For more computer classes, see:
Computer Information Systems
Graphic Communications
Office Administration and Technology
Network Design and Administration
Web Designer

Coordinator/Faculty: Diane DiTucci, 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Web Development and Administration
(0011)

First Year
Fall Semester
CIS 125 Operating System Basics/Windows 1
CIS 174 HTML 3
CIS 180 Introduction to Programming 3
CIS 195 Database Management 3
NETW 101 Introduction to Networking 3
ENG 101 Rhetoric & Composition I 3
Total Semester Credits 16

Spring Semester
CIS 177 JavaScript Programming I 3
CIS 187 Java Programming I 3
CIS 210 Web Design and Usability 3
NETW 188 Server I 3
Web Elective 3
Humanities OR Social Science Elective* 3
Total Semester Credits 18

Second Year
Fall Semester
CIS 212 Introduction to XML 3
CIS 287 Java Programming II 3
CIS 288 JSP 3
Web Elective 3
Math Elective** 3
Humanities OR Social Science Elective* 3
Total Semester Credits 18

Spring Semester
CIS 246 Systems Development & Design I 3
CIS 256 Web Site Development 3
CIS 296 Web and Graphics Internship 3
English OR Journalism Elective* 3
Human Well-Being* 2
Communications/Humanities/Social Science/
Human Well-Being Elective* 1-3
Total Semester Credits 15-17
Total Program Credits 67-69

The following are approved Web Electives
CIS 172 Photoshop 3
CIS 173 Graphics and Animation 3
CIS 176 Web Development I 3
CIS 184 Visual Basic Programming I 3
CIS 241 Visual Basic for Applications 3
CIS 250 C++ Programming I 3
CIS 252 C# Programming I 3
CIS 264 ASP 3
CIS 273 Advanced Graphics and Animation 3
CIS 275 SQL 3
NETW 182 Linux Operating System 3
NETW 271 Network Security 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 course work.

**Math Elective MGMT 102 or MATH 107 or higher

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Apply for Graduation Now
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 174</td>
<td>HTML***</td>
<td>3</td>
</tr>
<tr>
<td>CIS 176</td>
<td>Web Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 177</td>
<td>JavaScript Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 195</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Web Design and Usability</td>
<td>3</td>
</tr>
<tr>
<td>CIS 212</td>
<td>Intro to XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 288</td>
<td>JSP</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

***CIS 161 and CIS 162 together may be substituted for CIS 174.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 147</td>
<td>Fonts &amp; Type</td>
<td>2</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Basic Web Page Design</td>
<td>1</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 172</td>
<td>Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>CIS 173</td>
<td>Graphics and Animation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 174</td>
<td>HTML***</td>
<td>3</td>
</tr>
<tr>
<td>CIS 176</td>
<td>Web Development I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 210</td>
<td>Web Design and Usability</td>
<td>3</td>
</tr>
<tr>
<td>CIS 257</td>
<td>Electronic Publishing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

***CIS 161 and CIS 162 together may be substituted for CIS 174.

Java Programming Certificate (011F)
Students completing the Java Programming Certificate will learn the basic concepts and skills necessary to create programs using the Java Programming language. Programs will include various control structures and techniques used in creating interactive programs for the Web. Object-oriented programming techniques will be used. Students will establish a Java programming environment using Sun’s Java Software Development Kit. Students will establish a Web server environment using Apache’s Tomcat Servlet engine and students will be introduced to the Eclipse IDE.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 187</td>
<td>Java Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 287</td>
<td>Java Programming II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

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 course work. A plan of specific courses required for the degree must be obtained from the program coordinator and approved by the dean of the Business Division and the vice president for Instruction. Only those courses completed at 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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

Career Opportunities
A graduate of the Web Development and Administration program is prepared to work as a:

- Webmaster
- Web administrator
- Web coder
- Web designer
- Web developer
- Web support worker
- Computer programmer
- Web manager
Welding Technology

Coordinator/Faculty: Charles Gulash, ext. 5377; 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 counselor 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 prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

Associate in Applied Science Degree (0062)

First Year
Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT 244</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 151</td>
<td>2</td>
</tr>
<tr>
<td>WLDT 101</td>
<td>6</td>
</tr>
<tr>
<td>WLDT 106</td>
<td>3</td>
</tr>
<tr>
<td>GT 105</td>
<td>4</td>
</tr>
<tr>
<td>MATH 112</td>
<td>OR higher level Math</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>18</td>
</tr>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 213</td>
<td>OR Human Relations in the Workplace</td>
</tr>
<tr>
<td>MGMT 214</td>
<td>OR Principles of Management</td>
</tr>
<tr>
<td>MGMT 221</td>
<td>OR Fundamentals of Labor Relations</td>
</tr>
<tr>
<td>WLDT 152</td>
<td>5</td>
</tr>
<tr>
<td>WLDT 107</td>
<td>2</td>
</tr>
<tr>
<td>Humanities OR Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>16</td>
</tr>
</tbody>
</table>

Apply for Graduation Now

Second Year
Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WLDT 201</td>
<td>6</td>
</tr>
<tr>
<td>Communications Courses OR</td>
<td>3</td>
</tr>
<tr>
<td>ENG 103</td>
<td>3</td>
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<tr>
<td>Human Relations Course</td>
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<td>Technical Electives*</td>
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<tr>
<td>Total Semester Credits</td>
<td>17</td>
</tr>
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</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDT 252</td>
<td>4</td>
</tr>
<tr>
<td>WLDT 253</td>
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<tr>
<td>WLDT 254</td>
<td>3</td>
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<tr>
<td>WLDT 255</td>
<td>3</td>
</tr>
<tr>
<td>Technical Electives*</td>
<td>5</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>19</td>
</tr>
</tbody>
</table>

Total Program Credits 70

*Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix

Certificates

The Welding Technology Certificate program is designed to train the beginner for entry-level positions in the welding industry and to also offer more advanced technical information and skill for the employed welder. High school articulation available.

Welding Technology Certificate (062A)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WLDT 101</td>
<td>6</td>
</tr>
<tr>
<td>WLDT 106</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 152</td>
<td>5</td>
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<td>Total Semester Credits</td>
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Welding Technology Advanced Certificate (062B)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WLDT 107</td>
<td>2</td>
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<tr>
<td>WLDT 201</td>
<td>6</td>
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<tr>
<td>WLDT 253</td>
<td>4</td>
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<td>Total Semester Credits</td>
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Welding Technology Specialized Certificate (062C)

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<thead>
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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
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<tr>
<td>WLDT 254</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 255</td>
<td>3</td>
</tr>
<tr>
<td>Total Semester Credits</td>
<td>10</td>
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</table>

Advanced Welding Manufacturing (062D)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>WLDT 260</td>
<td>5</td>
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<td>WLDT 270</td>
<td>5</td>
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<tr>
<td>Total Semester Credits</td>
<td>10</td>
</tr>
</tbody>
</table>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 237.

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
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 a counselor 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 course work. Students who have earned an associate degree or are eligible for an associate degree other than the AGS will not be considered for this degree.

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

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

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

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, and ED 110 Personal/Career Development. For information regarding these courses, see the Course Description Guide at the back of the catalog.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/December</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Spring/May</td>
<td>Feb. 15</td>
</tr>
<tr>
<td>Summer/July</td>
<td>June 15</td>
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</table>
## Associate in General Studies

### Degree Requirements Checklist

<table>
<thead>
<tr>
<th>Communications</th>
<th>ENG 101</th>
<th>ENG 102</th>
<th>SPCH 151 or</th>
<th>SPCH 155</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Relations Classes</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>ENG 101</td>
<td>ENG 102</td>
<td>SPCH 151 or</td>
<td>SPCH 155</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>MATH 107</td>
<td>MATH 114</td>
<td>MATH 203</td>
<td>MATH 270</td>
</tr>
<tr>
<td></td>
<td>MATH 111</td>
<td>MATH 170</td>
<td>MATH 204</td>
<td>MATH 271</td>
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<td>MATH 112</td>
<td>MATH 171</td>
<td>MATH 205</td>
<td>MATH 290</td>
</tr>
<tr>
<td></td>
<td>MATH 113</td>
<td>MATH 191</td>
<td>MATH 210</td>
<td>MATH 292</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MATH 213</td>
<td>BUS 205</td>
</tr>
<tr>
<td><strong>Physical/Life Sciences</strong></td>
<td>ATY 101</td>
<td>BIOL 157</td>
<td>CHEM 105</td>
<td>ES 250</td>
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<td></td>
<td>BIOL 100</td>
<td>BIOL 158</td>
<td>CHEM 106</td>
<td>PHYS 101</td>
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<td>BIOL 204</td>
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<td></td>
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<td>BIOL 250</td>
<td>CHEM 202</td>
<td>PHYS 151</td>
</tr>
<tr>
<td></td>
<td>BIOL 104</td>
<td>BIOL 270</td>
<td>CHEM 253</td>
<td>PHYS 152</td>
</tr>
<tr>
<td></td>
<td>BIOL 105</td>
<td>CHEM 100</td>
<td>ES 101</td>
<td>PHYS 204</td>
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<td>BIOL 108</td>
<td>CHEM 101</td>
<td>ES 102</td>
<td>PHYS 205</td>
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<td>BIOL 151</td>
<td>CHEM 103</td>
<td>ES 180</td>
<td>PHYS 206</td>
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<tr>
<td><strong>Humanities and Social/Behavioral Science</strong></td>
<td>ART 101</td>
<td>HIST 286</td>
<td>LIT 213</td>
<td>MUS 110</td>
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<tr>
<td></td>
<td>ART 102</td>
<td>HUM 200</td>
<td>LIT 214</td>
<td>PHIL 150</td>
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<td>ART 103</td>
<td>LIT 113</td>
<td>LIT 215</td>
<td>PHIL 151</td>
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<td></td>
<td>ART 104</td>
<td>LIT 117</td>
<td>LIT 219</td>
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<td>ART 105</td>
<td>LIT 120</td>
<td>LIT 251</td>
<td>PHIL 153</td>
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<td></td>
<td>ART 106</td>
<td>LIT 125</td>
<td>LIT 252</td>
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<td>FILM 115</td>
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<td>SPCH 220</td>
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<td><strong>Social/Behavioral Science</strong></td>
<td>ANTH 150</td>
<td>HIST 115</td>
<td>POLS 261</td>
<td>PSYC 265</td>
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<td>PSYC 267</td>
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<td>POLS 289</td>
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<td><strong>Computer Literacy</strong></td>
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<td><strong>Human Well-Being</strong></td>
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<td>PE 161</td>
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</tr>
<tr>
<td><strong>Electives</strong></td>
<td>Any courses, 100-level or above.</td>
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<td></td>
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</tbody>
</table>
COMMUNITY SERVICES AND CAMPUS OPERATIONS

Community Services and Campus Operations includes:

**Adult Basic Education**
- English As A Second Language
- GED®
- Pre-Vocational Training

**Community Education**
- Dual Credit
- Noncredit Programs and Activities
- Running Start

**Programs and Services for Older Persons**

**Sustainability Initiatives**

**Lifelong Learning**
Adult Basic Education:
GED®, English as a Second Language and Pre-Vocational Training

Department Director: Lea Maue, Ph.D.
GED Director: Vicki Whitener-Lepanto, Ph.D.
ESL Director: Brandon Shigematsu, Ph.D.
ABE Specialist: Jeff Campbell
Instructors: Barbara Daley, Karen Schneider

Adult Basic Education provides free classes in Reading, GED®, Test Preparation, English as a Second Language, Citizenship, Mathematics, Office Technology, Information Processing and Computers. In cooperation with other college departments, Adult Basic Education offers vocational training in welding, nurse assistant, ward clerk, construction, security, warehousing and food service sanitation. 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 Basic Education serves persons 16 years and older who lack a secondary school diploma or its recognized equivalent, persons for whom English is a second language or persons deficient in the basic educational skills needed to function effectively in society. The overall goals of the federal and state legislation for adult education are to assist adults in obtaining the knowledge and skills necessary for employment and self-sufficiency and to assist students in obtaining the educational skills necessary to become effective partners in their children's education. At Southwestern Illinois College all adult education programs incorporate basic computer literacy, and there is a strong emphasis on transitioning students into the college's regular credit classes and programs.

Reading and mathematics classes are designed to help students improve their reading, writing and math skills. Instruction incorporates best practices from research in adult learning. Classes are short and intensive with opportunity for frequent self-evaluation of progress. These classes use subject matter that students will need if they take the General Educational Development test. There is a technological component to many of the classes. Classes are offered both days and evenings at the Belleville, Red Bud and Sam Wolf Granite City campuses and at East St. Louis Community College Center on a year-round schedule.

GED® test preparation classes provide intensive preparation for the GED® test. Instruction incorporates the four subject areas of the GED® test – language arts, social studies, science, and math. Classes are short in duration and focus on both the basic content of the tests and needed test-taking skills. An online GED® test preparation course is available each semester as well as bridge courses that focus on GED® preparation and readiness for college course work in specific occupational fields. There are frequent opportunities for self-evaluation to determine readiness to test and the opportunity to take the U.S. and Illinois Constitution ahead of the GED® testing time. GED® 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 foreign-born 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 are grouped according to ability and encouraged to move into ever higher levels of performance. Students at the highest levels are encouraged to transition into 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 in Collinsville and Fairmont City on a year-round schedule. Citizenship classes prepare students to take the test for naturalization. These classes are offered monthly at various locations throughout the district. There is also an online version of the class.

Pre-vocational training classes provide the opportunity to learn the skills necessary for entry-level positions in the workplace. Office Technology is an eight-week intensive program combining computer training, communications, business math, workplace behaviors and job search skills. It is a daytime program held five days a week. Students who meet attendance and performance requirements earn a certificate of achievement as well as Work Keys (National Career Readiness) Certification. Information Processing is a 13-week evening program similar to Office Technology. Instruction incorporates computer training, communications, workplace behaviors and job search. Students who meet attendance and performance requirements earn a certificate of achievement as well as Work Keys (National Career Readiness) Certification. Office Technology and Information Processing are offered at the Belleville and Sam Wolf Granite City campuses and East St. Louis Community College Center on a year-round basis. Both Office Technology and Information Processing provide guidance in securing employment in the local area and emphasize the need for lifelong skill development and training.

The department offers computer classes to eligible students on a regular basis throughout the year. These are classes in Microsoft Windows software applications. They are offered at the Belleville and Sam Wolf Granite City campuses and East St. Louis Community College Center campuses on a year-round basis. Adult Basic Education collaboration with other college departments to provide other pre-vocational training opportunities. Since space is limited, acceptance into the pre-vocational training programs is competitive. Candidates must be adult education eligible and successfully complete an entrance process. Tuition, fees and program expenses are paid through Adult Ed for those accepted into the program. Students who enroll through Adult Basic Education commit to efforts to find employment in the field of their training or to pursue further training. Current areas of study are:

- Welding 11 semester credits in basic welding
- Nurse Assistant 7 semester credits
- Ward Clerk 6 semester credits
- Construction 4.5-9.5 semester credits
- Security Guard 2 semester credits
- Food Service Sanitation 1 semester credits
- Warehousing 10 semester credits
- Forklift 1 semester credits
In addition to formal classes and programs, Adult Basic Education provides other education services. A Community Volunteer Tutor Program provides free literacy tutoring to individuals throughout the district who need to improve their basic reading and math skills. Tutors meet with individuals at the campuses, in libraries or in other public places. Two Family Literacy Programs help both children and adults improve their math, reading and writing abilities by working together on a variety of interactive learning projects. These programs partner with the local public libraries targeting families in either Cahokia and Centreville or in Madison and Venice and surrounding communities. A Youth Development and Employment Program assists low-income, out-of-school youth ages 18-21 earn their GED® and transition into further education and employment. It operates out of the East St. Louis Community College Center and the Red Bud Campus and is a Workforce Investment 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 helps youths complete the GED®, find and keep employment and explore available educational and training opportunities.

For information about Adult Basic Education programs, contact either Belleville office at ext. 5323, the Red Bud Campus at ext. 8001 or the Sam Wolf Granite City office at ext. 7397.

**Tuition Bearing Academic Classes**

**GSBS 060 Communication Skills for College** 6 credits
This whole language communication course is required for high school graduates whose Southwestern Illinois College entrance exam scores indicate a need for improved skills in reading, speaking and listening.

**GSBS 061 Communication Skills for College II** 6 credits
This whole language communication course is required for high school graduates whose Southwestern Illinois College entrance exam scores indicate a need for improved skills in writing, speaking and listening.

**Free Academic Classes**

**GSBS 042 Review of Biology** .5-3 credits
A review of biology at the high school level, this course stresses individualized instruction and self-paced learning and is organized around several mini-courses stressing fundamental biological principles.

**GSBS 52 Careers in Health Sciences I** .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 and the career pathways pursued by health care professionals. They will develop the computer literacy needed for study and work in this field. This course is designed for persons preparing for the GED® and transitioning into college-level study in the health sciences.

**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 GED® and transitioning into college-level study in the health sciences.

**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 GED® and transitioning into college-level study in the health sciences.

**GSBS 084 English for the Foreign Born I** .5-6 credits
This course is for the student who speaks little or no English. Content includes English usage, vocabulary, idioms, reading and speaking.

**GSBS 085 English Using Computers I** .5-3 credits
This is the first of two courses for non-English speakers to improve English skills through computer-assisted language learning. Students are introduced to basic computer functions as they study reading, writing, listening and speaking.

**GSBS 086 English Using Computers II** .5-3 credits
This is the second of two courses for non-English speakers to improve English skills through computer-assisted language learning. Students study reading, writing, listening and speaking. Composition occurs at the computer.

**GSBS 087 English for the Foreign Born II** .5-6 credits
This course is for the student who knows, minimally, the English alphabet and sounds and/or the student who can read and write elementary English but wants to further develop these skills. Course develops reading, writing and speaking with emphasis on the refinement of pronunciation.

**GSBS 088 English Fundamentals** .5-6 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 098 Basic Communications** .5-3 credits
This course covers reading, writing and oral communications skills that prepare students for work situations and college-level work.
**Adult Basic Education: GED®, English as a Second Language and Pre-Vocational Training (continued)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSBS 101</td>
<td>GED® Review of Grammar, Reading Interpretation, and Constitutions</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 102</td>
<td>GED® Review of Math</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 103</td>
<td>Basic Reading, Writing and Math</td>
<td>.5-12 credits</td>
</tr>
<tr>
<td>GSBS 104</td>
<td>Basic Reading and Writing</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 105</td>
<td>Pre-GED® English, Reading, and Constitutions</td>
<td>.5-12 credits</td>
</tr>
<tr>
<td>GSBS 112</td>
<td>English as a Second Language I</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 113</td>
<td>English as a Second Language II</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 114</td>
<td>English as a Second Language III</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 115</td>
<td>English as a Second Language IV</td>
<td>.5-6 credits</td>
</tr>
<tr>
<td>GSBS 126</td>
<td>ABE Math</td>
<td>.5-3 credits</td>
</tr>
<tr>
<td>GSBS 127</td>
<td>ABE Math – Accelerated</td>
<td>.5-2 credits</td>
</tr>
<tr>
<td>GSBS 140</td>
<td>ABE Citizenship</td>
<td>.5-1 credits</td>
</tr>
<tr>
<td>GSBS 141</td>
<td>ABE Reading I</td>
<td>.5-3 credits</td>
</tr>
<tr>
<td>GSBS 142</td>
<td>ABE Reading II</td>
<td>.5-3 credits</td>
</tr>
<tr>
<td>GSBS 158</td>
<td>ABE Job Skills</td>
<td>.5-4 credits</td>
</tr>
<tr>
<td>GSBS 161</td>
<td>Basic Citizenship</td>
<td>.5-1 credits</td>
</tr>
<tr>
<td>GSBS 162</td>
<td>ASE Citizenship</td>
<td>.5-1 credits</td>
</tr>
<tr>
<td>GSBS 165</td>
<td>Basic Job Skills</td>
<td>.5-4 credits</td>
</tr>
<tr>
<td>GSBS 166</td>
<td>Advanced Secondary Education: Job Skills</td>
<td>.5-4 credits</td>
</tr>
</tbody>
</table>

This course covers the essentials of English grammar and essay writing and reading comprehension in social studies, science and literature.

This course covers basic math, algebra and geometry concepts necessary to pass the GED® mathematics test.

This course teaches the fundamentals of reading, writing and math to adults.

This is a reading and writing course for adults who have not graduated from high school.

This course prepares students for the GED® review class by developing reading and writing skills and by reviewing basic math and grammar. A study of the constitutions is introduced.

This course is the first in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

This course is the second in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

This course is the third in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

This course is the final in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

This course is designed to help the student who has not graduated from high school improve basic reading skills. Practical reading is emphasized.

This course is designed for beginning level students preparing for naturalization. Students will study American history and the U.S. Constitution.

This course is designed for advanced level students preparing for American citizenship. Students will study the U.S. Constitution and American history.

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 and basic computer skills.
- **Basic Job Skills IV**: computer usage, computer applications, job practices and behaviors.

This variable credit course provides students assistance with job skills.

- **ASE Job Skills I**: value activities, goal setting and workplace exploration.
- **ASE Job Skills II**: searches, applications, interviewing and behaviors.
- **ASE Job Skills III**: planning, budgeting, workplace exploration and basic computers.
- **ASE Job Skills IV**: computer usage, computer applications, job practices and behaviors.
### Vocational Classes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSVR 140</td>
<td>Computer Literacy and Awareness</td>
<td>0.5-3</td>
</tr>
<tr>
<td></td>
<td>This course introduces basic computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>operations and programs using Microsoft</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office applications and data entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>procedures. Students are adults with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>limited computer knowledge.</td>
<td></td>
</tr>
<tr>
<td>GSVR 172</td>
<td>Computer Keyboarding</td>
<td>0.5-3</td>
</tr>
<tr>
<td></td>
<td>This course is designed to introduce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students to the computer keyboard.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students will work to increase their</td>
<td></td>
</tr>
<tr>
<td></td>
<td>typing speed.</td>
<td></td>
</tr>
<tr>
<td>GSVR 173</td>
<td>Introduction to Personal Computer</td>
<td>0.5-3</td>
</tr>
<tr>
<td></td>
<td>An introduction to the computer for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students with little or no computer</td>
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<tr>
<td></td>
<td>experience. Topics include identification</td>
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<tr>
<td></td>
<td>of parts of a computer, familiarity with</td>
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<tr>
<td></td>
<td>basic vocabulary and commands, and</td>
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<tr>
<td></td>
<td>an introduction to several programs and</td>
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<tr>
<td></td>
<td>applications.</td>
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<tr>
<td>GSVR 174</td>
<td>Introduction to the Internet</td>
<td>0.5-3</td>
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<tr>
<td></td>
<td>This course will introduce students to</td>
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<tr>
<td></td>
<td>concepts and skills needed to use the</td>
<td></td>
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<tr>
<td></td>
<td>Internet and its applications.</td>
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<tr>
<td></td>
<td>Prerequisite: None.</td>
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<tr>
<td>GSVR 175</td>
<td>Introduction to Word Processing</td>
<td>0.5-3</td>
</tr>
<tr>
<td></td>
<td>This course will introduce students to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>one popular word processing program.</td>
<td></td>
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<tr>
<td></td>
<td>Students will develop a basic</td>
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<tr>
<td></td>
<td>understanding of word processing skills</td>
<td></td>
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<tr>
<td></td>
<td>and produce typical word processing</td>
<td></td>
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<tr>
<td></td>
<td>documents. Prerequisite: Introduction to</td>
<td></td>
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<tr>
<td></td>
<td>the PC or equivalent knowledge and</td>
<td></td>
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<tr>
<td></td>
<td>keyboarding skill.</td>
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<tr>
<td>GSVR 176</td>
<td>Career Explorations and Readiness</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>This course enables students to better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>understand the contemporary work</td>
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<tr>
<td></td>
<td>environment and prepares them for</td>
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<tr>
<td></td>
<td>successful transition into work and a</td>
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<tr>
<td></td>
<td>career. Students engage in personal</td>
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<tr>
<td></td>
<td>skills analysis, set personal goals and</td>
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<tr>
<td></td>
<td>examine the demands of various career</td>
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<tr>
<td></td>
<td>paths. They learn how to search for</td>
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<tr>
<td></td>
<td>employment, prepare a resume and job</td>
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<tr>
<td></td>
<td>application and practice interviewing.</td>
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<tr>
<td></td>
<td>In addition, students upgrade oral</td>
<td></td>
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<tr>
<td></td>
<td>and written communications and basic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>computer usage skills.</td>
<td></td>
</tr>
<tr>
<td>GSVR 177</td>
<td>Spreadsheets</td>
<td>0.5-3</td>
</tr>
<tr>
<td></td>
<td>This course introduces students to one</td>
<td></td>
</tr>
<tr>
<td></td>
<td>popular spreadsheet program in a Windows</td>
<td></td>
</tr>
<tr>
<td></td>
<td>environment. Students develop a basic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>understanding of spreadsheet operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and produce typical documents. Prerequisite: GSVR 172 Introduction to Computers or equivalent knowledge and keyboarding skills.</td>
<td></td>
</tr>
</tbody>
</table>
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 all three campuses and various sites throughout the district. Computer education, Illinois Conceal & Carry Permit, gardening, 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.

Development/Review of Vocational Skills

GSVR 066 Foundry/Sandcasting 2 semester 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 078 Auto Body Repair 2 semester credits
The newest techniques for roughing out dents, picking and filling a damaged area, grinding and sanding metal, using a dent puller and applying plastic filler are explained. Finishing methods taught include painting, sanding, buffing and polishing.

GSVR 120 Auto Mechanics 2 semester credits
This course is designed to update and expand the knowledge of professional auto mechanics. The course will delve into the operating systems of domestic and foreign automobiles.

GSVR 136 Small Gas Engines 3 semester credits
Students become familiar with small two and four-cycled gas engines, their construction, operation, problem areas, and how to service and repair them.

Personal Development

GSIC 051 Conversational Spanish I 2 credit hours
This is a practical course, which helps the traveler with basic patterns of Spanish.

GSIC 055 Conversational Spanish II 2 credit hours
This course is a continuation of Conversational Spanish I. This course will help the traveler with basic patterns of Spanish.

Homemaking

GSHM 059 Woodworking and Furniture Refinishing 2 credit hours
Includes a background of shop safety procedures, use of machine and hand tools, fasteners, abrasives and application of finishers. Study of gluing operations and wood joints.

Paraprofessional Test for School Teacher's Aides

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 2030 of the Information Sciences Building, Belleville Campus.

Off-Campus Sites

Community Education holds classes at several sites throughout the district. This allows students to take classes toward a degree or certificate at a site close to home or work. Some noncredit classes are also offered at these sites.
Community Education (continued)

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 Personnel who want to work toward their CCAF or other degrees. SWIC personnel are available from 8 a.m. to 4 p.m., Monday-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 (ESLCCC)
East St. Louis Community College Center, located at the East St. Louis Higher Education Campus, also houses many SWIC classes and programs. Students can enroll in many college classes and degree programs at this campus. Day and evening classes are available as well as counselors, advisors and tutors to help students meet their educational goals. GED, Highway Construction and other vocational training programs are also offered at this site.

Dual Credit Classes for High School Students
High school students enrolled in pre-approved Dual Credit classes can earn college credit while taking classes at their own high schools. SWIC works with high schools throughout the district to offer these classes free of charge to students. For more information or to see if your high school is a participant in this program, students should contact their high school guidance counselor.

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

Running Start
Running Start is a pilot project initiated in fall 2012 through which highly qualified high school juniors and seniors 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 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.

Programs and Services for Older Persons
201 N. Church St., Belleville – 618-234-4410

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. We are 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
Counselors assist seniors to access and receive multiple public benefits and services including 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
Exercise classes to improve strength, balance and coordination for all activity levels including Arthritis Exercise, Yoga and Tai Chi. Multiple options for increasing activity levels including Line Dancing, Zumba Gold and an on-site fitness room 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.
Counseling
Short-term crisis intervention counseling is available to individuals 60 or older. Six to eight individual sessions are conducted at the PSOP offices or in the home for individuals who are homebound due to physical or emotional obstacles. A master's degree-level counselor is on staff. Additionally, Caregiver Counseling is a program designed to help caregivers with the issues and concerns of caring for an older adult. Support groups include Parkinson's, Alzheimer's and grief.
- Short-term crisis intervention counseling to individuals 60-plus
- Caregiver counseling to help with issues and concerns of caring for an older adult

Volunteer Opportunities (RSVP)
RSVP recruits individuals to volunteer through agencies, hospitals, libraries and schools. More than 150 community agencies draw upon RSVP volunteers. Both short and long-term volunteer assignments are available.
- Individuals over 55 help others through agencies, hospitals, 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.

Transportation (ATS)
Alternative Transportation System
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.
- 15 township service area
- Fare paid for any trip purpose

Sustainability and Green Economy Center
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.

Take advantage of all the Sustainability and Green Economy Center has to offer:
- Recycling opportunities
- Green jobs information
- Community events
- Green classes
- College sustainability initiatives
- Green resources

swic.edu/gogreen
Director of College Partnerships for IGEN
Marcia Lochmann
618-235-2700, ext. 5666
sustainability@swic.edu
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.

Prerequisite

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

Type

Following courses that have been approved as part of the Illinois Articulation Initiative is a common code used by all participating colleges and universities across the state. This code reflects the area of the Illinois General Education Core Curriculum to which the course applies. The following are general coding descriptions:

<table>
<thead>
<tr>
<th>IAI Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAI C</td>
<td>Communications</td>
</tr>
<tr>
<td>IAI F</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>IAI H</td>
<td>Humanities</td>
</tr>
<tr>
<td>IAI L</td>
<td>Life Science</td>
</tr>
<tr>
<td>IAI M</td>
<td>Mathematics</td>
</tr>
<tr>
<td>IAI P</td>
<td>Physical Science</td>
</tr>
<tr>
<td>IAI S</td>
<td>Social Behavioral Sciences</td>
</tr>
</tbody>
</table>

In addition, the following codes are used to identify course types:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>P</td>
<td>Developmental courses that are designed to prepare students for college level courses</td>
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<tr>
<td>T</td>
<td>Transfer courses that are generally accepted as major, minor, or elective credit by four-year collegiate institutions</td>
</tr>
<tr>
<td>C</td>
<td>Career oriented courses that are intended for AAS degrees or occupational certificates</td>
</tr>
</tbody>
</table>

How To Read A Course Description

CHEM 101 Introductory Chemistry

Fundamental concepts in chemistry through discussion of the structure of matter, atomic theory, simple chemical calculations, the nature of chemical reactions, and introduction to organic chemistry. For students who have had no previous chemistry.

Prerequisites: Completion of MATH 94 (with a grade of “C” or better) or higher level Math placement and ENG 91/92 Developmental Education Requirements.

Type: T, IAI – P1 902L
Course Prefixes

<table>
<thead>
<tr>
<th>Subject</th>
<th>Prefix</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>ACCT</td>
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<td>Administration of Justice</td>
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<tr>
<td>Aerospace Studies – Air Force ROTC</td>
<td>AS</td>
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<tr>
<td>Agriculture</td>
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<td>Anthropology</td>
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<td>Astronomy</td>
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<td>Automotive Collision Repair Technology</td>
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<td>Aviation Maintenance Technology</td>
<td>AVMT</td>
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<td>Aviation Pilot Training/Automation Management</td>
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<td>Avionics</td>
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<td>Biology</td>
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<td>Chemistry</td>
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<td>Chinese</td>
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<td>Cisco – See Network Design &amp; Administration</td>
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<td>Commercial/Industrial Maintenance Mechanics/Stationary Engineering</td>
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<td>Desktop Publishing – See Electronic Publishing</td>
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<td>Heating, Ventilation, Air Conditioning, and Refrigeration</td>
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<td>Hospitality/Food Service Management – See Culinary Arts and Food Management</td>
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<td>Human Services</td>
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<td>Independent Study</td>
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<td>Industrial Electricity/Electronics – See Electrical/Electronics Technology</td>
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<td>Welding Technology</td>
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Course Description Guide

Accounting

ACCT 105 Basic Accounting Procedures 3-0-3
This course will introduce students to the fundamentals of accounting with an emphasis on the accounting cycle, merchandising transactions and financial statements. Internal control, bank reconciliation, petty cash, and payroll will also be discussed. Excel spreadsheet software will be introduced as a culminating activity. This course is designed for those students who have never had formal accounting instruction or those who need a refresher. This course is required in several AAS degrees, but does not carry elective credit for the AA and AS transfer degrees.
Prerequisite: None.
Type: C

ACCT 106 Introduction to QuickBooks 3-0-3
This course is a review of the implementation of basic accounting concepts via a computerized accounting system. Topics include: opening a company file; customer and vendor maintenance; recording and paying bills; recording sales and collections; payroll setup and processing; end-of-period adjustments; and financial statement preparation. This course is designed for those students who have a basic knowledge of accounting concepts. The course is required in the AAS Business Management-Accounting option and the AAS Office Administration and Technology-Accounting Office Specialist Option, but does NOT carry elective credit for either AA or AS degrees.
Prerequisite: ACCT 105, ACCT 110, or Accounting experience strongly encouraged.
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.
Prerequisite: ACCT 105 is encouraged.
Type: T, IAI Bus 903

ACCT 111 Managerial Accounting 4-0-4
This course introduces students to the use of financial and managerial accounting information in making decisions and performing other managerial duties. Cost accumulation, allocation, analysis, control, and performance measurement are examined. Cost-volume-profit analysis, capital budgeting, incremental analysis, and financial statements topics are also explored.
Prerequisite: ACCT 110 with a grade of “C” or better.
Type: T, IAI Bus 904

ACCT 210 Cost Accounting 3-0-3
The flow of costs involved in the two main cost systems: job order and process. Standard costing and variance analysis of direct materials, direct labor and factory overhead are covered in depth. Also included are cost-volume-profit analysis, budgeting, direct costing, contribution margin, relevant costs, joint and by-products costing, and spoilage.
Prerequisite: ACCT 111 with a grade of “C” or better.
Type: T

ACCT 211 Intermediate Accounting 3-0-3
The first part of the course includes a review of the accounting cycle, generally accepted accounting principles and detailed preparation of the required financial statements. The remainder covers present value, cash, marketable securities, receivables, current liabilities, inventory valuation, long-lived assets and intangible assets.
Prerequisite: ACCT 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).
Prerequisite: ACCT 211 with a grade of “C” or better or 3 years of full-charge bookkeeping experience and department approval.
Type: C

Administration of Justice

AOJ 100 Intro to Administration of Justice 3-0-3
The study of the criminal justice system and its major components. The criminal justice process is described. Includes history, philosophy and current practice in the administration of justice in a democratic society.
Prerequisite: None.
Type: T

AOJ 101 Basic Law Enforcement 5-2-6
The Southwestern Illinois 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.
Prerequisites: Coordinator permission and commissioned officer status for the State of Illinois and pre-registration requirements or approval by Illinois Police Training and Standards Board and pre-registration requirements.
Type: C

AOJ 102 Public Safety Telecommunications 5-0-5
Students will receive instruction in all phases of public safety communications. Students who successfully complete this course will be able to perform the duties of a dispatcher for police, fire, emergency medical services, hospital, civil defense, or ambulance service units.
Prerequisite: 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.
Prerequisite: None.
Type: T

AOJ 105 Police Administration 3-0-3
Principles of organization and management as applied to law enforcement agencies and introduction to concepts of organizational behavior.
Prerequisite: 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.
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C
AOJ 110 Issues in Private Security 3-0-3
A comprehensive overview of the unique goals, objectives and management responsibilities in private security operations. Specific security functions are delineated. Extant research findings and recommendations are used to support critical thinking exercises for students. Includes case studies. Course will focus on the needs of security managers who must budget for asset protection and the criminal justice professional with public/private interface functions. Prerequisite: Coordinator permission and valid Firearm Owner's Identification Card (FOID) and AOJ 144 and AOJ 145 or employed security guard.
Type: C

AOJ 111 Correctional Supervision 3-0-3
The study of the principles and practice of supervision and management techniques in the American correctional system. Definitions and levels of supervision are presented; emphasis is placed on practical applications of methods of supervision. Profiles of successful correctional supervision scenarios are presented for study. Prerequisite: 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. Prerequisite: None.
Type: C

AOJ 145 Introduction to Firearms 1-0-1
Introduction to the law, liability and use of handguns, and to the skills required in their care, handling and safety. Course includes both classroom and firing-range activities. Course may be taken by anyone who is at least 18 years old to learn how to legally and effectively use firearms. May also be used as an elective for certain degree programs. Note: Students who wish to be certified as armed guards must complete AOJ 144 described above. Prerequisite: Coordinator permission and valid Firearm Owner's Identification Card (FOID).
Type: C

AOJ 151 Policing: Methods and Ethics 3-0-3
This course is an examination of the history, current status, and/or trends in police field operations. A critical review of the extant research on police effectiveness, deployment of personnel, and delivery of services is accomplished. Police integrity standards and hard choice issues concerning police discretion, legality, and morality in police methods are delineated. Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 153 Juvenile Delinquency 3-0-3
Analysis of juvenile delinquency as a social problem. Factors related to delinquency causation are considered. Includes delinquency prevention methods. The Juvenile Court System is described in operational terms. Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

AOJ 155 Community Policing 3-0-3
Interpersonal, intrapersonal, and life-management skills related to criminal justice work are delineated. Experiential activities are used to develop skills in human communication, conflict resolution, effective behavior, and in the appreciation of cultural diversity. Problem-oriented policing strategies are delineated. Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

AOJ 156 Issues in Criminal Justice 3-0-3
Offers an in-depth study of workers in the criminal justice system. Contemporary issues will determine the course content during any particular offering. Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.
Type: C

AOJ 160 Criminology 3-0-3
A course designed to appeal to law-enforcement officers, pre-law enforcement students, educators, civic leaders and concerned citizens who wish to gain new insights into the body of knowledge which regards delinquency and crime as social phenomena. The sociology of law, the conditions under which criminal laws develop, causes of crime and delinquency, and the control of crime and delinquency are examined within the framework of the criminal justice system and a democratic society. Prerequisite: ENG 101 with a “C” or better.
Type: T

AOJ 202 Police Civil Liability 3-0-3
An analysis of the law and trends in the highly controversial area of police-civil liability; police officers and private security personnel are liable for various forms of tortious conduct ranging from intentional wrongs to negligence in the course of their activities. Court decisions are examined in all relevant areas of concern. The overall course objective is to develop strategies to reduce litigation and limit unfavorable judgments in both the public and private sectors. Prerequisite: ENG 102 with a “C” or better.
Type: C

AOJ 203 Criminal Law & Administration of Justice 3-0-3
A study of criminal law and procedure. Emphasis on the understanding of the basic elements of criminal offenses. Includes a historical study of the evolution of criminal law and its application to modern law enforcement. Prerequisite: ENG 101 with a “C” or better.
Type: T

AOJ 204 Constitutional Law for Police 3-0-3
Centers on criminal procedure and its application as required by the due-process and equal-protection clauses of the Constitution. The student will be introduced to the responsibilities of a law-enforcement officer in regard to arrest, search and seizure, confessions and self-incrimination, assistance of counsel, freedom of speech, free press, the right to peaceably assemble, and civil rights legislation. The student will develop an understanding of the rules and guidelines which govern the conduct of a professional officer in enforcing both state and federal law. Prerequisite: ENG 102 with a “C” or better.
Type: T

AOJ 205 Traffic Manage & Accident Analysis 3-0-3
Development of the modern transportation system, agencies involved in traffic administration and control, police-traffic engineering, education and enforcement of traffic laws are included. Principles of traffic accident investigation and reconstruction are delineated. Prerequisite: ENG 101 with a “C” or better.
Type: C
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
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<td>AOJ 250</td>
<td>Law for Corrections</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 101 with a “C” or better.</td>
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<td>AOJ 251</td>
<td>Rules of Criminal Evidence</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 101 with a “C” or better.</td>
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<td>AOJ 252</td>
<td>Organized Crime</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 101 with a “C” or better.</td>
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<td>AOJ 255</td>
<td>Criminal Investigation – Case Preparation</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 101 with a grade of “C” or better, concurrent enrollment in or completion of AOJ 203.</td>
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<td>AOJ 256</td>
<td>Crime Scene Investigations</td>
<td>3-0-3</td>
<td>Prerequisite: AOJ 255.</td>
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<td>AOJ 258</td>
<td>Computer Forensics &amp; Cyber Crime</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 101 with a “C” or better.</td>
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<td>AOJ 261</td>
<td>Probation and Parole</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 102 with a “C” or better.</td>
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<td>AOJ 278</td>
<td>Work Experience: Internship</td>
<td>0-25-5</td>
<td>Prerequisite: Approval of program coordinator: students must have completed 24 credit hours of AOJ prefix course degree requirements, and ENG 102 with a “C” or better.</td>
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<td>AOJ 290</td>
<td>Police Report Writing</td>
<td>3-0-3</td>
<td>Prerequisite: ENG 101 with a “C” or better.</td>
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<td>AOJ 299</td>
<td>Spec Topics In Admin of Justice</td>
<td>(5-4)-(0-8)-(5-4)</td>
<td>Prerequisite: Coordinator permission.</td>
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### Aerospace Studies

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<tr>
<td>AS 101</td>
<td>Foundations of the United States Air Force</td>
<td>2-0-2</td>
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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, officer development, leadership, 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 a leadership experience 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.
AS 102 Foundations of the United States Air Force 2 2-0-2
A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in 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.
Prerequisite: None.
Type: T

AS 201 Evolution of USAF Air & Space Power 1 2-0-2
A survey course concerned with the beginnings of manned flight and the development of aerospace 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.
Prerequisite: 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, but semester credits for these courses may be included in the credits needed for graduation at the discretion of individual departmental chairpersons.
Prerequisite: None.
Type: T

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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: None.
Type: T, IAI-AG 901

AGRI 235 Crop Science 3-2-4
Field crop production practices and management techniques are explained. Seed selection, soil fertility, plant growth characteristics, tillage practices, pest control, scouting procedures, and other crop production practices are considered.
Prerequisite: None.
Type: T, IAI-AG 903

AGRI 299 Special Topics in Agriculture (0-3)-(0-4)-(1-4)
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.
Prerequisites: Varies depending on topic
Type: T

ANTH 150 Cultural Anthropology 3-0-3
This course introduces students to the central topics, concepts and methods of cultural anthropology focusing on understanding human behavior in the context of the structure and functioning of culture. Cross-cultural analysis will provide an understanding of the diversity of human cultures in the world and the universalities that define the human species. The study of the nature of culture will focus on the relationship of humans to the physical environment, the interactions among human groups, and the behaviors of humans within groups. Completion of this course fulfills the Non-Western Culture requirement for graduation from SWIC.
Prerequisites: 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.
Prerequisites: 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. It is designed to give students a broad overview of non-European based cultures in North America.
Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.
Type: T

ANTH 250  Introduction to Archaeology  3-0-3
This course focuses on the theory and application of archaeology. Students will be concerned with interpretation of material remains of past cultures, and through the study of such evidence, attempt to recreate the history of humanity from its earliest past to determine the nature of cultural systems at different times and places. The nature of culture (material and non-material), excavation and dating techniques, major shifts in habitation patterns and subsistence techniques, and major prehistoric world civilizations are explored and emphasized.
Prerequisites: 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  (1-4)-0-(1-4)
Special topics and issues in Anthropology presented through lectures, discussions, readings, and/or individual research. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisites: Sophomore standing and one course in Anthropology, or permission of instructor.
Type: T

ART 101  Art Appreciation  3-0-3
This course for non-art majors is an introduction to the visual arts and is intended to foster an appreciation of our Western art heritage. The focus will be on helping students understand and consequently appreciate how visual art works are made, as well as how they function or communicate within their societal context, both past and present.
Prerequisite: Reading 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."
Prerequisite: 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.
Prerequisite: 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, Aegesean, 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91.
Type: T

ART 110  Women in Art - Medieval to Modern  3-0-3
This course is a linear overview of the role of women artists in the history of the visual arts from medieval to modern times and the impact of these artists on the world of fine art.
Prerequisite: 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91
Type: T

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.
Prerequisite: ART 111
Type: T

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.
Prerequisite: 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 course and the materials being used.
Prerequisite: ART 113
Type: T

ART 116 Photography I 1-5-3
This course is a basic introduction to photography and the visual language associated with the practice and cultural uses of the discipline, ranging from snapshot to fine art photography. Lectures will focus on the formal design elements of photography; from composition 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 cameras.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91
Type: T

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.
Prerequisite: 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. Course work 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91
Type: T

ART 200 Art Presentation and Portfolio 1-0-1
An introductory course in the preparation and presentation of finished works of art, including the formal presentation of a body of artwork for the 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.
Prerequisite: 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.
Prerequisite: ART 111 or ART 150
Type: T

ART 212 Painting II 1-5-3
Exploration and refinement are experiences stressed in this, a continuation of Painting I. Special emphasis is given to invention, color utilization and compositional studies. Oil painting methodologies to be explored include the indirect, alla prima and various contemporary approaches. Historical models are referenced throughout as standards for painting excellence. There is an expectation that studio-based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 211
Type: T
ART 213 Color Theory 3-1-3
This course will provide an exploration of the fundamentals of color theory and its properties in two-dimensional and three-dimensional art. The students will attain an understanding of color systems, color concepts and their applications through a series of projects. The course will explore the possibilities and limitations of color usage in the visual arts and the development of personal color sensitivities.

There is an expectation that all studio-based courses include appropriate instruction in health and safety issues relative to the methods of course materials being used.
Prerequisite: ART 111 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.
Prerequisite: 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.
Prerequisite: Reading placement above ENG 92 or completion of ENG 91
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.
Prerequisite: 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91.
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.
Prerequisite: ART 230
Type: C

ART 232 Graphic Communications I 1-5-3
This course focuses on the fundamental concepts and visual communication skills necessary for graphic communication. Students will create single and multiple page documents, both in 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.
Prerequisite: ART 111, 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 three and four dimensional computer modeling applications to introduce concepts of kinetic imagery and motion graphics.
Prerequisite: ART 232
Type: T

ART 239 Advanced Typography 3-0-3
This second semester course will provide advanced instruction in the history, theory and practice of typography. Lectures will focus on the influence of visual art styles and technology on new font families that are created and introduced into the field of graphic design. Students will study best practices for using fonts that are available for their design work. Creative assignments will focus on the unique design possibilities of letterforms as images in pieces intended for mass communication.
Prerequisite: ART 129
Recommended: Computer knowledge and ART 111
Type: T

ART 240 Digital Imaging I 1-5-3
A basic introductory course in digital imaging based on the fine art principles of design. The course includes a study of historical methods of making prints and then interpreting these methods digitally; learning to appreciate graphic interpretation from the real to the virtual; and using computer applications to produce prints of high artistic merit.
Prerequisite: 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 computer applications to produce prints of high artistic merit. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.
Prerequisite: ART 240
Type: T

ART 250 Drawing II 1-5-3
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.
Prerequisite: ART 150
Type: T
ART 252  Life Drawing  1-5-3  
An introduction to the fundamental concepts and techniques of figure drawing using a variety of black and white and color media. Some skills and concepts will include: value, contour/line, space, mass/volume, form, gesture, proportion/scaling, perspective, and rendering surface qualities.  Prerequisites: 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.  Prerequisite: 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.  Prerequisite: 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 on studio safety will be emphasized. 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.  Prerequisite: ART 219 or departmental approval.  
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.  Prerequisite: 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.  Prerequisite: 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.  Prerequisite: 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.  Prerequisite: 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.  Prerequisite: 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.  Prerequisite: ART 217  
Type: T  

ART 299  Special Topics  0.5-4.0 - 0.5-4.0 - 0  
An in-depth study of various areas in art presented through lectures, discussions, and/or individual research by the students. Topics will vary. May include travel/study activities.  Prerequisite: ART 111  

Astronomy  
ATY 101  Astronomy  3-2-4  
A one-semester course covering the fundamentals of descriptive astronomy. Topics include identification of heavenly bodies, astronomical instruments, cosmology, the composition of the universe, time, and the solar system.  Prerequisites: Math 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 Technology  
ACRT 111  Non-Structural Repair I  4-2-5  
This course introduces the student to body preparation and the use of body fillers. The student will understand safety practices related to personal protection, how to interpret damage report information, how to protect panels and parts and how to remove dirt, wax, and corrosion from the repair area. The student will also learn how to select and use filler materials and tools, prepare surfaces for body filler, prepare and apply body fillers, prepare and apply specialty fillers, and how to finish body fillers.  Prerequisite: None.  
Type: C
ACRT 112 Non-Structural Repair II 4-2-5
This course introduces the student to metal straightening principles and techniques and the procedures for door skin and intrusion beam replacement. The student will learn how to straighten damaged metal, straighten damaged door frames, remove and replace welded door skins and bonded door skins, and replace door intrusion beams. Prerequisite: ACRT 111.
Type: C

ACRT 113 Non-Structural Repair III 2-2-3
This course introduces the student to auto body hardware and trim and allows them to make good decisions when selecting trim removal/replacement tools and techniques so that other body parts are not damaged during the process of trim removal and replacement. The hardware and trim items covered during this course are: interior door trim panel, door locks and handle assemblies, deck lid lock cylinders, exterior trim and moldings, vinyl/Landau tops, pinstripes, decals and emblems, headlights, and other interior accessories.
Prerequisite: ACRT 111.
Type: C

ACRT 114 Non-Structural Repair IV 3-2-4
This course introduces the student to body panel replacement and repair. The student will learn how to safely remove, align, replace, and repair a variety of body panels and parts, such as bumpers, facias, header panels, hoods, deck lids, hatches, fenders, doors, tailgates, and quarter panels.
Prerequisites: ACRT 111
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.
Prerequisite: None.
Type: C

ACRT 121 Automotive Damage Analysis 4-2-5
This course introduces the student to the various types of vehicle damage. The student will learn how to interpret body dimension specification sheets and apply this knowledge by using a variety of diagnosing, measuring, and gauging methods and systems.
Prerequisite: None.
Type: C

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.
Prerequisite: None.
Type: C

ACRT 123 Straightening Structural Parts 3.5-3-5
This course is designed to familiarize the student with the knowledge and skills necessary to straighten vehicle structural parts. The student will learn how to mount and anchor a vehicle to a pulling system, and pull and straighten front, rear, side, and roof damaged parts. Understanding and knowledge of working with high-strength steel will be emphasized.
Prerequisites: ACRT 121, ACRT 122.
Type: C

ACRT 124 Panel Replacement I 1-2-2
This introductory course will provide the student with an understanding of the principles of full or partial panel replacement. The student will be able to select and understand various types of metal joining techniques used in sectioning.
Prerequisite: ACRT 123.
Type: C

ACRT 125 Panel Replacement II 3-2-4
This course is a continuation of ACRT-124 concentrating on repair or replacement of rail assemblies and sections. Emphasis will be placed on techniques used in aligning and welding new or repaired rail assemblies and sections. The student will be responsible for vehicle preparation, repair, and final inspection procedures.
Prerequisite: ACRT 124.
Type: C

ACRT 126 Panel Replacement III 3-2-4
This course is the final course in a series of three covering full or partial panel replacement. This course will focus on the repair or replacement of rocker panels, A-pillars, B-pillars, floor pans, and trunk floors to manufacturers' specifications. The student will be involved with the process of surveying damage, planning the repair, and following through with the plan to completion. Measurement, layout, and welding will be emphasized in this course.
Prerequisite: ACRT 125.
Type: C

ACRT 131 Automotive Refinishing I 3.5-1-4
This course introduces the student to the paint refinishing 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 refinishing spray equipment works. In addition, the student will learn detailing techniques.
Prerequisite: None.
Type: C

ACRT 132 Automotive Refinishing II 2-2-3
This course is one of four courses covering automotive refinishing. It teaches the student the importance of planning and preparation prior to applying paints. The student will learn how to plan a refinishing job, how to prepare the refinishing area, and how to prepare the paint and paint equipment prior to application.
Prerequisite: ACRT 131.
Type: C

ACRT 133 Automotive Refinishing III 2.5-3-4
This course introduces the student to the application techniques for final paint refinishing. The student will learn how to prepare the surface for topcoat system application, apply the primer sealer, apply the single stage finish, apply basecoat/clearcoat finish, and apply tri-coat finish.
Prerequisite: ACRT 132.
Type: C

ACRT 134 Automotive Refinishing IV 2.5-3-4
This course introduces the student to paint blending. The student will learn how to prepare a surface for blending, how to match colors, and how to carry out blending procedures for various types of paint finishes to standards required by industry.
Prerequisite: ACRT 133.
Type: C
ACRT 141 Steering and Suspension I 1-2-2
This course introduces students to steering systems, diagnoses, and service. The student will study tire and wheel construction and steering geometry. Steering systems study will include parallelogram steering systems and rack and pinion steering systems. In addition, power steering systems will also be studied.
Prerequisite: None.
Type: C

ACRT 142 Steering and Suspension II 2-2-3
This course introduces students to suspension systems. The course material will cover short/long arm suspension systems, rear suspension systems, strut type suspensions, frame and cradle assemblies, wheel alignment angles and measurements, front wheel alignment adjustments, rear wheel alignment angles and adjustments, and adjustable suspension systems.
Prerequisite: ACRT 141.
Type: C

ACRT 143 Mechanical Systems I 2-2-3
This course introduces collision repair people to some of the mechanical systems that may be encountered as part of a collision repair job. Specifically, this course covers brake systems and restraint systems. The student will learn how to diagnose and service air bag systems, seat belt systems, restraint system mount points, disk brakes, drum brakes, power brake systems, anti-lock brake systems, and parking brakes.
Prerequisite: None.
Type: C

ACRT 144 Mechanical Systems II 3-2-4
This course introduces collision repair people to some of the mechanical systems that they may encounter as part of their collision repair work. Specifically, this course covers air conditioning systems and drive trains. Students will learn how to diagnose and service air conditioning systems and drive trains.
Prerequisite: None.
Type: C

ACRT 201 Automotive Repair Internship 0-20-4
This course provides experience for students participating in the area of automotive collision repair. Each student will be placed with a cooperating business associated with this particular industry. The student will work with experienced supervisory personnel on a one-to-one basis. The student will be required to work a minimum of 320 clock hours per semester.
Prerequisite: Consent of Coordinator.
Type: C

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.
Prerequisite: ACRT 122
Type: C

ACRT 299 Problems in Auto Collision Repair (1-4)-0-(1-4)
This course is designed to meet the needs of students requiring instruction on special topics or problems in the automotive collision repair industry. This course will provide the student with the knowledge and/or skills necessary to address the particular topics or problems as outlined in the course syllabus.
Prerequisite: None.
Type: C
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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 exponents, algebraic equations, trigonometry, charts, and graphs. This study includes aircraft drawings highlighting the importance of various drafting views, sectioning, area dimensions, and reading of blueprints, sketches, and basic drawings. An opportunity is given for students to understand aircraft servicing procedures, aircraft safety precautions, and aircraft ground handling. Prerequisite: Math 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. Prerequisite: 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 Turbo Engines 2-2-3
Newton’s laws, Brayton cycle, overhaul and installation of turbojet and turbofan engines, overhaul and installation of turboshift and turboprop engines, compressors, diffusers, combustion chambers, turbine blades and nozzles, exhaust nozzles, compressor surge/stall, unducted fan systems, and auxiliary power units. Prerequisite: Reading placement above ENG 91 or completion of ENG 91 Type: C

AVMT 158 Ignition and Starting Systems 2-2-3
Magneto, 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Reading placement above ENG 91 or completion of ENG 91 Type: C
Course Description Guide (continued)

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Reading placement above ENG 91 or completion of ENG 91 Type: C

AVMT 299 Special Topics in Aviation Maintenance (0-4)-(0-4)-(1-4)
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. Prerequisite: Varies depending on topic 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. Prerequisite: None Type: C

AVIA 102 Flight Training Private Part I 2-0-2
Flight instruction in pre- and post-solo phases of private pilot training. Instruction on specific procedures and maneuvers will prepare the applicant for solo flight in the local area. (Available for course credit) Prerequisite: Concurrent enrollment in or completion of AVIA 101 and 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. Prerequisite: None Type: C

AVIA 104 Flight Training Private Part II 3-0-3
Instruction on specific procedures and maneuvers that will prepare the applicant for cross country, night flight and FAA Private Pilot license. (Available for course credit) Prerequisite: AVIA 102. Type: C

AVIA 105 Introduction to Civil Aviation 3-0-3
An in-depth study of the structure of Civil Aviation through the examination of Commercial Air Carrier Operations. Specific requirements of the air carrier's management structure and operating guidelines under the Federal Aviation Administration are introduced. Airworthiness specifications along with specific maintenance practices pertaining to operations under Part 121 of the Federal Aviation Regulations are reviewed. Prerequisite: 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. Prerequisite: None. Type: C

AVIA 122 Aircraft Systems and Components 2-0-2
An in-depth study of the systems installed on single-engine general aviation aircraft certified under 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. Prerequisite: 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. Prerequisite: None. Type: C
**Course Description Guide (continued)**

**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.
Prerequisite: None
Type: C

**AVIA 141 Federal Aviation Regulations** 3-0-3
A study of the Federal Regulations under the Title 14 Code of the Federal Register that regulates Civil Aviation. Applicable parts of the Federal Aviation Regulations that include Definitions, General Aviation, Commercial Aviation, Training Requirements along with the National Transportation Safety Board Reporting Requirements are covered in this course.
Prerequisite: AVIA 101
Type: C

**AVIA 151 Commercial Pilot Flight Theory** 3-0-3
An advanced course preparing the student for the commercial pilot written examination. Advanced instruction on weight and balance, advanced meteorology, flight computer, navigation and radio, federal aviation regulations and aircraft systems. Advanced use of computers for weather and flight planning is emphasized. To complete this course the student is required to take the FAA commercial pilot written examination.
Prerequisites: AVIA 101.
Type: C

**AVIA 153 Simulator Intermediate** 1-0-1
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.
Prerequisite: 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)
Prerequisites: Coordinator approval
Note: AVIA 151 and Private Pilot Certificate required
Type: C

**AVIA 155 Flight Training, Commercial II** 2-0-2
Instruction on specific procedures and maneuvers that will prepare the applicant for an FAA Commercial Pilot License. This course is based on the applicant obtaining an FAA Instrument Rating before enrolling in this course. (Available for course credit)
Prerequisite: Coordinator approval
Note: FAA Instrument Rating required
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.
Prerequisite: None
Type: C

**AVIA 201 Instrument Flight Theory** 3-0-3
A complete study of instruments, systems, advanced meteorology, instrument-flight charts, clearance shorthand, IFR planning, approach procedures, IFR regulations, and data related to instrument flight. To complete this course the student is required to take the FAA instrument pilot written examination.
Prerequisite: AVIA 101
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 attitudes, communications, navigation and approaches. All phases in this program are completed in the airplane under the instructor's guidance. (Available for course credit)
Prerequisites: AVIA 201, 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 PCATD flight trainer.
Prerequisite: 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.
Prerequisite: Coordinator approval
Note: FAA Student Pilot Certificate or above required
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.
Prerequisite: Coordinator approval
Note: FAA Private Pilot Certificate or above required
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.
Prerequisite: 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.
Prerequisite: AVIA 208  
Type: C

AVIA 213  Instrument Training-Part I  1.5–0–1.5
This is a 20-hour FAA approved loggable training course in an Advanced Aviation Training Device with an FAA Certified Flight Instructor. The time logged in this course applies toward the FAA requirements of FAR Part 61.65(c)(2) instrument rating.
Prerequisite: Coordinator approval  
Note: FAA Private Pilot Certificate or above required  
Type: C

AVIA 214  Instrument Flight Training-Part II  1.5–0–1.5
An equivalent training course. This course is designed to provide the student equivalent credit for the completion of the Instrument Pilot Flight Certification after the student completes the AVIA 213 20-hour simulator course. AVIA 214 will grant the student equivalent credit for the completion of the Instrument Flight Training resulting in the issuance of the FAA Airplane Instrument Rating.
Prerequisite: AVIA 213  
Type: C

AVIA 216  Advanced Instrument Approaches  1–0–1
This course is designed to provide the student with a review of VOR, NDB, and ILS approaches and to gain measurable proficiency in the execution of Localizer Back Course Approaches, DME Arc Approaches and Global Positioning System 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.
Prerequisite: Coordinator approval  
Note: FAA Instrument Rating required  
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 en-route flight phase. The student will spend a minimum of 10 hours with an FAA Certified Instrument Flight Instructor in an FAA approved Advanced Aviation Training Device conducting simulated instrument flight conditions. This course can be applied toward the 50-hour simulator allowance authorized by FAR Part 61.129(i)(1) for the Commercial Pilot Airplane Certification.
Prerequisite: Coordinator approval  
Note: AVIA 216 and FAA Instrument Rating required  
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 Advanced Aviation 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.
Prerequisite: Coordinator approval  
Note: FAA Private Pilot Certificate or above required  
Type: C

AVIA 222  Transport Aircraft Systems  3–0–3
This course is based on the systems incorporated on the Bombardier CRJ 700 Regional Jetliner. 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 this FAR Part 25 aircraft. Subject areas covered in this course 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.
Prerequisite: Coordinator approval  
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.
Prerequisites: AVIA 131.  
Type: C

AVIA 251  Flight Instructor Theory  3–0–3
An introduction to the fundamentals of flight instruction. A study of the performance and analysis of flight-training maneuvers. Prepares the pilot for the flight instructor written examination.
Prerequisites: AVIA 151, AVIA 201  
Type: C

AVIA 252  Flight Training-Instructor  3–0–3
Flight instruction in preparation for the Flight Instructor Certificate. The material studied in AVIA 251 is applied in this course (available for course credit).
Prerequisites: Coordinator approval  
Note: FAA Commercial Pilot Certificate with Instrument Rating required  
Type: C

AVIA 254  Flight Train-Instrument Instructor  3–0–3
Flight instruction in preparation for the addition of an instrument instructor rating to a flight instructor certificate (available for course credit).
Prerequisite: Coordinator approval  
Note: FAA CFI Certificate required  
Type: C

AVIA 255  Flight Train-Multi Engine Instructor  3–0–3
Flight instruction in preparation for the addition of a multi-engine rating to a flight instructor certificate (available for course credit).
Prerequisite: Coordinator approval  
Note: FAA CFI Certificate required  
Type: C
Course Description Guide (continued)

AVIA 260 Aviation Meteorology 3-0-3
This course provides current and future pilots an in-depth look at basic meteorological fundamentals. Discover the driving forces behind the global weather picture and the impacts on aviation pre- and in-flight weather. Subject matter covers basic atmospheric dynamics, weather chart analysis, storm structure, flight weather hazards and aviation weather products. The course has interactive lab activities including a comprehensive flight weather evaluation. Prerequisite: None. Type: C

AVIA 261 Aviation Management II 3-0-3
Undergraduate course in airline management that builds on the AVIA 160 Aviation Management I (Introduction to Air Transportation). This course provides an in-depth analysis of the airline characteristics, scope and economics focusing on airline management technical tools and management functions. Provides an historical perspective of the U.S. airlines, air transportation and regulators and associations. Familiarizes students with the US airline industry, management, organization and studies forecasting methods, marketing, scheduling, fleet planning, financing and labor relations. Examines basic management functions of planning, organizing and directing with a focus on airline management. Prerequisite: AVIA 160. Type: C

AVIA 262 Aviation 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. Prerequisite: AVIA 260. 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 F.A.R. Part 121 in the commercial air carrier fleets. Prerequisite: None Type: C

AVIA 266 Airport Planning and Management 3-0-3
A comprehensive examination of the management and operation of civil airports. Areas of emphasis include master planning, Federal Aviation Regulations dealing with airport operations, environmental issues, land use planning, airport capacity and delay, access factors, economic impacts, financial analysis and budgeting systems, security, liability, maintenance, professional qualifications and public relations. Prerequisite: AVIA 101 Type: C

AVIA 269 Multi-Engine Flight Theory 1-0-1
An in-depth study of the fundamentals of multi-engine flight operations and aerodynamics. During this course the student will become familiar with high performance aircraft engine operation, electrical systems, fuel systems, landing gear systems (both hydraulic and electric), pressurization and aircraft performance calculations. A review of normal, abnormal, and emergency procedures required for multi-engine instructor and multi-engine ATP are accomplished. Prerequisites: AVIA 101, 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) Prerequisite: Coordinator approval Note: Concurrent enrollment in AVIA 269 and either Private Pilot or Commercial Pilot Certificate required 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. Prerequisite: Coordinator approval 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. Prerequisite: Coordinator approval Note: Must have FAA flight time required for ATP 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). Prerequisite: AVIA 291. Type: C

AVIA 299 Special Topics in Aerospace (0.5-5)-(0-10)-(0.5-5)
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. Prerequisite: Varies depending on topic. Type: C

Avionics

AVE 131 Intro to Avionics Installation 2-2-3
This course provides introductory information for those desiring to seek employment in avionics installation. Covers introduction to avionics systems, basic principles of electricity, use of applicable test equipment, aircraft wiring diagrams, wire terminations and connections, construction of wiring harnesses and testing of those harnesses. Prerequisite: None Type: C
**Course Description Guide** (continued)

**AVE 141 Avionics Installation Trends**  2-2-3
This course builds off the foundations set in introduction to avionics installation course. Course provides the opportunity for students to learn where the "electrical highways" of the aircraft lead, how to build these connections and how to maintain and troubleshoot them.
Prerequisites: AVE 131
Type: C

**AVE 299 Internship**  0-(10-20)-(2-4)
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.
Prerequisite: Varies depending on topic
Type: C

**Biology**

**BIOL 100 General Biology: Ecology, Evolution and Genetics**  3-2-4
A laboratory course emphasizing scientific inquiry through the topics of biodiversity, evolution, ecology and genetics. Biological issues with personal and social implications will be introduced. Not intended for science majors. Students may not receive credit for both BIOL 100 and BIOL 104
Prerequisite: 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.
Prerequisites: 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-L1 900L, IAI-BIO 910

**BIOL 102 Principles of Biology II**  3-2-4
This course is a continuation of BIOL 101. Topics include the origin and phylogeny of life, biodiversity, comparative physiology, and ecology.
Prerequisite: BIOL 101 with a grade of “C” or better
Type: T, IAI-BIO 910

**BIOL 104 Biology for Elementary Teachers**  3-2-4
This is a laboratory course emphasizing scientific inquiry through the topics of cells, energy, genetics, evolution, ecology and biodiversity. Intended primarily for the elementary education major, this class emphasizes inquiry-based lab investigations and their alignment to the Illinois Science Standards for K-8. Students may not receive credit for both BIOL 100 and BIOL 104.
Prerequisite: 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 105 Human Biology**  3-2-4
Students will be introduced to basic anatomy and physiology of the human systems.
Prerequisites: 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.
Prerequisites: 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 (elective, not lab science)

**BIOL 108 General Ecology**  3-2-4
An introduction to the principles of ecology: the interaction between organisms and the environment. Principles of energy flow, nutrient cycling, population ecology, biotic communities and human ecology will be considered. Field trips to natural areas, some of which are physically taxing, are an integral part of the course.
Prerequisites: Math 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**  3-4-5
This course is offered for variable credit in two increments, which may be taken together or separately. Increment 1-lecture (three semester credits) focuses on both the biological and physical aspects of marine environment. Topics discussed include the historical perspectives of oceanography, intertidal zones, plankton, the ocean floor, marine reptiles, birds, mammals and pollution. Other related topics are discussed. Increment 1 taken by itself cannot be used to meet the laboratory science requirement at SWIC.
Prerequisites: 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 elective, not lab science
Increment 2-lab (two semester credits) provides a practical field experience through an on-site visit to a marine biology laboratory and field techniques are used to examine the biological and physical aspects of the marine environment. Increment 2 taken separately or in conjunction with Increment 1 can be used to meet the laboratory-science requirement at SWIC.
Prerequisites: MATH 94 with a grade of “C” or better and math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.
Type: T

**BIOL 151 Fundamental Botany**  3-2-4
This course considers the fundamental concepts of all living organisms as they relate to the plant kingdom, with primary emphasis on the structure and function of seed plants. Special consideration is given to biochemical makeup, cell and tissue anatomy, basic plant morphology and physiology, ecology and evolution.
Prerequisites: Math 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 901L
Course Description Guide (continued)

BIOL 157 Human Anatomy & Physiology I 4-2-5
The course begins with a study of cells and tissues followed by a comprehensive anatomical and physiological study of the following human systems: nervous, endocrine, integumentary, skeletal, and muscular. Vertebrate dissections are required. Prerequisite: Math 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Coordinator approval Note: Completion of BIOL 157 with a grade of "C" or better is required Type: T

BIOL 250 Microbiology 3-2-4
This course is the study of the structure, metabolism, reproduction, heredity, evolution, ecological and pathological relationships of microbes including bacteria, viruses, fungi, yeasts and protozoa. Prerequisite: BIOL 101 or BIOL 157 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. Prerequisite: BIOL 101 with a grade of "C" or better; MATH placement above MATH 112 or MATH 112 with a grade of "C" or better Type: T

BIOL 299 Special Topics in Biology (0-4)-(0-6)-(1-4)
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. Prerequisite: Varies depending on topic Type: T

BUS 101 Introduction to Business 3-0-3
A survey of the functional areas of business. Major topics include: the economic, legal, social and global environment in which modern businesses operate; social responsibilities of business; forms of business ownership; functions and responsibilities of managers; and fundamental concepts of marketing, accounting, finance, information management, and labor relations and human resource management. Prerequisite: None. Type: T, IAI Bus 911

BUS 205 Economic and Business Statistics 4-0-4
Also, some of the course description was deleted. It should be: 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. Prerequisite: 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, IAI – M1 902, IAI-BUS 901 (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)

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. Prerequisite: None. Type: T, IAI Bus 902

BUS 215 Business Law I 3-0-3
An introduction to the history and philosophy of law and the American legal system. Discussed are fundamentals of contracts, agency and employment, commercial paper, and personal property and bailment. A lecture case approach is used. Prerequisite: None. Type: T, IAI Bus 912

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. Prerequisite: None. Type: C
Course Description Guide (continued)

BUS 294 Special Topics/Issues in Business (3-4-0-(3-4))

Prepares students to be productive members of business organizations by exposure to topics that impact small businesses, a small business owner's perspective, and the difference between a start-up business and small business. Topics include the business environment and processes, new product development, planning and operations, human resource management, marketing and sales, and entrepreneurship. Projects and topics vary with interest and needs. Prerequisite: None. Type: C

Chemistry

CHEM 100 Chemistry in Everyday Life (3-2-4)

A survey of chemistry in the context of the things that can or do affect us in our everyday lives. Topics include air and water quality, global warming, fossil, solar, and nuclear fuels, acid rain, plastics and nutrition. This course is designed for transfer students in liberal arts, and elementary education majors. Prerequisite: Math 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. Prerequisite: 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 Intro Organic & Biological Chemistry (3-4-5)

An overview course designed to give students a basic understanding of organic nomenclature, functional groups, basic organic reactions, and biological molecules such as enzymes, proteins, lipids, carbohydrates and nucleic acids. Prerequisite: CHEM 101 or CHEM 105 with a grade of “C” or better. Type: T

CHEM 105 General Chemistry I (3-4-5)

Basic principles of inorganic chemistry with emphasis on atomic structure, bonding, stoichiometry, chemical reactions, 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. Prerequisite: CHEM 101 with a grade of “C” or better; Math placement above MATH 112 or concurrent enrollment in or completion of MATH 112 with a grade of “C” or better; Reading placement above ENG 92 or completion of ENG 92. Note: One year of high school chemistry with grades of “C” or better each semester & MATH 112 with a grade of “C” or better & reading placement above ENG 92 or completion of ENG 92 will also fulfill the requirements to enroll in CHEM 105. Type: T IAI - P1 902L, IAI-CHM 911

CHEM 106 General Chemistry II (3-4-5)

Continuation of Chemistry 105 with special emphasis on kinetics, thermodynamics, solution chemistry, control of equilibrium, acid-base theory, solubility, electrochemistry, complex ions, and some nuclear chemistry. Prerequisite: CHEM 105 & MATH 112 each 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. Prerequisite: 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. Prerequisite: CHEM 201 with a grade of “C” or better. Type: T IAI-CHM 914

CHEM 253 Quantitative Analysis (3-4-5)

Theory and practice of gravimetric and volumetric analysis. Some experience is gained in simple instrumental analysis. Prerequisite: CHEM 106 with a grade of “C” or better. Type: T

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, and speaking in Mandarin Chinese. Students are also introduced to the history and cultures of the Chinese-speaking world. Prerequisite: 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, and speaking in Mandarin Chinese. Students are also introduced to the history and cultures of the Chinese-speaking world. Prerequisite: Successful completion of CHIN 101 or equivalent. Type: T

Cisco Networking – Also see Network Design and Administration

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. Prerequisite: Concurrent enrollment in CISC 152. Type: C
Course Description Guide (continued)

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
Prerequisite:  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
Prerequisite:  CISC 152 with a grade of “C” or better and concurrent enrollment in CISC 154
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 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 operations in a complex network. Students will prepare to take the CCNA certification exam.
Semester offered:  Spring
Prerequisite:  CISC 153 with a grade of “C” or better.
Type:  C

CISC 187  Cisco CCNA Exam Preparation  3-0-3
The Cisco CCNA Exam Preparation course emphasizes the important concepts of the Cisco CCNA certification exam. In addition to reinforcing and reviewing topics learned in previous CCNA courses, this course helps students with organizing and preparing for the exam. The course focuses on installing, configuring and troubleshooting networks. Specific topics include IP addressing, router configuration and routing protocols, LAN and WAN connectivity, network security and wireless technologies.
Prerequisite:  CISC 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 how to configure, troubleshoot and manage the security of these devices. Students will be able to configure and monitor security devices to prevent unauthorized access and maintain confidentiality, integrity and availability of data and devices. The course also includes topics relating to data encryption, access control, and the selection and configuration of security devices.
Prerequisite:  CISC 154 with a grade of “C” or better.
Type:  C

CISC 221  Cisco Advanced Routing  3-2-4
Cisco Advanced Routing 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 will cover the more important techniques used for route filtering and route redistribution.
Prerequisite:  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 switches. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, redundancy, Cisco AVVID, QoS issues, campus LAN security, and transparent LAN services.
Prerequisite:  CISC 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.
Prerequisite:  CISC 154 with a grade of “C” or better.
Type:  C

CISC 299  Special Topics in Cisco Networking  3-0-3
This course presents projects and topics in Cisco Networking by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite:  Varies by topic.
Type:  C
## Computer-Aided Drafting

### CAD 101 Basic Drafting 2-4-4
This course is an introduction to sketching and computer-aided drafting. Topics such as orthographic, multiview, oblique, axonometric projection, lettering, sections, geometric construction, auxiliary views, and dimensioning provide the necessary foundation for pictorial communication. 
Prerequisite: Concurrent enrollment in or completion of CAD 120 (Or articulation)
Type: C

### CAD 102 Intermediate Drafting 2-4-4
This course is a continuation of CAD 101, including descriptive geometry, intersections and developments, welding symbols and welding nomenclature, threads and thread nomenclature, working drawings, and introduction to sheet metal bends allowances. Students work in groups to solve problems and create complete sets of drawings simulating the workforce environment. 
Prerequisites: CAD 120, CAD 101 (or articulation for CAD 120 and CAD 101)
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.
Prerequisite: Keyboarding and Windows XP
Type: C

### CAD 200 Assembly Drawings 1-2-2
This course will introduce the student to reverse engineering. Assembled mechanical components will be unassembled, measurements with use of micrometers, calipers, height gauge, thread gauges, and hole gauges will be taken to create sketches that will be used to create CAD drawings. Students will also be introduced to tolerancing symbols and feature control information. 
Prerequisite: CAD 102, CAD 220
Type: C

### CAD 201 Introduction to Architectural Drafting 1-2-2
This course will introduce the student to plot plans, floor plans, elevation views, and foundation drawings. Students will create the necessary plans to create a scaled model of an architectural structure. 
Prerequisite: CAD 102, CAD 220
Type: C

### CAD 202 Structures Drafting 2-2-3
This course is a continuation of CAD 210. Drawings created in CAD 201 and CAD 210 will be used to create window and door schedules, trusses, and other necessary structural features. 
Prerequisites: CAD 102, CAD 210, CAD 220 or Concurrent enrollment in CAD 220
Type: C

### CAD 203 Civ Eng Drafting 2-2-3
This course covers all aspects of highway design drafting. Including: typical sections, details, plan and profile drafting, cross sections, drainage basics, and subdivision drawing. Basic survey and roadway calculations are also included. 
Prerequisites: 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. 
Prerequisites: CAD 102, CAD 220, CAD 221
Type: C

### CAD 206 E & I Draft 2-2-3
This course includes the drafting and design of electrical distribution and instrumentation for the chemical, petroleum, utility and other related industries. 
Prerequisites: CAD 102, CAD 220
Type: C

### CAD 208 Pipe Drafting 2-2-3
This course reviews aspects of pipe drafting including symbols, piping accessories, equipment, plot plans, piping plans, elevations, sections, isometrics, working drawings and field data. 
Prerequisites: CAD 102, 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.
Prerequisite: 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.
Prerequisite: CAD 120 and CAD 101 or articulation for CAD 120 and CAD 101.
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.
Prerequisite: CAD 102, CAD 220 or concurrent enrollment in CAD 220
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.
Prerequisite: CAD 200, CAD 221; concurrent enrollment in or completion of CAD 204
Type: C

### CAD 225 MicroStation CAD 2-2-3
The purpose of the course is to provide the student with an entry level understanding of the features, limitations, and considerations associated with the operation of MicroStation CAD software.
Prerequisite: CAD 101 or one year using AutoCAD in industry.
Type: C

### CAD 226 Intro to Geo Dim & Tolerance 1-2-2
This course will introduce the student to geometric dimensioning and tolerancing concepts as established by the American Society of Mechanical Engineers Y14.5 standards. 
Prerequisite: 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 3D models from floor plans and elevation views created in CAD 201.
Prerequisite: CAD 102, CAD 220
Type: C

CAD 231 Arch 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.
Prerequisite: CAD 201, CAD 210; concurrent enrollment in or completion of CAD 202
Type: C

CAD 290 Supervised Internship I 0-(5-30)-(1-6)
This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship semester credits permitted in the program is six.
Prerequisite: Consent of Coordinator
Type: C

CAD 291 Supervised Internship II 0-(5-30)-(1-6)
This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship semester credits permitted in the program is six.
Prerequisite: Consent of Coordinator
Type: C

CAD 292 Supervised Internship III 0-(5-30)-(1-6)
This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship semester credits permitted in the program is six.
Prerequisite: Consent of Coordinator
Type: C

CAD 299 Special Topics in CAD 0-(6)-(5-30)-(1-6)
The application of drafting principles to specific problems. Case studies, simulations, special problems or problem-solving techniques will be used.
Prerequisite: None.
Type: C

Computer Information Systems

CIS 120 Introduction to the PC 1-0-1
This course introduces Windows-based microcomputers to those with little or no prior computer experience. Topics include terminology, keyboard usage, basic components of a computer system, beginning DOS commands, and an overview of possible computer applications.
Prerequisite: Keyboarding skill preferred
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.
Prerequisite: CIS 120 or basic computer skills
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.
Prerequisite: CIS 120 or basic computer skills
Type: C

CIS 148 Document Management 1-0-1
This course will teach students the basic concepts and techniques necessary to create, review, edit, and modify Portable Document Format files. In addition, students will create documents for review which are both secure and available for comment by the reviewer who can then approve those documents by digitally signing off on them and then filling out and filing a form online created specifically for that purpose.
Prerequisite: CIS 120 or basic computer skills
Type: C

CIS 155 Basic Web Page Design 1-0-1
This course is designed to teach students to apply the essential design skills required in developing successful Web pages.
Prerequisite: CIS 120 or basic computer skills
Type: C

CIS 160 Internet Basics 1-0-1
This course is designed to teach students the concepts and skills necessary to productively use the Internet and its applications.
Prerequisite: CIS 125 or file management skills
Type: C

CIS 161 HTML Basics 1-0-1
This course is designed to teach students to use the HyperText Markup Language to create Web pages. Students will become acquainted with the hardware, software, and programming techniques required in creating and maintaining Web documents and sites.
Prerequisite: CIS 125, CIS 160 or file management and Internet browser skills.
Type: C

CIS 162 Advanced HTML 2-0-2
Students will create multimedia Web pages using hypertext markup language. Cascading style sheets will be emphasized. Other topics covered include tables, forms, validation and JavaScript.
Prerequisite: CIS 161
Type: C

CIS 163 HTML Editor 1-0-1
This course is designed to teach students to use a popular HTML editor to create, manage, automate and publish Web pages. This course may be taken for repeat credit when software used for the course changes.
Prerequisites: CIS 161 or CIS 174 or HTML coding proficiency
Type: C

CIS 164 Internet Essentials 3-0-3
Students will learn the most important Internet topics, including the history of the Internet, connecting to the Internet, basic email, integrated browser email software, and advanced Internet topics.
Prerequisites: CIS 125, CIS 181 or file management skills
Type: C
Game Programming I 3-0-3
This course is an introduction to game programming and game development. Students will use an object oriented programming language to learn fundamental programming concepts. Various predefined object types will be introduced and student will learn how to control object attributes and behaviors as they write event procedures containing variables, conditions, and loops. Topics will also include sound, animation, and graphics.
Prerequisite: CIS 125 or file management skills
Type: C

Computer Graphics 3-0-3
This course will teach students advanced design skills in creating vector graphics using Adobe Illustrator. Students will prepare original publications including logos and advertisements.
Prerequisites: CIS 125, CIS 181 or file management skills
Type: C

Photoshop 3-0-3
This course will teach students how to scan, create, modify and reproduce photographs, artwork, and printed advertising pieces. Students will learn how to deal with all types of graphics and prepare them for print or Web applications. Students will be exposed to techniques and skills to prepare them for employment as a photo retouch artist, or graphic designer. Students will also be exposed to vector graphic elements and how they interrelate to Adobe Photoshop.
Prerequisite: CIS 125, CIS 181 or file management skills
Type: C

Graphics and Animation 3-0-3
This class will focus on using Flash to create graphic animations, developing buttons and menus, designing Flash Web pages, sustaining a viable website and providing user interactive Web pages. Course curriculum will cover Flash User Interface, using layers and timeline, Flash objects, sound/video, ActionScript Environment, debugging and using HTML. After taking this class, students will have a good understanding of Flash design, development, interactivity, usability and how to create a user-friendly web experience.
Prerequisite: CIS 174 or HTML coding proficiency.
Type: C

HTML 3-0-3
This course will teach students to create web pages using HTML and DHTML. They will create multimedia web pages with hypertext links, tables, frames, and forms. They will also be exposed to cascading style sheets, JavaScript programming, and dynamic content and layout.
Prerequisites: CIS 125 or CIS 181 and CIS 160 or CIS 164 or file management and Internet browser skills
Type: C

Web Development I 3-0-3
This course allows students to develop a large graphic multimedia website with Dreamweaver. Web authoring, image editing, and website management tools give students a real world prospective.
Prerequisite: CIS 174 or HTML coding proficiency.
Type: C

JavaScript Programming I 3-0-3
This course will help students develop basic and advanced JavaScript programs. The techniques include the use of documents, Windows, conditional statements, and loops. Students will work with cookies, string and Matrix objects and other advanced functions. Multiple browsers and a current text editor will be used for demonstration and for class exercises and homework.
Prerequisites: CIS 174 and one of the following: CIS 180, CIS 183, CIS 184
Type: C
CIS 187  **Java Programming I**  3-0-3
This course is designed to teach students the basic concepts and skills necessary to create programs using the Java Programming language. Programs will include various control structures and techniques used in creating interactive programs for the Web. Object oriented programming techniques will be used.
Prerequisite: One of the following: CIS 180, CIS 183, CIS 184, CIS 194, CIS 250, CIS 252
Type: C

CIS 195  **Database Management I**  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.
Prerequisite: CIS 125 or file management skills
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.
Prerequisite: CIS 174
Type: C

CIS 212  **Intro to XML**  3-0-3
This course introduces the student to Extensible Markup Language, a language used in creating special purpose markup languages. Students will be introduced to both the structure of XML and its applications. Topics include how to define your own tags, how XML is used in data interchange, and how XML can be used to deliver web services.
Prerequisite: CIS 174 and one of the following: CIS 180 or CIS 183 or CIS 184
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.
Prerequisites: CIS 180 and CIS 195 or database skills and experience with a programming language.
Type: C

CIS 246  **Systems Development & Design I**  3-0-3
This course introduces the student to basic approaches and methods used in the development of integrated business information systems. Topics include systems study and analysis, specification writing, data flow diagrams, systems flowcharting, data collection techniques, file design, determination of equipment requirements, and reporting methods. Typical business information problems will be analyzed using case studies.
Prerequisite: CIS 185 or CIS 180
Type: C

CIS 250  **C++ Programming I**  3-0-3
This course is an introduction to the rules for coding computer programs in the language C++. In addition to coding, entering, running, and verifying programs, students will use library files to complete the programming process. Students will learn about basic programming concepts and object-oriented concepts. They will develop solutions to problems using selection statements and looping structures. Programs covering a variety of simple applications emphasizing array and object-oriented concepts are written, compiled and executed by students. Programs will be run using the command line and/or using VisualStudio's Integrated Development Environment depending on the language used.
Prerequisites: 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.
Prerequisite: 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 Site Development**  3-0-3
Students will use the skills learned in previous classes to plan, design, create, and publish dynamic, database-driven websites to a Web server using PHP. The work completed in this course should demonstrate the student’s ability to design and manage a complex website.
Prerequisite: CIS 174, 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.
Prerequisite: CIS 125 or CIS 181 or file management skills
Type: C

CIS 259  **Advanced Graphics Applications**  3-0-3
This course is designed to teach students to complete advanced applications using desktop publishing software. Students will also be required to make design decisions, manipulate graphics images, import text and work with scanners and laser printers. This course will familiarize students with incorporating multiple Adobe products to create professional web and graphics designs.
Prerequisites: CIS 171, CIS 172, CIS 257
Type: C

CIS 260  **Advanced C++ Programming II**  3-0-3
This course is a continuation of the beginning C++ programming class. The course builds upon object-oriented concepts such as inheritance, function overloading, and polymorphism. Students apply techniques of dynamic memory to build arrays and objects that can adjust memory requirement at run time. Addition topics include the exploration of input/output capabilities and the string processing capabilities of the language.
Prerequisite: Completion of MATH 112 with a grade of C or better; CIS 250
Type: C
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 262</td>
<td>C# Programming II</td>
<td>3-0-3</td>
<td>This course is a continuation of C# language topics, including exception handling, delegates, inheritance, polymorphism, and interfaces. Students will use the Visual C# language to develop advanced software components and class libraries in Visual Studio. Prerequisite: Completion of MATH 112 with a grade of &quot;C&quot; or better; CIS 252. Type: C.</td>
</tr>
<tr>
<td>CIS 263</td>
<td>Data Access</td>
<td>3-0-3</td>
<td>This course is an introduction to data access. Students use an integrated development environment and multiple object oriented programming languages to create user interfaces that query and manipulate data from a variety of data providers. Students will create datasets that define data tables, queries, constraints and relationships. Students will also learn techniques to query in-memory data structures, handle errors in a multi-user environment, and use visual tools to create reports. Prerequisite: CIS 184, CIS 275. Type: C.</td>
</tr>
<tr>
<td>CIS 264</td>
<td>ASP</td>
<td>3-0-3</td>
<td>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. Prerequisite: CIS 174, CIS 184, CIS 275. Type: C.</td>
</tr>
<tr>
<td>CIS 272</td>
<td>Advanced Photoshop</td>
<td>3-0-3</td>
<td>This course will teach students advanced scanner and camera capture techniques, advanced image changes, advanced graphics information and skills to assist the student to be able to create, scan and reproduce photographs, artwork, and printed advertising pieces using Adobe Photoshop software. Students will learn advanced techniques, special effects and design challenges on both graphics and fonts, how to integrate them successfully and prepare them for print or web applications. Prerequisite: CIS 172. Type: C.</td>
</tr>
<tr>
<td>CIS 273</td>
<td>Advanced Graphics and Animation</td>
<td>3-0-3</td>
<td>This class will focus on using ActionScripting to create highly interactive multimedia-based websites. The student will be introduced to conditional logic, loops and data validation as well as event handlers and objects. Students will create custom classes, work with text fields, and sound. XML will be used to format and structure information. Prerequisites: CIS 173 and one of the following: CIS 180, CIS 183, CIS 184. Type: C.</td>
</tr>
<tr>
<td>CIS 275</td>
<td>SQL</td>
<td>3-0-3</td>
<td>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. Prerequisites: CIS 195 or database skills. Type: C.</td>
</tr>
<tr>
<td>CIS 281</td>
<td>Database Programming</td>
<td>3-0-3</td>
<td>This course is designed to teach students procedural programming using a relational database product. Students use fundamental language elements, including variables and control structures, to create and work with procedures, functions, and packages within the context of a popular relational database management system. Prerequisite: CIS 180, CIS 275. Type: C.</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Database Application Development</td>
<td>3-0-3</td>
<td>This course is continuation of CIS 281. Students will learn to develop applications for entering and displaying database data and will create an integrated database project. They will also learn to develop user database interfaces using dynamic Web pages. Prerequisite: CIS 281. Type: C.</td>
</tr>
<tr>
<td>CIS 283</td>
<td>Database Administration</td>
<td>3-0-3</td>
<td>This course is an introduction to database administration. Students will install and configure a relational database management system, create and remove database instances, monitor and optimize performance, import and export data, configure logical and physical storage, manage users and roles, grant and revoke user and object privileges, and backup and restore databases. Prerequisite: CIS 275. Type: C.</td>
</tr>
<tr>
<td>CIS 284</td>
<td>Visual Basic Programming II</td>
<td>3-0-3</td>
<td>This course is a continuation of Visual Basic language topics, including exception handling, delegates, inheritance, polymorphism, and interfaces. Students will use the Visual Basic language to develop advanced software components and class libraries in Visual Studio. Prerequisite: Completion of MATH 112 with a grade of &quot;C&quot; or better; CIS 184. Type: C.</td>
</tr>
<tr>
<td>CIS 287</td>
<td>Java Programming II</td>
<td>3-0-3</td>
<td>This course is designed to expand the subject material covered in the Java Programming class. Topics include the continuation of Java programming techniques and use of the common Java API. Subjects may include IO, JDBC, threads, Swing, and other packages found in the Java SDK. Students will continue their study of the Apache Tomcat web server and will be introduced to the Eclipse IDE. Prerequisite: CIS 187. Type: C.</td>
</tr>
<tr>
<td>CIS 288</td>
<td>JSP</td>
<td>3-0-3</td>
<td>This course will teach the basics of dynamic Web page development using Java Servlets and JavaServer pages. Course curriculum will cover the role of dynamic site generation, how Servlets and JavaServer pages are used to generate dynamic content, and how to set up a development environment for creating Servlets/JSP. After taking this class, students will have a good understanding of the uses of Servlets/JSP, the Servlet/JSP life cycle, and a basic understanding of the best practices involved in their development. Prerequisite: CIS 174, CIS 180. Type: C.</td>
</tr>
<tr>
<td>CIS 296</td>
<td>Web and Graphics Internship</td>
<td>1-10-3</td>
<td>The student will complete a special assignment with an approved employer for 160 hours of related work experience. Evaluation of the student's performance will be a cooperative effort between the employer and the instructional staff. The primary purpose of the field project is to give the student an opportunity to gain meaningful work experience. Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester of study prior to graduation. Coordinator approval. Type: C.</td>
</tr>
</tbody>
</table>
Course Description Guide (continued)

CIS 297 Information Technology Internship 1-10-3
The student will complete a special assignment with an approved employer for 160 hours of related work experience. Evaluation of the student's performance will be a cooperative effort between the employer and the instructional staff. The primary purpose of the field project is to give the student an opportunity to gain meaningful work experience.
Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester of study prior to graduation. Coordinator approval.
Type: C

CIS 299 Topics in CIS (5-4)-0-(5-4)
CIS 299 is designed to enhance the student's understanding of a particular information processing technology or application. Current technologies, software, and cases relating to the information processing environment will be presented and discussed.
Prerequisite: Divisional approval.
Type: C

Construction Bricklayer

BLA 118 Construction Bricklayer Apprentice I 3-2-4
This course will acquaint the student with some of the basic knowledge of the bricklaying trade. Material covered in the first year will include history, manufacturing processes and structural properties of masonry materials. Types of mortar and sand will also be covered.
Prerequisite: None.
Type: C

BLA 128 Construction Bricklayer Apprentice II 3-2-4
Materials covered in this course will include manufacturing processes and structural properties of masonry materials. This course is a continuation of BLA 118.
Prerequisite: BLA 118 or coordinator approval.
Type: C

BLA 138 Construction Bricklayer Apprentice III 3-2-4
This course of study will introduce the student to the tools, math and blueprints used in the bricklaying trade. Material will include the trowel, brick hammer, blacking chisel, story pole, and spacing ruler. Trade arithmetic, blueprints, and sketching will also be covered.
Prerequisite: BLA 128 or coordinator approval.
Type: C

BLA 148 Construction Bricklayer Apprentice IV 3-2-4
Materials covered in this course will include the trowel, brick hammer, blacking chisel, story pole, and spacing ruler. Trade arithmetic, blueprints and sketching will also be covered. This course is a continuation of BLA 138.
Prerequisite: BLA 138 or coordinator approval.
Type: C

BLA 258 Construction Bricklayer Apprentice V 3-2-4
This course is designed to give the three-year apprentice some practical shop work along with his on-the-job training. Material covered will include motion study, structural patterns, and laying of units.
Prerequisite: BLA 148 or coordinator approval.
Type: C

BLA 268 Construction Bricklayer Apprentice VI 3-2-4
Materials covered will include motion study, structural patterns and laying of units. This course is a continuation of BLA 258.
Prerequisite: BLA 258 or coordinator approval.
Type: C

BLA 299 Special Topics in Construction Bricking 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.
Prerequisite: None
Type: C

Construction Carpentry

CCA 115 Construction Carpentry Apprentice I 3-2-4
This course is designed to let the modern apprentice, in the first phase of training, learn the how skills of the trade on the job. The theoretical and technical aspects of the trade are studied, along with tools, equipment, materials, processes, mathematics, interpretation of drawings, and layout.
Prerequisite: Coordinator approval.
Type: C

CCA 125 Construction Carpentry Apprentice II 3-2-4
This course will include the theoretical and technical aspects of the carpentry trade. Topics covered will include equipment, materials, processes, mathematics, and interpretation of drawings. This course is an extension of CCA 115.
Prerequisite: Coordinator approval.
Type: C

CCA 135 Construction Apprentice III 3-2-4
Carpentry Apprenticeship III places emphasis on rough framing, roof framing, exterior and interior finish work, and building for the modern home or light commercial building. This course supplements the students on-the-job training and provides a good background for field work.
Prerequisite: Coordinator approval.
Type: C

CCA 145 Construction Apprentice IV 3-2-4
Carpentry Apprenticeship IV includes material on rough framing, roof framing, exterior and interior finish work for the modern home or light commercial building. This course is an extension of CCA 135.
Prerequisite: Coordinator approval.
Type: C

CCA 165 Construction Carpenter Internship 10-20-4
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.
Prerequisite: CCA 145 and consent of coordinator.
Type: C
CCA 255  Construction Carpentry Apprentice V  3-2-4
Carpentry Apprenticeship V is the beginning of the three years of instruction in carpentry. This unit constitutes related instruction for the third section apprentice that will be coordinated with his third year experience. It is designed to give the student an opportunity to study the nature of concrete and its mixtures in the pouring of concrete and building forms.
Prerequisite: Coordinator approval.
Type: C

CCA 265  Construction Carpentry Apprentice VI  3-2-4
This course will include heavy timber construction and the use of the level and level transit. This is an extension of CCA 255.
Prerequisite: Coordinator approval.
Type: C

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.
Prerequisite: CCA 165 and consent of coordinator.
Type: C

CCA 275  Construction Carpentry Apprentice VII  3-2-4
This course will place emphasis on design and control of concrete, reinforced concrete structures, post-formed concrete systems, heavy timber construction.
Prerequisite: Coordinator approval.
Type: C

CCA 285  Construction Carpentry Apprentice VIII  3-2-4
This course will introduce the carpenter to the fundamentals of AC and DC welding and the acetylene cutting that will be used in the carpentry trade. Types of equipment, materials, and their uses will be emphasized.
Prerequisite: Coordinator approval.
Type: C

CCA 290  Construction Carpentry Internship III  0-20-4
The Construction Carpentry Internship III course has been developed and established as the on-the-job advanced component of the Construction Carpentry Apprenticeship program. This course will reinforce both knowledge and skills of the apprentice at an advanced level by hands-on experience relating to topics such as the interpretation of drawings and layout, rough framing, roof framing, 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.
Prerequisite: CCA 270 and consent of coordinator.
Type: C

Construction Cement Mason

CMA 113  Construction Cement Mason Apprentice I  3-2-4
This course will acquaint the student with some of the practical knowledge of the cement masons trade. Material covered in this first course will include information about job opportunities, concrete materials and quality mix concrete.
Prerequisite: None.
Type: C

CMA 114  Intro To Construction Plastering  3-2-4
This course will explore exterior and interior plastering systems common to the industry. Instruction and demonstration will introduce the student to the applied math, tools, and safety regulations of all new employees.
Prerequisite: None.
Type: C

CMA 123  Construction Cement Mason Apprentice II  3-2-4
This course will introduce the student to information concerning tools, placing and finishing concrete slabs, how to estimate during hot weather, and concreting in cold weather.
Prerequisite: CMA 113 or coordinator approval.
Type: C

CMA 124  Construction Plastering Mats & Sys  3-2-4
This course is designed to give the second year apprentice practical experience in handling transit level and laying out buildings. The care and use of the hand tools will also be covered.
Prerequisite: CMA 123 or coordinator approval.
Type: C

CMA 133  Construction Cement Mason Apprentice III  3-2-4
This course is designed to give the second year apprentice practical experience in handling transit level and laying out buildings. The care and use of the hand tools will also be covered.
Prerequisite: CMA 123 or coordinator approval.
Type: C

CMA 134  Construction Plastering Principles  3-2-4
This course is an extension of CMA 124. Materials will include working conditions, Exterior Insulation and Finishing Systems, backing materials and an overview of scaffolding systems.
Prerequisite: CMA 124 or coordinator approval.
Type: C

CMA 144  Construction Plastering Applications  3-2-4
This course will introduce materials used in construction plastering. Materials will include veneer plaster, grouting, and fireproofing.
Prerequisite: CMA 134 or coordinator approval.
Type: C

CMA 245  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.
Prerequisite: CMA 133 or coordinator approval.
Type: C

CMA 254  Plaster Substrates and Finishes  3-2-4
This course will introduce the student to substrates and various plastering materials, application and mixing procedures.
Prerequisite: CMA 144 or coordinator approval.
Type: C
Course Description Guide (continued)

CMA 255  Construc Cement Mason Apprentice V  3-2-4
This course will include information concerning drafting, types of
form layouts and the setting of forms. The course will also include
new materials and methods developed for the industry.
Prerequisite: CMA 245 or coordinator approval.
Type: C

CMA 264  Advanced Plastering Techniques  3-2-4
This course is a continuation of CMA 254. It will cover plastering
finishes, applying plaster and the finishing techniques for each type
of application. An introduction to blueprint reading will also be
included.
Prerequisite: CMA 254 or coordinator approval.
Type: C

CMA 265  Construc Cement Mason Apprentice VI  3-2-4
This course will acquaint the student with practical knowledge of
cement trowelling machines, CMT paving and blueprint reading. A
short course in first aid will also be included.
Prerequisite: CMA 255 or coordinator approval.
Type: C

CMA 274  Principles of Plaster Material  3-2-4
This course will include cement plaster on metal lath cement block
and bricks, below grade foundations. It will include an introduction
to molding and ornamentation using plaster.
Prerequisite: CMA 264 or coordinator approval.
Type: C

CMA 284  Plaster Molds and Ornamentation  3-2-4
This course will include an introduction to plaster ornamentation
using various techniques. It will also include Blueprint Reading and
Estimating for plasterers.
Prerequisite: CMA 274 or coordinator approval.
Type: C

CCA 299  Special Topics for Cement Masons  4-8-4
This course is designed to familiarize students with special topics or
problems in the Construction Cement Masons’ field, to provide
them with knowledge and ability to deal effectively with those topics or
problems in relation to their specific requirements.
Prerequisite: Coordinator approval.
Type: C

Construction Electrical Program

IEW 110  Intro to Math Apps for the IBEW  2-0-2
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include basic math concepts, units and conversion,
metric system, square roots, solving algebraic equations, scientific
notation, and basic principles of geometry, vector, ratios and
proportions.
Prerequisite: Acceptance in one of the Southwestern Illinois JATC.
Apprenticeship Programs.
Type: C

IEW 111  IBEW Electrician Inside Wireman I  3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include job site safety, electrician’s tools, material
rigging, basic conduit bending, electrical calculations and basic
blueprint reading.
Prerequisite: Acceptance in the Southwestern Illinois JATC Inside Wireman Apprenticeship Program and IEW 110.
Type: C

IEW 112  IBEW Electrician Inside Wireman II  3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include direct current theory, series and parallel circuits,
circuit calculations and national electrical code.
Prerequisite: IEW 111
Type: C

IEW 113  IBEW Electrician Inside Wireman III  3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include inductance and capacitance in AC circuits, National Electrical Code standards relating to transformers, transformer theory, transformer design and calculations, wiring methods and devices.
Prerequisite: IEW 112
Type: C

IEW 114  IBEW Electrician Inside Wireman IV  3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include direct current theory, series and parallel
circuits, circuit calculations, basic blueprint reading and the National
Electrical Code.
Prerequisite: Acceptance in the Southwestern Illinois JATC.
Residential Wireman Apprenticeship Program and IEW 110
Type: C

IEW 118  IBEW Elec Wireman Internship I  0-20-4
This course is designed to compliment classroom instruction for
the Construction Electrical Specialist program. This on-the-
job component will reinforce both knowledge and skills of the
apprentice by hands-on experience relating to topics such as the
wiring of residential, commercial, industrial and/or specialized
electrical systems. All of the on-the-job work-related activities will
be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 113 and coordinator permission.
Type: C

IEW 131  IBEW Electrician Residential I  3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include job site safety, introduction to the National
Electrical Code, basic algebra, basic trigonometric functions, DC Theory, electrician’s tools, material rigging, basic electrical
calculations.
Prerequisite: Acceptance in the Southwestern Illinois JATC.
Residential Wireman Apprenticeship Program and IEW 110
Type: C

IEW 132  IBEW Electrician Residential II  3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics
to be covered include direct current theory, series and parallel
circuits, circuit calculations, basic blueprint reading and the National
Electrical Code.
Prerequisite: IEW 131
Type: C

IEW 138  IBEW Elec Residential Internship I  0-20-4
This course is designed to compliment classroom instruction for
the Construction Electrical Specialist program. The on-the-
job component will consist of work relating to the wiring of residential
installations and specialized electrical systems for residential
applications. All of the on-the-job work-related activities will
be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 233 and coordinator permission.
Type: C
Course Description Guide (continued)

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.
Prerequisite: Acceptance in the Southwestern Illinois ALBAT Lineman Apprenticeship Program and IEW 110.
Type: C

IEW 142 IBEW Electrician Lineman II 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, Lock-out/Tag-out OSHA standards, electrical hazard awareness, Ohm’s Law, electrical theory and calculations, guy installations, line conductions, insulators, excavating and shoring, planning and designing for underground systems.
Prerequisite: IEW 141
Type: C

IEW 145 IBEW Elec Lineman Internship I 0-20-4
This course is designed to compliment classroom instruction for the construction electrical specialist program. The on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of electrical service to residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.
Prerequisite: IEW 142 and coordinator permission.
Type: C

IEW 151 IBEW Electrician Installer/Tech I 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include safety, tools and fastening devices, rigging, cable installation, bonding and grounding according to the National Electrical Code, fiber-optics, and blueprint reading.
Prerequisite: Acceptance in the Southwestern Illinois JATC Installer/Technician Apprenticeship Program and IEW 110.
Type: C

IEW 152 IBEW Electrician Installer/Tech II 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include history of labor and the apprenticeship program, the National Electrical Code, metric conversions, basic algebra, DC Theory, series and parallel circuits.
Prerequisite: IEW 151
Type: C

IEW 153 IBEW Electrician Installer/Tech III 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include Direct Current combination circuits, Alternating Current circuits, telephone systems, security and alarm systems and the National Electrical Code.
Prerequisite: IEW 152
Type: C

IEW 154 IBEW Electrician Installer/Tech IV 3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include the use of TIA/EIA Standards, Life Safety Systems, Network cabling, LAN Systems, interface of telephone and sound systems, and the National Electrical Code.
Prerequisite: IEW 153
Type: C

IEW 157 IBEW Elec Installer/ Tech Internship I 0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist program. The on-the-job component will consist of work relating to telecommunications installation; which includes telephone, fire alarm, security, fiber-optics, CCTV home automation, nurses call systems, the National Electrical Code and testing of various systems. All of the on-the-job work-related activities will be performed under the direct supervision of a qualified Telecommunications Installer/Technician.
Prerequisite: IEW 153 and coordinator permission.
Type: C

IEW 211 IBEW Electrician Inside Wireman V 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include AC/DC review, semiconductors, transistors, SCRs, amplifiers, and electronic applications.
Prerequisite: 114
Type: C

IEW 212 IBEW Electrician Inside Wireman VI 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include the National Electrical Code Article 250, electrical theory to grounding, grounded conductor, service grounding, earth testing, WYE and DELTA three-phase transformers, and load calculations.
Prerequisite: IEW 211
Type: C

IEW 213 IBEW Electrician Inside Wireman VII 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include lightning protection, fiber optics, motor constructions, motor installations, motor protection, motor controls, and schematic diagrams.
Prerequisite: IEW 212
Type: C

IEW 214 IBEW Electrician Inside Wireman VIII 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include digital logic, ladder logic, logic circuits and controls, AC motor speed controls, programmable logic controllers – basics, operation, and installation; designing and programming PLC; air conditioning and refrigeration systems, cable tray, motor control circuits and protection, and hazardous locations.
Prerequisite: IEW 213
Type: C

IEW 215 IBEW Electrician Inside Wireman IX 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include fire alarm systems-operation, installation, maintenance, troubleshooting; fundamentals of instrumentation and equipment used for calibration; telephone wiring and introduction to TIA/EIA standards and codes; air conditioning systems and basic security systems.
Prerequisite: IEW 214
Type: C

IEW 216 IBEW Electrician Inside Wireman X 3.5-1-4
This course is part of the IBEW Apprenticeship Program. The topics to be covered include solar power systems, high voltage maintenance and testing, power problems, power quality, power harmonics, automation networks, National Electrical Codes for special conditions, and NEC calculations.
Prerequisite: IEW 215
Type: C
IEW 218  IBEW Elec Wireman 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. Prerequisite: IEW 118 and IEW 215 and coordinator permission. Type: C

IEW 233  IBEW Electrician Residential III  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include blueprint reading, codeology as it relates to the National Electrical Code, Single and Three-phase transformers, and comparison of Alternating Current & Direct Current Theory along with emphasizing the importance of job site safety. Prerequisite: IEW 132 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. Prerequisite: IEW 233 Type: C

IEW 235  IBEW Electrician Residential V  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include RL, RC, and RLC circuits, National Electrical Code calculations, motor control, telephone and sound systems. Prerequisite: IEW 234 Type: C

IEW 236  IBEW Electrician Residential VI  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include National Electrical Code calculations for pool and fountains, home automation structured for the future, Fire & Security systems, UPS systems, Solar Power & Generation, Fiber Optics and Local Area Networks. Prerequisite: IEW 235 Type: C

IEW 238  IBEW Elec Residential Internship II  0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will consist of work relating to the wiring of residential installations and specialized electrical systems for residential applications. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician. Prerequisite: IEW 138 and IEW 235 and coordinator permission. Type: C

IEW 241  IBEW Electrician Lineman III  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, hazardous communication, metering devices, distribution circuits, the principles of three phase alternating current, transformers, blueprint fundamentals, symbols, specifications, electrical drawings and diagrams, introduction to using a transit, reading maps, plans and profiles, and construction standards/NESC. Prerequisite: IEW 142 Type: C

IEW 242  IBEW Electrician Lineman IV  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, cable types, sizes, splicing and terminations, 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. Prerequisite: IEW 241 Type: C

IEW 243  IBEW Electrician Lineman V  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, testing ground resistance, maximeters, a review of alternating current, inductance, capacitors, fiber optics and codes and standards, rubber protective devices, live line maintenance, extra high voltage primary metering and fusing, fuse principles, substation equipment, construction and safety procedures, oil circuit breakers, air break switches, watt hours and watt-hour meters. Prerequisite: IEW 242 Type: C

IEW 244  IBEW Electrician Lineman VI  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, fault currents, testing for line faults, voltage regulation, step regulators and tap changing transformers, capacitors and capacitor switching, lightning protection, wind energy, photovoltaics, labor management, foremanship and a comprehensive review on transformers, insulator testing, Live Line maintenance, substation control equipment, power factor, power harmonics, and blueprints. Prerequisite: IEW 243 Type: C

IEW 245  IBEW Elec Lineman Internship II  0-20-4
This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of electrical service to residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician. Prerequisite: IEW 243 and coordinator permission. Type: C

IEW 251  IBEW Electrician Installer/Tech V  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include inductive and capacitive reactance, diodes, power supplies, transistors, amplifiers, oscillators, CCTV, and security systems. Prerequisite: IEW 154 Type: C

IEW 252  IBEW Electrician Installer/Tech VI  3.5-1-4
This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include CCTV surveillance systems, security ID systems, home automation theater, audio & video, nurse call systems, high performance testing of cabling systems, along with grounding and bonding according to the National Electrical Code. Prerequisite: IEW 251 Type: C
Course Description Guide (continued)

IEW 257 IBEW Elec Installer/Technician Internship II 0-20-4
This course is designed to supplement classroom instruction for the Construction Electrical Specialist program. The on-the-job component will consist of work relating to telecommunications installation; which includes telephone, fire alarm, security, fiber-optics, CCTV home automation, nurses call systems, the National Electrical Code and testing of various systems. All of the on-the-job work-related activities will be performed under the direct supervision of a qualified Telecommunications Installer/Technician.
Prerequisite: IEW 157 and IEW 251 and coordinator permission.
Type: C

IEW 279 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 reading blueprints for metal buildings; advanced rigging, welding and safety as they relate to metal buildings will also be addressed.
Prerequisite: IWA 269 or coordinator approval.
Type: C

IEW 289 Construction Ironworker Apprentice VI 3-2-4
This course will supplement the fourth year apprentices on-site work experience with classroom instruction. The course will include advanced blueprint reading, commercial glass installation, commercial fencing, welding and safety training.
Prerequisite: IWA 279
Type: C

IEW 299 Special Topics in Ironworking 4-8-4
This course is designed to familiarize students with special topics or problems in the Construction Ironworkers’ field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

Construction 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.
Prerequisite: Coordinator approval.
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.
Prerequisite: IWA 119 or coordinator approval.
Type: C

IWA 139 Construction Ironworker Apprentice III 3-2-4
This is the third section course of an apprentice’s second year training. Instruction will be in trade math, blueprints, structural, safety, welding and rigging.
Prerequisite: IWA 129 or coordinator approval.
Type: C

IWA 249 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.
Prerequisite: IWA 139 or coordinator approval.
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.
Prerequisite: IWA 249 or coordinator approval.
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.
Prerequisite: IWA 259 or coordinator approval.
Type: C

Construction Management Technology

CMT 150 Construction MGT Internship I 0-20-3
Provides experience in construction management. Each student will be required to be employed in a construction related field. The student will be monitored by experienced supervisory personnel. The student will be required to document and work a minimum of 240 to 320 clock hours per semester.
Prerequisite: Consent of Coordinator
Type: C

CMT 151 Construction MGT Internship II 0-20-4
Prerequisite: None.
Type: C

CMT 201 Construction MGT Internship III 0-20-4
Prerequisite: None.
Type: C

CMT 251 Construction MGT Internship IV 0-20-4
Provides experience in construction management. Includes construction terminology, processes and procedures.
Prerequisite: None.
Type: C

CMT 100 Introduction to Construction 3-0-3
Introduces the student to the basic fundamentals of the construction industry. Includes construction terminology, processes and procedures.
Prerequisite: None.
Type: C

CMT 102 Construction 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.
Prerequisite: None.
Type: C

CMT 103 Construction Materials & Methods I 3-0-3
A comprehensive study of the materials and methods used in building construction. Emphasis on structural materials.
Prerequisite: None.
Type: C

CMT 105 Computer Applications for Const 1-1-5
This course is the study of the many computer based software programs that are used in the construction industry. It will provide the student with the necessary knowledge to select the appropriate software and hardware to fit their particular needs.
Prerequisite: None.
Type: C
CMT 145 Building Trades Craft Survey I 3-2-4
The construction students will explore the basic trades’ skills required to complete a modern building project. The course will survey carpentry, ironwork, laborer’s work, sheetmetal and concrete finishing.
Prerequisite: Coordinator’s approval
Type: C

CMT 146 Building Trades Craft Survey II 3-2-4
The construction students will explore the basic trades’ skills required to complete a modern building project. The course will survey painting, bricklaying, electrical and plumbing/pipework. 
Prerequisite: Coordinator’s approval
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 course work 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.
Prerequisite: Admission by department
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.
Prerequisite: Admission by department
Type: C

CMT 149 Weatherization II 3-0-3
This course provides students with training in preparation for the Building Performance Institute oral and field practicum evaluation for RBE-WHALC1 certification. This course is compliant with BPI RBE-WHALC1 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.
Prerequisite: None
Type: C

CMT 152 Construction Materials & Methods II 3-0-3
A comprehensive study of the materials and methods used in building construction. Emphasis on closure and finishes.
Prerequisite: CMT 103
Type: C

CMT 153 Construction Estimating 3-0-3
The methods and procedures used in estimating construction costs.
Prerequisite: CMT 100, CMT 102, CMT 103
Type: C

CMT 200 Adv Blueprint Read For Bldg Trades 13-0-3
The class emphasizes an understanding of the skills, the application and coordination of the contract documents that are used for large building and civil construction projects. Architectural documents of current building projects, as well as engineering drawings and specs will be reviewed and studied in detail.
Prerequisite: CMT 102
Type: C

CMT 204 Basic Engineering for Builders 3-0-3
The course will provide the student with a basic understanding of engineering principles that are used to build a building.
Prerequisite: CMT 102, CMT 103, & GT 105
Type: C

CMT 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.
Prerequisites: CMT 102, CMT 103, CMT 152
Type: C

CMT 244 Occupational Safety & Health I 3-0-3
Familiarizes students with a total accident prevention program and safety movement. Concepts of safety education with special emphasis placed on obligations, responsibilities, principles and practices necessary in understanding accident prevention. For those individuals interested in or having direct responsibilities for the implementation and/or operation of an accident-prevention program.
Prerequisite: None
Type: C

CMT 253 Construction Est Cost Accounting II 3-0-3
The methods and procedures used by the construction industry in estimating construction costs. Computer estimating using Paces and Means software will be covered extensively. A continuation of CMT 153.
Prerequisite: CMT 153
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.
Prerequisite: CMT 153
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, contract documents and breach of contract.
Prerequisite: CMT 153
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. Prerequisite: CMT 102, CMT 103, CMT 153, CMT 257, CMT 244
Type: C

CMT 270 Green Building Methods 3-0-3
This course is designed to address the environmental issues related to building practices and material choices, in addition to sustainable design strategies. Topics in the course will include the history of the green building movement, LEED certification, new building and renovation methods, land use planning and site considerations, effective energy and water usage, use and disposal of materials, indoor air quality, and economic issues. The student will explore the movement of the U.S. Green Building Council and other environmentally conscious agencies; as well as research of successful case studies. Prerequisite: CMT 102, CMT 103, CMT 152 or coordinator's approval
Type: C

CMT 271 Alternative Energy Sources 3-0-3
The world is approaching an energy crisis as oil production reaches its peak and other fossil-based fuels are being used to depletion. The United States is heavily dependent on foreign oil and continues to be a major polluting nation through its use of petroleum for transportation and coal for producing electricity. It is estimated that U.S. demands for electricity will double by 2030 while almost all American families will continue to own two or more vehicles. If we are to reduce our dependency on foreign oil and eliminate our nation's contributions to global warming and harmful gases, how will we satisfy our future energy needs to safeguard our economy, security and standards of living? This course examines why we need energy and how we use it. Students will study the types of fossil fuels we currently use to meet our energy needs and why we must find alternatives to these fuels. The course provides an overview of the major alternative energy sources that can replace fossil fuels and the advantages and disadvantages of each. The special cases of electricity, the electrical grid and transportation are covered in some detail. Through individual research, students will study how electricity is produced, transported, distributed and used. Students will also study how alternative energy sources will change American life and commerce, and the many career opportunities that will result from alternative energy. Additional research opportunities will be afforded students to study specific topics in more depth. These topics include the technical aspects of how dams, nuclear plants, wind turbines, solar panels, and the electric grid work. Prerequisites: CMT 270
Type: C

CMT 272 LEED Certification Preparation 3-0-3
The leadership in Energy and Environmental Design is a nationally accepted rating system for the design, construction and operation of high performance green buildings. This course is designed to prepare students to take and pass the Tier I LEED Green Associate certification exam which covers general green building and LEED knowledge. Tier I Green Associate is the first step in the LEED professional's career pathway. The Green Associate credential attests to demonstrated knowledge and skill in understanding and supporting green design, construction, and operations of high performance buildings. The exam for the LEED Green Associate will cover basic green building knowledge. The types of people who are fitted for this exam are the product manufacturers, the marketers, the finance people, customer service, students and carpenters who desire a basic knowledge about LEED buildings. Prerequisites: CMT 270, CMT 271
Type: C

CMT 280 BIM I: Model Articulation 3-0-3
Building Information Modeling allows construction professionals to communicate with the AEC community and workforce when virtual projects are a project requirement. BIM modeling results in three-dimensional visualized 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. BIMs 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. Prerequisite: CMT 102, CMT 103, and CMT 152
Type: C

CMT 281 BIM II: Pre Construction 3-0-3
Building Information Modeling 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 for purposes of system integration, clash detection, constructability modeling, estimating, scheduling and related pre-construction construction tasks. Prerequisite: CMT 280
Type: C

CMT 282 BIM III: Construction 3-0-3
Building Information Modeling 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 third semester class uses the intelligent model produced in previous semesters (post integration) and allows students to explore process improvement possibilities during the construction phase. This semester focuses on model update(s) including RFIs, clash detection, estimates, schedule, and budget management. Students will compare existing construction administration process and process available through BIM. Virtual job trailer, workforce management and the tough tablet is introduced through the BIM platform. Prerequisite: CMT 281
Type: C

CMT 299 Problems in Construction (1-4)-(1-8)-(1-4)
Application of construction principles to specific problems through case studies, special projects or problem-solving procedures. Prerequisite: None.
Type: C

Construction Painting & Decorating

PDA 117 Painting & Decorating Apprentice I 3-2-4
This course is designed to introduce the first-year apprentice to painting and decorating. He/she will be given information and instruction in the fundamentals of the trade to supplement his on-the-job training. Prerequisite: None.
Type: C
Course Description Guide (continued)

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 on-the-job training. This course is an extension of PDA 117. Prerequisite: None. Type: C

PDA 137 Painting & Decorating Apprentice III  3-2-4
This course is designed to provide the more experienced apprentice instruction in the phase of the trade that requires detailed information about materials and their uses. The second-year course is divided into two parts. Material covered will include color, tinting, graining, dyes and sealers. Prerequisite: None. Type: C

PDA 147 Painting & Decorating Apprentice IV  3-2-4
This course is designed to give the more experienced apprentice instruction in the phases of trade that require detailed information about materials and their uses. Material to be covered will include wall preparation, scaffolding and safety. Prerequisite: None. Type: C

PDA 257 Painting & Decorating Apprentice V  3-2-4
This third year course is designed for the more experienced apprentice. Information covered in this course will include procedures seldom used in the trade. Blueprint reading and estimating will also be covered. This will be a two-semester course. Prerequisite: None. Type: C

PDA 267 Painting & Decorating Apprentice VI  3-2-4
Information covered in this course will include procedures seldom used in the trade. Blueprint reading and estimating will also be covered. This course is an extension of PDA 257. Prerequisite: None. Type: C

PDA 278 Painting & Decorating Apprentice VII  3-2-4
This course will supplement the fourth year apprentices on-site work experience with classroom instruction. The course will include blueprint reading, types of wall paper and their application, power equipment used for painting, specialized painting techniques and safety training. Prerequisite: PDA 267. Type: C

PDA 288 Painting & Decorating Apprentice VII  3-2-4
This course will supplement the fourth year apprentices on site work experience with classroom instruction. The course will include power cleaning, hazardous waste collections/disposal, dry wall taping and finishing, sign painting, estimation, and safety. Prerequisite: PDA 278. Type: C

PDA 299 Special Topics in Construction Painting  4-8-4
This course is designed to familiarize students with special topics or problems in the pipefitting/plumbers’ field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their special requirements. Prerequisite: None Type: C

Construction Sheetmetal

SMA 114 Construc Sheetmetal Apprenticeship I  3-2-4
This course will acquaint the student with some of the basic knowledge of the sheetmetal trade. Materials covered in the first course will include information about tools, equipment and pattern development. Prerequisite: None. Type: C

SMA 124 Construc Sheetmetal Apprenticeship II  3-2-4
This course will introduce the student to more related information about tools, equipment, sheetmetal fittings and their fabrication. Prerequisite: SMA 114. Type: C

SMA 134 Construc Sheetmetal Apprenticeship III  3-2-4
This course is designed to give the second year apprentice practical experience working with shop work problems. Items covered will include layout and welding of sheetmetal fittings. Prerequisite: SMA 124. Type: C

SMA 144 Construc Sheetmetal 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. Prerequisite: SMA 134. Type: C

SMA 154 Sheet Metal Applications  0-2-1
This course is an extension of SMA 114 and will include the use of basic hand tools common to the trade, and the construction and fabrication of sheet metal objects with the use of simple pattern development templates. This course requires you to currently be enrolled in SMA 114. Prerequisite: Concurrent enrollment in SMA 114. Type: C

SMA 164 Sheet Metal Duct Design  0-2-1
This course is an extension of SMA 124 and will include the use of hand tools common to the trade and the construction of fittings and duct work corrections common to the sheet metal trade. This course requires you to currently be enrolled in SMA 124. Prerequisite: Concurrent enrollment in SMA 124. Type: C

SMA 174 Sheet Metal Fastening Systems  0-2-1
This course is an extension of SMA 134 and will include the use of welding and soldering to fabricate sheet metal fittings. This course requires you to currently be enrolled in SMA 134. Prerequisite: Concurrent enrollment in SMA 134. Type: C

SMA 184 Sheet Metal Construction  0-2-1
This course is an extension of SMA 144 and will include pattern development for 45- and 90-degree elbows and fittings. This course requires you to currently be enrolled in SMA 144. Prerequisite: Concurrent enrollment in SMA 144. Type: C

SMA 214 Sheet Metal Caulks and Sealant  0-2-1
This course is an extension of SMA 264 and will include the application of brazing as a water seal along with the type of sealing materials. This course requires you to currently be enrolled in SMA 264. Prerequisite: Concurrent enrollment in SMA 264. Type: C
Course Description Guide (continued)

SMA 234  Sheet Metal Installation  0-2-1
This course is an overview of previous work and a review of previous experience. Activities will include pattern development, welding, brazing and fabrication. This course requires you to currently be enrolled in SMA 284.
Prerequisite: Concurrent enrollment in SMA 284.
Type: C

SMA 224  Sheet Metal Layout  0-2-1
This course is an extension of SMA 274 and will include triangulation pattern, development problems, and fabrication using MIG welding. This course requires you to currently be enrolled in SMA 274.
Prerequisite: Concurrent enrollment in SMA 274.
Type: C

SMA 244  Sheet Metal Pattern Development  0-2-1
This course is an extension of SMA 254 and will include problems in radial line development of cones and intersections. Gas tungsten arc welding will be used for fasting. This course requires you to currently be enrolled in SMA 254.
Prerequisite: Concurrent enrollment in SMA 254.
Type: C

SMA 254  Construc Sheetmetal Apprship V  3-2-4
This course is designed to give the third year apprentice practical shop work problems concerning radial line development and heli-arc welding.
Prerequisite: SMA 114.
Type: C

SMA 264  Construc Sheetmetal Apprship VI  3-2-4
This course is designed to give the third year apprentice practical shop work problems concerning welding, brazing and radial line pattern development.
Prerequisite: SMA 254.
Type: C

SMA 274  Construc Sheetmetal Apprship VII  3-2-4
This course is designed to give the apprentice experience and knowledge in new materials and methods used in the sheetmetal trade. Layout problems involving triangulation will be given. MIG welding, cutting and brazing will also be covered.
Prerequisite: SMA 264 and coordinator permission.
Type: C

SMA 284  Construc Sheetmetal Apprship VIII  3-2-4
This course will include a review of all work covered in the previous seven semesters of apprenticeship. It will also include shortcut methods of triangulation layout. A welding test will also be given.
Prerequisite: SMA 274 and coordinator permission.
Type: C

SMA 299  Special Topics in Construction Sheetmetal  4-8-4
This course is designed to familiarize students with special topics or problems in the construction sheetmetal workers field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: Math assessment score at MATH 94 level or completion of MATH 93 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.
Prerequisite: CUL 101, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
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.
Prerequisites: CUL 110, CUL 111, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
Type: C

CUL 112  Advanced Professional Cooking  1-4-3
Advanced Professional Cooking is an advanced food preparation course designed to help prepare students for careers and to help professional cooks advance their careers in the culinary arts as practiced today in top quality American food service operations.
Prerequisites: CUL 110, CUL 111, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
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.
Prerequisite: CUL 101, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
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 soups, sauces, salads, forcemeats, sausages, pates, terrines, cured and smoked foods. Cheeses, hors d’oeuvres, appetizers, relishes, compotes, and condiments will be prepared, presented, and tested for taste. Various presentations will be covered.
Prerequisites: CUL 110, CUL 111, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
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. Course work includes importance and development of job descriptions, hand-on training and developing training workshops aimed at production of service.
Prerequisite: CUL 101, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
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.
Prerequisite: None.
Type: C

CUL 118  Fundamentals of Meat Processing  1-4-3
This course is designed for students who are seeking to expand their knowledge and practical skill in meats identification, analysis, and cutting. Students will learn a variety of preparation methods for beef, lamb, poultry, pork, and fish. Detailed instruction in understanding desired characteristics of particular products, proper form, grading, and to particular meats will be discussed in detail.
Prerequisite: CUL 101, CUL 116 (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
Type: C

CUL 123  Legal Aspects of Food Service Management  3-0-3
This course is designed for those students who are seeking a down-to-earth explanation of legal subjects relevant to food service. The course will focus on employee relations, food liability, liquor liability, patron civil rights and federal regulations that are of concern to food service managers.
Prerequisite: None.
Type: C

CUL 126  Food Service Sanitation Refresher  .5-0.5
This course enables students to meet the Illinois Department of Public Health requirement to complete re-certification. Lectures focus on all the aspects of food service sanitation required for re-certification including sources of food contamination, creating and maintaining the safe food environment, and state and local public health codes.
Prerequisite: CUL 116 or a valid state of Illinois sanitation certificate.
Type: C

CUL 127  Baking & Pastry  1-2-2
A general introduction to the baking of breads, cookies, cakes, pastry dough, puff pastry, danish and eclairs. Learn how to prepare beautiful and tempting baked goods.
Prerequisite: CUL 101, CUL 116. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
Type: C

CUL 128  Advanced Professional Baking  1-2-2
This course provides students with challenging baking and pastry concepts and emphasis on complex recipes. The course focuses on the study and preparation of breads, tortes, cake decorating, cheesecakes, custards, puddings, Bavarian creams, mousses and other baked goods. Through lecture and hands-on application, students will prepare recipes from scratch. They will study proper preparation, scaling, measuring and mixing techniques. An understanding of numerous types of flours, yeasts and the ability to troubleshoot problems will be developed through demonstration and laboratory exercises.
Prerequisite: CUL 101, CUL 116, CUL 127. (Students possessing a valid sanitation certificate should contact the program coordinator for CUL 116 credit.)
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.
Prerequisite: CUL 101, CUL 116. (Students possessing a valid state of Illinois sanitation certificate should contact the program coordinator.)
Type: C

CUL 200  Culinary Competition  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.
Prerequisite: 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.
Prerequisite: Math assessment score at MATH 94 level or completion of MATH 93 with a grade of “C” or better; or MGMT 102 with a grade of “C” or better.
Type: C
Early Childhood Education

ECE 110  Intro to Early Childhood Education  3-0-3
Designed to familiarize students with the current philosophy of early childhood education, guidance techniques, classroom design, early childhood education teacher responsibilities, strategies for home-center collaboration, and the curriculum in early childhood education settings. Students will review the different types of early childhood education arrangements in the United States, including infant/toddler and school age programs. Federal laws, licensing and regulatory requirements for programs serving children birth to 12 years are covered. The history of educating children birth to 12 years will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in early childhood education.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T, IAI - ECE 911

ECE 112  Growth and Development of Children  3-0-3
Designed to cover the theories of Erikson, Piaget, Vygotsky and others as a foundation to understanding the physical, social, cognitive and emotional developmental milestones in children prenatally to 12 years. The influence of family and community relations on development will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in early childhood education.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T, IAI - ECE 912, EED 902

ECE 114  Child Health Maintenance  3-0-3
Designed to address the health, safety and nutritional issues related to children in early childhood settings. Communicable illnesses, prevention methods, child care regulations, treatments for common injuries, legal mandates for reporting abuse and neglect, effects of violence on children, nutritional needs and menu planning will all be covered.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

ECE 116  Children with Special Needs  3-0-3
Designed to provide the student with knowledge and skill related to caring for children with special needs due to deviations in growth and developmental patterns. Methods of assessing needs and helping the child to meet these needs will be stressed. Observations at select agencies will be required.
Prerequisites: ECE 110 and ECE 112; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements
Type: C
ECE 118 Early Childhood Practicum I 1-10-3
Designed to apply theory to practice while caring for small groups of children in cooperating early childhood 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.
Prerequisites: ECE 110, ECE 112, ECE 114, and 18 ECE program credits. Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Concurrent with ECE 121. Overall GPA of 2.0 and GPA of 2.5 in Early Childhood Education courses. Students are required to complete an application and have an interview with the program coordinator the semester prior to enrolling.
Type: C

ECE 121 Early Childhood Curriculum 3-0-3
Surveys the theory and methods related to planning and maintaining a early childhood curriculum for preschool children. Students devise educational plans for children in individual, small group, and in large group learning situations. The importance of play as an avenue for learning is addressed in the following curricular areas: language, science, art, math, music, dramatic play, blocks, and sensory play.
Prerequisites: ECE 110 and ECE 112; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

ECE 122 Infant and Toddler Care 3-0-3
Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care settings. Emphasizes meeting physical, social, emotional, and cognitive needs of children from birth to three years. Specific infant and toddler child care issues to be addressed are scheduling, preparing age appropriate activities, health and safety policies and procedures, record keeping, designing effective learning environments, and reporting to parents.
Prerequisites: ECE 110 and ECE 112; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: C

ECE 125 Early Childhood Administration 3-0-3
Examines the skills needed for establishing and managing early childhood programs. Emphasizes such topics as developing effective interpersonal communication techniques, staff selection and development, establishing programming and management philosophies and relevant policies, budgeting, record keeping, and overview of state licensing standards.
Prerequisites: ECE 110 and ECE 112; Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
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.
Prerequisite: 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.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements; successful completion of ECE 110 and ECE 112 or permission from the program coordinator.
Type: T

ECE 250 Child, Family and Community 3-0-3
This course focuses on the child in the context of family, school and community. Specific issues such as diversity, professionalism, and social policies will be discussed. The course will also promote awareness and effective use of community resources and partnership building. Parent education, changing families, and legal responsibilities of those involved in the care of children will be addressed.
Prerequisite: ECE 110, ECE 112
Type: T

ECE 252 Educational Psychology 3-0-3
Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both PSYC 252 and ED 252.
Prerequisite: PSYC 151
Type: T

ECE 299 Special Topics/Early Childhood (1-4)-0-(1-4)
An in-depth study of various areas in early childhood education presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary.
Prerequisite: 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).
Prerequisites: 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
Course Description Guide (continued)

Economics

ECON 115 Introduction to Economics 3-0-3
ECON 115 is a survey of macro- and microeconomic principles to acquaint the student with economic concepts, institutions, and policies. Credit will not be given if this course is taken after ECON 201 or ECON 202; students needing more than one course in economics should take ECON 201 and ECON 202.
Prerequisite: None.
Type: T, IAI - S3 900

ECON 201 Principles of Economics I (Macro) 3-0-3
ECON 201 is a one-semester introduction to macroeconomics. Major topics include the production possibilities model, basic supply and demand analysis, measurement and interpretation of gross domestic product, inflation, and unemployment, classical and Keynesian theories, aggregate supply and aggregate demand, money and banking, the Federal Reserve System, fiscal and monetary policies, and the determinants of long-run economic growth.
Prerequisite: None.
Type: T, IAI - S3 901

ECON 202 Principles of Economics II (Micro) 3-0-3
ECON 202 is a one-semester introduction to microeconomics. Major topics include the theory of consumer choice, the price elasticity of demand, costs of production, price and output determination in different product market structures, wage and employment determination in labor markets, government policies to deal with market failures such as monopoly, public goods and externalities, the gains from trade based on comparative advantage, and an overview of current economic problems and issues facing the United States.
Prerequisite: None.
Type: T, IAI - S3 902

Education

ED 101 College Success Strategies 3-0-3
College Success Strategies is designed to introduce the student to the college experience and help develop the needed attitudes, strategies, habits, relationships, and knowledge necessary for success. Emphasis will be placed on understanding rights and responsibilities, developing study and note-taking strategies, time management skills, learning/teaching styles and strategies, and memory skills. Other topics include self-discovery, interpersonal skills, college survival techniques, transition to college, and transferring to other collegiate institutions. Additional exploration of personal interests and skills, clarifying personal values and beliefs, and making effective career choices are interrelated skills that will be developed. Time will also be spent exploring personal pathways to career choices and successful skills for preparing to enter the workforce.
Prerequisite: None.
Type: T

ED 120 Paraprofessional Test Prep (1-2)-0-(1-2)
This pass/fail course for paraprofessional educators is intended to prepare candidates for the WorkKeys and ParaPro tests that are used by the State of Illinois to certify paraprofessionals. The certification standards addressed in the course are required for compliance with the federal government’s No Child Left Behind Act. Five learning modules will be covered, including an introduction to assessments, reading, writing, mathematics and test taking strategies. The course will include practical application examples and situations similar to those found on the WorkKeys and ParaPro tests. Students will gain a better understanding of how they learn as adults and effective strategies for test preparation.
Prerequisite: None.
Type: C

ED 252 Educational Psychology 3-0-3
Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both ED 252 and PSYC 252.
Prerequisite: PSYC 151
Type: T
ED 255 Introduction to Education  3-0-3
This course is an introduction to the field of education, reviewing the
different levels of education. The responsibilities of the federal, state
and local governments will be presented. Education will be examined
as both a public and professional enterprise. The organization,
structure, finance, and curriculum of schools will be discussed. An
overview of the social, historical, and philosophical foundations
of American education will be given. Current issues and cultural
diversity will also be covered. [Twenty hours of field experience
are required at an assigned school site – may be assigned
through Junior Achievement (required lessons to be taught).
Students (even online) come to campus for fingerprinting, prior
to observing (will be arranged for as part of course). Students
should also be prepared to submit a cleared tuberculosis test
result (student responsible for paying and arranging this test)
before observing in most schools.] Online sections may be required
to attend an orientation prior to the start of class (teacher will notify as
needed). It is preferred that students intending on taking this course make
arrangements with the Education coordinator the semester prior to taking
the course.
Prerequisite: Reading and writing placement at ENG 101 or
completion of all reading and writing developmental requirements
Type: T

ED 256 Field Experience in Education 1-(2-6)-(1-3)
This course is intended for education majors. 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).
Prerequisite: Reading and writing assessment scores at ENG 101
level or completion of all reading and writing developmental
requirements. Successful completion of ED 255 Introduction to
Education 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.
Prerequisite: 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.
Prerequisite: 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 Act will be examined as well as the
programs that serve special education populations as a result of this
act. [Thirty hours of field experience are required at an assigned
school site in a SPED setting. Students (even online) must come
to campus for fingerprinting, prior to observing (will be arranged
for as part of course). Students should also be prepared to submit a
cleared tuberculosis test result (student responsible for paying and
arranging this test) before observing in most schools.] Online
sections may be required to attend an orientation prior to the start of class
(teacher will notify as needed). It is preferred that students intending on
taking this course make arrangements with the Education coordinator the
semester prior to taking the course.
Prerequisite: 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
importance 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 classrooms.
Prerequisite: 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.
Prerequisite: 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 preschool or elementary teacher, the
course emphasizes the selection and presentation of literature for
preschool and elementary-age children. Students will be acquainted
with the wide variety of children's literature books available and the
possibilities of children's literature in the learning process.
Assignments may include the production of a portfolio of critiques of
children's literature books (of up to 100), demonstration of classroom
applications using children's literature at different grade levels,
development of multimedia and creative instructional materials,
participation in literature circles using chapter books, participation
in service learning projects, demonstration of storytelling skills, and
the creation of a thematic text set. (Students may not receive credit for
both ED 293 and LIT 293).
Prerequisite: ENG 101 with a grade of “C” or better
Type: T

ED 299 Special Topics in Education  1-(4)-0-(1-4)
An in-depth study of various areas in education presented through
lectures, discussions, and/or individual research and readings by the
students. Topics will vary.
Prerequisite: None.
Type: T
Electrical Design and Management

EDM 211 Electrical Code Calculations 3-0-3
Course is designed to provide the student with the basic knowledge and skills necessary to calculate residential, commercial, industrial and/or specialized electrical equipment, material and component sizes and quantities to achieve safe and effective electrical systems that comply with the National Electrical Code. Prerequisite: EET 131, GT 104 Type: C

EDM 212 Electrical Construction Materials and Methods 3-0-3
This course is designed to provide the student with the basic knowledge and skills necessary to design electrical grounding systems in residential, commercial, and industrial facilities and electrical systems in Hazardous Classified Locations. Prerequisite: EET 131, GT 104 Type: C

EDM 213 Electrical Design I 2-2-3
Course is designed to provide the student with the basic knowledge and skills necessary to design electrical building systems drawings and documents required to produce bidding documents for a multifamily dwelling such that the electrical systems are installed in accordance with the National Electrical Code. Prerequisite: EDM 211 Type: C

EDM 221 Electrical Lighting Systems 2-2-3
Course is designed to provide the student with the basic knowledge and skills necessary to calculate and design residential, commercial, and industrial lighting systems manually and with Lithonia Visual Basic and Professional Lighting Software. Prerequisite: EET 131, GT 104 Type: C

EDM 222 Electrical Estimating 2-2-3
Course is designed to provide the student with the basic knowledge and skills necessary to create electrical costs estimates in residential, commercial, and industrial applications that achieve safe and effective electrical systems in compliance with the National Electrical Code. Prerequisite: GT 104, EET 131 Type: C

EDM 223 Electrical Design II 2-2-3
Course is designed to provide the student with the basic knowledge and skills necessary to create electrical building system drawings and documents required to produce bidding documents for a commercial building such that the electrical systems are installed in accordance with the National Electrical Code. Prerequisite: EDM 211, EDM 221 Type: C

EDM 224 Electrical Low Voltage Systems 3-0-3
Course is designed to provide the student with the basic knowledge and skills necessary to select, evaluate and design low voltage electric systems in residential, commercial, and industrial applications to meet industry standards and the requirements of the National Electrical Code. Prerequisite: EET 131, GT 104 Type: C

Electrical/Electronic Technology

EET 101 Intro to Electricity and Electronics 3.5-3-5
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 series-parallel configurations. Course will cover applications of these components in common electrical circuits and will begin teaching students basic troubleshooting skills. Prerequisite: None Type: C

EET 102 Electrical/Electronics Computer Applications 1.5-1-2
This course is designed to familiarize students with computer applications and software routinely used in the electrical and electronics career field. Course covers basic principles of computer operation, use of productivity software common to the workplace, and technical applications frequently used by electrical or electronic technicians to design, draw, construct, and simulate/test electrical circuits and systems. Prerequisite: None Type: C

EET 111 Electrical Circuits 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 in various series, parallel, and series-parallel configurations. Course will cover applications of these components in common electrical circuits and will begin teaching students basic circuit troubleshooting skills. Prerequisite: EET 101, GT 104 Type: C

EET 121 Electronic Devices and Circuits 3.5-1-4
This third course in electrical and electronic fundamentals introduces the student to theory, design, and application of a wide variety of semiconductor devices and circuits. Lab experiments continue to build the students' competence in the use of test equipment and tools in constructing and analyzing the performance of electronic circuits and devices. Computer simulation will also begin to test more complex circuits. Prerequisite: EET 101 Type: C

EET 131 Electrical Wiring Principles 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. Prerequisite: EET 101 Type: C
Course Description Guide (continued)

**EET 200 Digital Electronic Circuits** 3.5-1-4
Knowledge of electronics will be expanded in this course to include the principles and operation of digital devices and circuits used in computers and automated industrial/commercial equipment. Breadboarding of logic elements into functional circuits in laboratory projects/computer simulation will validate and reinforce classroom learning.
Prerequisite: EET 101.
Type: C

**EET 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: EET 200.
Type: C

**EET 225 Microprocessor Interfacing** 3.5-1-4
The principles of interfacing the microprocessor to analog and digital circuitry will be covered in this course. Input/output, serial/parallel data transfer and circuit isolation and loading principles are included. Laboratory exercises will require construction of external circuits to be interfaced with an operating microprocessor.
Prerequisite: EET 210.
Type: C

**EET 231 Introduction to Robotics** 3.5-1-4
This course provides a comprehensive approach to learning the technical aspects of robotics. The course covers robotic principles, power supplies and movement systems, sensing and end-of-arm tooling, and control systems. The course also covers typical programming techniques for basic robots as well as larger industrial robots.
Prerequisite: EET 101
Type: C

**EET 232 Instrumentation Fundamentals** 3.5-1-4
This course will provide the fundamental principles of automatic process control. It will include primary measurement, transmission, and control. Laboratory work will consist of demonstrations, the use of test equipment for calibration and hands-on exercises. This course will assist the student in becoming familiar with primary elements, transducers, recorders, indicators and controllers.
Prerequisite: EET 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.
Prerequisite: 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 (PLCs). 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: EET 235 or consent of the coordinator
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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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/residential qualifying exams. This course prepares the student for future career advancements that involve testing by various regulatory agencies. Of particular interest to electricians, contractors, inspectors, and pre-architecture/engineering students.
Prerequisite: 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.
Prerequisite: Concurrent enrollment in or completion of 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.
Prerequisite: EET 242.
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.
Prerequisite: EET 240.
Type: C

EET 250 Microcomputer Maintenance-Beginning 2-2-3
This is the first of a three-course sequence for the Microcomputer Technology degree. This course is for people who want to learn how to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and accessories. Coverage includes: hardware operation, hardware/software interaction, motherboards and their components, memory, installing, configuring and troubleshooting integrated drive electronics 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.
Prerequisites: Consent of Coordinator
Type: C

EET 252 Microcomputer Maintenance-Intermediate 2-2-3
This is the second of a three-course sequence for the Microcomputer Technology degree. This course is for people who want to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and accessories. Coverage includes: Learning the personal computer boot process and use of command line programming, introduction into electricity and power supplies, floppy drives and other removable media, installing and troubleshooting peripheral input/output devices, video cards, monitors, and modems, the use of personal computers 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: NETW 101 or CISC 151 or EET 255 or concurrent enrollment in 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.
Prerequisite: EET 111
Type: C
EET 264  FCC General License Preparation  2-2-3  
A course designed to prepare students to take the FCC license examination for General Radiotelephone. The goal is to cover the operation, installation and maintenance of commercial and amateur radio transmitting and receiving equipment.  
Prerequisite: EET 121  
Type: C  

EET 265  Communication Electronics II  2-2-3  
Second in a three-course sequence. A continuation of EET 260 with specialization in circuits, systems, and transmission.  
Prerequisite: EET 260  
Type: C  

EET 267  Communication Electronics III  2-2-3  
Third in a three-course sequence. This course outlines processes, procedures and practical applications of digital and test equipment. Establishes the system and component standards required during operation and to facilitate trouble analysis of digital and analog communication systems.  
Prerequisite: EET 265  
Type: C  

EET 269  Electrical/Electronics Tech Capstone1.5-1-2  
This course is designed as a capstone class for electrical and electronics technology associate of applied science students who are preparing to graduate and enter the workforce. Course will summarize all electrical and electronics courses students took to fulfill their degree requirements. Additionally course will cover information students need to prepare for their job search such as resume writing, interviewing skills, preparation for employment testing, customer service skills, and other information students need for a successful career in the electrical and electronics field.  
Prerequisite: Consent of Coordinator  
Type: C  

EET 280  Variable Speed Drives  1.5-1-2  
The variable speed drive has been applied and retrofitted to many motor speed control systems. This module is an introduction to the basic components of this equipment. Lab work will include hands on set up, operation, and troubleshooting of a VSD.  
Prerequisite: EET 279  
Type: C  

EET 290  Supervised Internship I  0-(10-20)-(2-4)  
EET 291  Supervised Internship II  0-(10-20)-(2-4)  
EET 292  Supervised Internship III  0-(10-20)-(2-4)  
EET 293  Supervised Internship IV  0-(10-20)-(2-4)  
Allows students to earn academic credit for supervised on-the-job experience. Eighty hours of work per semester are required for each semester credit.  
Prerequisite: Consent of Coordinator  
Type: C  

EET 298  Electrical Print Reading  1.5-1-2  
This course will introduce the skills required for individuals to read and interpret various types of electrical prints used in the facility. Participants will learn about basic print reading symbols, legends, types of prints and interpreting of prints.  
Prerequisite: EET 277  
Type: C  

EET 299  Spec Topics-Electricity/Electronics  0-(4)-(0-8)-(0.5-4)  
This course will cover topics or problems in the electrical and electronics field and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.  
Prerequisite: None.  
Type: C  

Electronic Publishing Specialist  
– See Computer Information Systems  

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.  
Prerequisite: None.  
Type: C  

EMS 110  Emergency Medical Technician  4-6-7  
Provides students with overall role and responsibility of the emergency medical technician in performing emergency care. The student will develop skill in assessment and in emergency treatment procedures short of those rendered by physicians or by allied health personnel under the direct supervision of a physician.  
Prerequisite: Eligible for ENG 101 and MATH 094.  
Type: C  

EMS 115  EMT-Basic Recertification Topics  5-0-5  
Current trends in emergency medical prehospital care are presented at the EMT-Basic level to assist practitioners in achieving recertification experiences for both state and national recognition.  
Prerequisite: Coordinator’s permission.  
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, intraevenous therapy, and trauma.  
Prerequisite: EMS 110 (EMTP 110), BIOL 105 & 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.  
Prerequisite: EMS 205, FS 280  
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.  
Prerequisite: EMS 206, FS 280  
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.  
Prerequisite: EMS 207, FS 160  
Type: C
Course Description Guide (continued)

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. Prerequisite: EMS 110 (EMTP 110), BIOL 105 & 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. Prerequisite: EMS 205 and 210
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. Prerequisite: EMS 211, EMS 206
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. Prerequisite: EMS 212, EMS 217, EMS 220
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. Prerequisite: EMS 110 (EMTP 110), BIOL 105 & program admission
Type: C

EMS 221 Paramedic Field Internship II 0-6-5
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. Prerequisite: EMS 205, 210 and 220
Type: C

EMS 222 Paramedic Field Internship III 0-6-5
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. Prerequisite: EMS 205, EMS 210, EMS 220
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. Prerequisite: EMS 221, EMS 222
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. Prerequisite: EMS 208, EMS 213, EMS 223
Type: C

EMS 299 Special Topics in EMS (5-4)-(0-(5-4)
Application of emergency medical principles to specific problems current in EMS through case studies, simulation, special class projects or problem-solving procedures. Projects and topics will vary to meet specific interests and needs. Prerequisite: Varies per topic.
Type: C

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, oblique, dimensioning, and descriptive geometry. Prerequisite: None
Type: T, IAI-EGR 941 and IND 911

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. Prerequisite: None
Type: C

ENGR 263 Analytical Mechanics-Statics 3-0-3
The application of the principles of mechanics to problems of equilibrium. Topics include resultant, equilibrium, center of gravity, and moments of inertia. Prerequisites: PHYS 204 with a grade of “C” or better; MATH 203 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. Prerequisites: 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. Prerequisites: 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. Prerequisite: ENGR 263 with a grade of “C” or better Type: T, IAI-EGR 945

English

ENG 91 Reading Comprehension 3-0-3
ENG 91 is the first course in a two-course series that comprises the Developmental Reading program, the ultimate goal of which is to aid students’ development into lifelong critical readers and learners. The objective of ENG 91 is to promote students’ mastery of literal and inferential reading. Students use both textbooks and novels and may have other outside readings. Students whose scores on the reading placement test indicate that they are reading below high school level are required to take and pass this course, which offers three or four non-transferable semester credits.
Prerequisite: Reading placement above GSBS 61 or completion of GSBS 61 Type: P

ENG 92 Critical Reading 3-0-3
ENG 92 is the second course in a two-course series that comprises the Developmental Reading program, the ultimate goal of which is to aid students’ development into lifelong critical readers and learners. The objective of ENG 92 is to promote students’ mastery of analytical and critical reading across the curriculum. Students use both textbooks and novels that are more challenging than those in ENG 91. Students can place into ENG 92 either directly by their scores on the reading placement test (reading at the high school level but below the college level) or through successful completion of ENG 91. Students registering for ENG 92 must have already mastered literal and inferential reading. This course leads to ENG 101 and offers three non-transferable semester credit.
Prerequisite: 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 see themselves as writers, to be aware of their own writing processes, and to reflect on their own writing, as well as peers and professional texts. This course focuses on voice and fluency: the use of pre-writing and drafting techniques that enable students to overcome writer's block and create large amounts of non-redundant purposeful text, full of meaningful examples, reasons, details, descriptions, anecdotes, and evidence. This course focuses on the collaborative, recursive nature of the writing process, from pre-writing and drafting to revising and editing. Students compose and revise multiple essays, culminating in a presentation portfolio crafted for an audience consisting of writing faculty.
Prerequisite: Assessment Type: P

ENG 96 Preparing for College Writing 3-0-3
ENG 96 is designed to help students to see themselves as writers, to be aware of their own writing processes, and to reflect on their own writing, as well as peer and professional texts. This course reinforces voice and fluency and emphasizes the collaborative, recursive nature of the writing process, from pre-writing and drafting to revising and editing. In addition, the course requires students to demonstrate critical thinking in the writing of purposeful, organized essays that anticipate and address potential concerns of the audience. Students compose and revise multiple essays, culminating in a presentation portfolio crafted for an audience consisting of writing faculty.
Prerequisite: 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 establish their own voices as they gain rhetorical awareness and flexibility. This course reinforces the collaborative, recursive nature of the writing process and emphasizes the use of strategies to compose texts that effectively address various purposes, audiences, and contexts. The course requires students to reflect on their own writing, as well as peer and professional texts and also provides a brief introduction to the writing of source-supported papers and methods of documenting sources. Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements Type: T, IAI - C1 900

ENG 102 Rhetoric & Composition II 3-0-3
English 102 focuses on the processes of academic inquiry and source-supported writing, while reinforcing rhetorical awareness and flexibility and the collaborative, recursive nature of the writing process. This course reinforces the use of strategies to compose texts that effectively address various purposes, audiences, and contexts. The course requires students to reflect on their own writing, as well as peer and professional texts. Students will access, analyze, evaluate, and synthesize written, visual, and aural texts, using both primary and secondary research methods, and use such sources effectively in their own writing while maintaining voice and authority. Prerequisite: English 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 collaboration, critical thinking and reading, and effective uses of technology in communication. Prerequisite: ENG 101 Type: C

ENG 107 Creative Writing 3-0-3
A workshop course to give direction and criticism to students who want to write fiction, non-fiction or poetry. Students are part of a critical circle. They submit material to the group and critique work of others. After practicing the craft of writing, students are encouraged to submit manuscripts to an off-campus publisher. Prerequisite: Reading and writing 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 and apply theoretical knowledge of the workings of language in general and English in particular. It will focus on stylistics; sentence elements, grammar, and punctuation, and how these are used to convey meaning effectively. The course will also provide a brief sampling of various topics in linguistics, including the development of the English language. Prerequisite: None Type: T

ENG 200 Service Learning 2-2-3
This course gives students the opportunity to provide service to their communities through volunteer work. The course combines community service and classroom instruction with a focus on critical reflective thinking, civic responsibility, and social awareness. Students will be assigned to or choose an agency, community action group, or educational facility for service based upon their skills, knowledge, and general interests. Main topics of the course will include: volunteerism, civic/social responsibility, civic engagement, social issues, empowerment, professionalism, and other social issues topics. Students cannot receive credit for both ENG 200 and SRV 200. Prerequisite: ENG 101 with a grade of “C” or better Type: T
Course Description Guide (continued)

ENG 207 Advanced Creative Writing 3-0-3
English 207 is designed as a sequel to English 107 so as to provide students with advanced instruction in fiction, poetry and dramatic writing, and to offer further advanced critical evaluation of student work and the work of professional writers in a workshop environment.
Prerequisite: ENG 107
Type: T

ENG 280 Introduction to Teaching Reading 3-0-3
This is an introductory course in the field of reading, designed for elementary (K-9) and early childhood (preK-3) education majors. Students will gain an overview of the field by examining such topics as reading definitions, theories of the reading process, the role of affect, emergent literacy, word recognition and vocabulary development, comprehension, instructional methodologies, and reading assessment. Students cannot receive credit for both ED 280 and ENG 280.
Prerequisite: Completion of ENG 101 at the "C" level or better. Successful completion of ED 255-Introduction to Education or written permission of the Education Coordinator.
Type: T

ENG 299 Special Topics in English (1-4)-0-(1-4)
Special topics and issues in English presented through lectures, discussions, readings, and/or individual assignments and research projects. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisites: ENG 101 and permission of instructor.
Type: T

Film

FILM 105 Screenwriting I 3-0-3
An introduction to movie writing, with an emphasis on the short narrative script. Students will learn the conventions of screenplay format, gain experience using screenwriting software, and practice techniques for crafting believable characters, effective dialog, and suspense.
Prerequisite: ENG 101 with a grade of "C" or better.
Type: T

FILM 115 Film Appreciation 3-0-3
An introduction to film study, with an emphasis on how moviemaking techniques like cinematography, editing, set design, and sound are used for artistic and dramatic effect. In addition to watching films of different periods and genres, students will read about film theory and criticism, and write papers which analyze films critically.
Prerequisite: Reading and writing 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
An introduction to the principles and aesthetics of motion picture editing, along with hands-on instruction and practice in Final Cut Studio editing software. Other topics will include capturing video from tape, basic sound editing, creating graphics such as titles and credits, and exporting finished projects.
Prerequisite: Reading and writing 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 digital picture production. Students will gain experience in the three stages of the production process: preproduction (casting, location scouting, scheduling, and preparing shot lists); production (staging and blocking actors, camera placement, principles of shooting-to-edit, location sound, and the basics of digital cinematography); and postproduction (editing and sound design using Final Cut Studio editing software). Working in groups, all students will complete a short nonfiction project (instructional video or documentary) and a short fictional narrative.
Prerequisite: 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 dialog, suspense, plausible characters and situations, while adhering to proper screenplay format. In addition, students will focus on the conventions of narrative feature scripts such as three-act structure, character arcs, plot points and reversals, etc. Students will also work on marketing their script by creating a logline and treatment, and pitching their idea orally.
Prerequisite: FILM 105 with a grade of “C” or better.
Type: T

FILM 215 Film History 3-0-3
A survey of the history of motion pictures, with an emphasis on important cinematic movements around the world, the birth and evolution of filmmaking technology, and major directors who have shaped the direction of the art form.
Prerequisite: ENG 101 with a grade of “C” or better.
Type: T, IAI - F2 909

FILM 230 Sound Design 1-5-3
A hands-on course in sound editing, recording, and mixing for motion pictures. Using Apple Final Cut Pro and Soundtrack, students will learn how to clean up location audio, edit dialog, smooth out ambient sounds, add sound effects, create and add music, and perform a final mix of audio levels. The course will also provide an introduction to recording automated dialog replacement and Foley sound effects.
Prerequisite: FILM 140 with a grade of “C” or better.
Type: T

FILM 240 Video Editing II 1-5-3
A continued hands-on workshop in digital video editing. Students will edit a variety of dramatic, informative, and experimental projects. There will be an increased focus on more complex editing techniques such as motion effects, working with multiple layers of video, chroma keying, and kinetic editing.
Prerequisite: FILM 140 with a grade of “C” or better.
Type: T

FILM 250 Moviemaking II 3-0-3
Continued hands-on experience with motion picture production, with an increased emphasis on working with actors through the stages of auditions, rehearsals, and principal photography. Students will also gain more in-depth experience with lighting, camera movement, and other aspects of digital cinematography. Working collaboratively, students will be expected to plan, shoot, edit, and screen a short narrative project of high quality.
Prerequisite: FILM 140 and FILM 150 with a grade of “C” or better.
Type: T

FILM 251 Moviemaking III 3-0-3
Continued hands-on experience with motion picture production with more emphasis on developing a unique creative vision as well as providing organized, professional leadership throughout all stages of the production process. All students will be expected to produce and direct their own short narrative project.
Prerequisite: FILM 250 with a grade of “C” or better.
Type: T
Course Description Guide (continued)

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.
Prerequisite: FILM 140 and FILM 150 with a grade of “C” or better.
Type: T

FILM 261 Documentary Moviemaking II 3-0-3
Provides continued hands-on experience with documentary movie production. Each student will be expected to produce and direct a longer, more in-depth documentary which involves more research and higher production quality. Students will also be expected to conduct independent research into the work of a documentary filmmaker of their choosing.
Prerequisite: FILM 260 with a grade of “C” or better.
Type: T

FILM 262 Documentary Moviemaking III 3-0-3
Provides continued hands-on experience with documentary movie production. Students will begin work on a feature-length documentary. Emphasis will be placed upon pursuing funding and finding qualified crew people, interesting subjects, and locations. In addition, students will research options for marketing their finished documentary.
Prerequisite: FILM 261 with a grade of “C” or better.
Type: T

FILM 280 Digital Cinematography 1-5-3
This course provides hands-on instruction in cinematography skills usable in all digital motion-picture productions. Emphasis will be placed on the effective use of composition, depth of field, exposure, color, and lighting. Other topics include time lapse photography, stop-motion camera effects, camera filters, and the use of dollies and jibs.
Prerequisite: FILM 150 with a grade of “C” or better.
Type: T

FILM 298 Special Topics in Film Production (1-3)-(0-5)-3
A hands-on exploration of a particular aspect of film production. Topics will vary and may include (but are not limited to) the following: Specific stages of the production process such as lighting, special effects makeup, production design, and acting for the camera; topics in postproduction such as visual effects; creating works in specific genres such as experimental films, music videos, or animation.
Prerequisite: FILM 140 or FILM 150 with a grade of “C” or better, depending on the topic. Certain topics may include other prerequisites.
Type: T

FILM 299 Special Topics in Film Study 3-0-3
An in-depth study of some aspect of film. Topics will vary and may include (but are not limited to) the following: A specific period in film history; a particular cinematic movement or genre; significant film directors; exploration of a particular theme (e.g., love, death, war, family) in films from across different cultures and time periods.
Prerequisite: ENG 101 with a grade of “C” or better.
Type: T

Fire Science

FS 100 Fire Fighter A 3-2-4
This is the first of three courses designed to prepare a firefighter trainee to become a certified fire fighter according to standards set by the National Fire Protection Association. It includes instruction in fire service history and organization, fire fighter safety, fire behavior, personal protective equipment, portable fire extinguishers, water supply, fire hose, fire streams, and ladders.
Prerequisite: Coordinator permission and active member of a fire department
Type: C

FS 101 Principles of Emergency Services 3-0-3
This course provides an overview of fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.
Prerequisite: None
Type: C

FS 102 Fire Behavior & Combustion 3-0-3
This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.
Prerequisite: None
Type: C

FS 110 Fire Prevention 3-0-3
This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, 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.
Prerequisite: None
Type: C

FS 115 Fire Fighter B 2-2-3
This is the second of three courses designed to prepare a fire fighter trainee to become a Certified Fire Fighter according to standards set by the National Fire Protection Association. It includes instruction in rescue, building construction, forcible entry, ventilation, and fire control.
Prerequisite: FS 100
Type: C

FS 116 Building Construction for Fire Protection 3-0-
This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.
Prerequisite: FS 100 or FS 101
Type: C

FS 120 Fire Service Vehicle Operator 1-0-1
This course is designed to give fire science personnel the basic knowledge and skills to safely perform fire service vehicle operations according to state and national standards.
Prerequisite: Coordinator permission
Type: C
Course Description Guide (continued)

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.
Prerequisite: FS 115
Type: C

FS 131 Fire Protection Systems 3-0-3
This course provides information relating to the features of design and operation of fire alarm systems, water based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.
Prerequisite: FS 110 or FS 130
Type: C

FS 159 Fire Suppression & Rescue .5-.0-.5
This is a refresher course for active fire department personnel. The successful student shall possess the skills necessary to properly function as a member of a fire suppression and rescue company.
Prerequisite: Coordinator permission
Type: C

FS 160 Technical Rescue Awareness .5-.0-.5
This course is designed to introduce the student to the risk of structural collapse, rope, confined space, vehicle and machinery, water, wilderness, and trench rescues.
Prerequisite: Coordinator permission
Type: C

FS 170 Strategy & Tactics 3-0-3
This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the firegrounds.
Prerequisite: FS 101 or FS 130
Type: C

FS 181 Haz Mat First Responder (1.5-2.5)-(0-1.0)-(1.5-3)
The successful student shall possess the skills necessary to operate as a hazardous materials first responder at the operations level according to national regulations and standards.
Prerequisite: Coordinator permission
Type: C

FS 200 Fire Service Instructor I 3-0-3
The successful student shall possess the skills necessary to operate as a fire service instructor I according to standards set by the National Fire Protection Association.
Prerequisite: FS 130
Type: C

FS 201 Fire Officer I 3-4-5
The successful student shall possess the skills necessary to operate as a company fire officer according to standards set by the National Fire Protection Association.
Prerequisite: FS 130
Type: C

FS 205 Fire Apparatus Engineer 3-0-3
A study of the operation of fire apparatus and the theory of hydraulics as used in fire protection. Emphasis is placed on the safe and proper use of fire apparatus and the application of hydraulic principles in fire protection problems.
Prerequisite: FS 150.
Type: C

FS 206 Fire Protection Hydraulics 3-0-3
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.
Prerequisite: FS 110 or FS 130
Type: C

FS 210 Fire Service Instructor II 3-0-3
The successful student shall possess the skills necessary to operate as a Fire Service Instructor II according to standards set by the National Fire Protection Association.
Prerequisite: FS 200.
Type: C

FS 211 Fire Officer II 2-2-3
The successful student shall possess the skills necessary to operate as a multi-company fire officer according to standards set by the National Fire Protection Association.
Prerequisite: FS 201
Type: C

FS 231 Fire Service Administration 3-0-3
This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the perspective of the company officer.
Prerequisite: FS 101
Type: C

FS 233 Occup Safety & Health in EMS 3-0-3
This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.
Pre-requisite: FS 101 or FS 130
Type: C

FS 237 Legal Aspects of FS 3-0-3
This course introduces the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.
Prerequisite: FS 101 or FS 130
Type: C

FS 260 Vehicle Rescue Operations 3-0-3
The successful student shall possess the skills necessary to operate as a rescue technician at the vehicle and machinery operations-level according to standards set by the National Fire Protection Association.
Prerequisite: FS 160 or EMS 105 (EMTP 105) or EMS 110 (EMTP 110)
Type: C

FS 262 Vertical Rescue Operations 3-0-3
The successful student in this course shall possess the rope rescue skills necessary to perform low angle rescue.
Prerequisite: FS 160
Type: C

FS 263 Vertical Rescue Technician 3-0-3
The successful student in this course shall possess the rope rescue skills necessary to perform high angle rescue.
Prerequisite: FS 262
Type: C
FS 264 Confined Space Rescue Operations 3-0-3
The successful student shall possess the skills necessary to perform a safe and effective confined space rescue at the operations level.
Prerequisite: FS 262
Type: C

FS 266 Trench Rescue Operations 2-0-2
The successful student shall possess the skills necessary to perform safe and effective trench rescue techniques at the operations level.
Prerequisite: FS 160
Type: C

FS 280 Hazardous Materials-Awareness (5-1.5)-0-(5-1.5)
This course is designed to provide the educational components required for individuals who may come in contact with a hazardous materials incident.
Prerequisite: Coordinator Permission
Type: C

FS 282 Hazardous Materials Technician A 3-0-3
The successful student shall possess the skills necessary to operate at a hazardous materials incident as a first responder at the operations level and hazardous materials incident commander.
Prerequisite: FS 181
Type: C

FS 285 Hazardous Materials Chemistry 3-0-3
This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.
Prerequisite: FS 101 or FS 130
Type: C

FS 299 Special Topics in Fire Science (5-4)-0-(5-4)
Application of fire science principles to specific problems through case studies, simulation, special projects, or problem-solving procedures.
Prerequisite: Coordinator permission - employed by a fire department or fire brigade.
Type: C

French

FREN 101 Elementary French I 4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in French. Students are also introduced to the history and cultures of the French-speaking world.
Prerequisite: 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 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in French. Students are also introduced to the history and cultures of the French-speaking world.
Prerequisite: FREN 101
Type: T

FREN 201 Intermediate French I 4-0-4
Continued development of listening, speaking, reading and writing skills in French. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in French.
Prerequisite: FREN 102
Type: T

FREN 202 Intermediate French II 4-0-4
Continued development of listening, speaking, reading and writing skills in French. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in French.
Prerequisite: FREN 201
Type: T, IAI - H1 900

FREN 299 Special Topics in French (1-4)-0-(1-4)
An in-depth study of various areas in French language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.
Prerequisite: Sophomore standing and one year of French
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.
Prerequisite: None.
Type: T

GEOG 151 Geography of the United States and Canada 3-0-3
A systematic investigation of environmental conditions and geographic patterns of human activities in the United States and Canada. Attention is given to physiography, climate, human occupation patterns, economic activities, and human-environment relations.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements
Type: T
German

GERM 101 Elementary German I 4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in German. Students are also introduced to the history and cultures of the German-speaking world.
Prerequisite: Reading 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: GERM 201
Type: T, IAI - H1 900

GERM 299 Special Topics in German 1-4-0-(1-4)
An in-depth study of various areas in German language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.
Prerequisite: Sophomore standing and one year of German
Type: T

GT  See Technical Math

Health
HLTH 151 Personal Health and Wellness 2-0-2
A study of vital health principles and problems using a wellness approach. Emphasis will be on the importance of making healthy lifestyle choices that affect individuals, families, and communities.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95
Type: T

HLTH 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95
Type: T

HLTH 154 Nutrition, Exercise, & Weight Mgmt 2-0-2
Designed to help the student better understand the relationship of dieting and exercise to obesity. Emphasis will be on the practical application of effective methods of weight management, including physical and behavior approaches. Fad diets, eating disorders, common problems of dieting, and proper eating habits will be studied.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95
Type: T

HLTH 164 Consumer Health 3-0-3
This course is designed to help the student develop the skills and strategies necessary to make intelligent decisions regarding the purchase and use of health products and services.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95
Type: T

HLTH 299 Special Topics in Health 3-0-3
This course will cover special topics or problems in health and wellness and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Prerequisite: Varies depending on topic. Minimum requisites are: Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95
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 (Ex: 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.
Prerequisite: Program admission/coordinate permission
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.
Prerequisite: Program admission/Coordinator permission
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.
Prerequisites: HIT 101 and HIT 110 all 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.
Prerequisite: HIT 101 with a grade of C or better.
Type: C

HIT 161 Microcomputer Applications in HIT  1-4-3
This course will provide an overview of basic 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.
Prerequisites: HIT 110 and HIT 101 all with a grade of C or better, OAT 146 or OAT 130, OAT 131 & OAT 132
Type: C

HIT 170 Health Information Nomenclature II  2-0-2
This course is a continuation of Health Information Nomenclature I. It is designed to teach the student proper spelling, pronunciation and meanings of medical terms. It is vitally important for the student to be able to converse with other health care providers in a professional manner. Understanding medical nomenclature is one of the basics needed to accomplish this. This course will also assist health information students to sufficiently analyze and evaluate health information (medical record) data.
Prerequisite: 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).
Prerequisite: HIT 160 with a grade of C or better.
Type: C

HIT 210 Health Statistics  2-2-3
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.
Prerequisites: HIT 151, HIT 160, HIT 161, and HIT 170 all 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-DDRGs), and encoders. Students will apply skills learned with practical application and/or simulated activities/scenarios.
Prerequisites: HIT 151, HIT 160, HIT 161, and HIT 170 and BIOL 157/158 all with a grade of C or better/coordinator permission.
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.
Prerequisites: HIT 151, HIT 160, HIT 161, and HIT 170 all 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.
Prerequisite: 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.
Prerequisites: HIT 151 and HIT 170 all 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.  
Prerequisites: HIT 210, HIT 220, and HIT 200 all with a grade of C or better/coordinator permission.  
Type: C  

HIT  260  PPE: Professional Practice II  0-15-3  
Continuation of Health Information Practicum I.  
Prerequisites: HIT 230 with a grade of C or better.  
Type: C  

HIT  270  Health Information Management  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.  
Prerequisites: HIT 200 with a grade of C or better.  
Type: C  

HIT  290  Health Information Capstone  1-0-1  
This course is designed to provide students with the opportunity to synthesize program content through the use of case studies, project work, self-assessment and review in preparation for the certification exam. Students will complete a comprehensive examination that will assist with identifying both areas of strength and weaknesses, as well as, offer suggestions for remedial activities.  
Prerequisites: HIT 220 and HIT 230 all with a C or better and HIT 270 with a C or better.  
Type: C  

HIT  295  ICD 10 Classification System  4-0-4  
This course is designed to prepare coders, with a minimum of one year recent experience or graduates of an accredited HIT/coding program, in ICD 10 classifications. The course will include ICD 10 rules and guidelines, practice exercises, case scenarios/studies, use of Encoder, and anatomy and physiology refresher elements. Students will complete a comprehensive examination that will assist them in a work setting.  
Prerequisite: Coordinator permission  
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.  
Prerequisite: None.  
Type: C  

HRO  105  Nurse Assistant  5.5-3-7  
An introduction to health care, this course is approved by the Illinois Department of Public Health to certify nurse assistants to perform simple and basic nursing functions under the supervision of a nurse. Graduates may be employed by hospitals, long-term care institutions and home-health agencies. Applicants must be at least 16 years of age, have completed a minimum eight years of grade school or provide proof of equivalent knowledge, in good physical and emotional health, and have good interpersonal communication skills. Requirements of specific clinical sites must be met. The course includes anatomy and physiology, medical terminology, personal care of patients, body mechanics, vital signs and special treatments. Clinical experience will be provided in area nursing homes and hospitals. The program is offered in either accelerated (six weeks), summer (eight weeks) or extended (16 weeks) time frame. Students may be dropped from a program if they fail to pass the criminal background check as required by IDPH, meet IDPH attendance policies, or fail to pass other clinical agency requirements.  
Prerequisite: Eligible for ENG 92.  
Type: C  

HRO  115  Ward Clerk  4.5-3-6  
In one semester, this course will prepare you for employment in a hospital or nursing home as a ward clerk. The course includes medical terminology, communication skills, charting responsibilities and transcription of doctors orders. Applicants must be high school graduates or have a GED, be in good physical and emotional health, have some typing ability, and have good interpersonal communication skills. Enrollment is limited by clinical facilities.  
Prerequisite: None.  
Type: C  

HRO  120  Pharmacology  3-0-3  
This course is designed to study the classification of drugs, their actions and effects within the human body. Study will include indications, side effects, adverse reactions, dosages and administration. Legal aspects will also be included in course content.  
Prerequisite: None.  
Type: C  

HRO  150  Fundamentals of Nutrition  2-0-2  
A presentation of normal nutrition emphasizing the purpose of nutrition, the food nutrients and sources, dietary application of nutrition to meet the needs of the normal, altering dietary needs to comply with age, cultural and regional differences, and some modifications for illness and disease.  
Prerequisite: None.  
Type: T  

HRO  160  Medical Terminology  3-0-3  
A course designed to provide an in-depth study of medical terminology as it relates to the structure and function of the human body in health and disease.  
Prerequisite: None.  
Type: C  

HRO  299  Probs in Health Related Occupations  (.5-4)-(1-2)-(5-4)  
The study of problems facing workers in the health care delivery system. Application of allied health occupation principles to specific problems through case studies, simulation, special class projects or problem-solving procedures.  
Prerequisite: Varies.  
Type: C  

Health Related Occupations
**Course Description Guide (continued)**

**Heating, Ventilation, Air Conditioning, and Refrigeration**

**HVAR 100 Fitting, Fusion and Fabrication** 2-4-4
Practical welding, soldering and brazing of copper, aluminum and steel tubing will be covered. Several joining processes will be used to fabricate and repair the various connections and fittings used in air conditioning systems. Black iron and galvanized pipe, pipefittings, and hand valves for water and gas will be discussed, as well as PVC pipe and connections.
Prerequisite: None.
Type: C

**HVAR 101 Refrig. & A.C. Principles I** 2-4-4
Maintenance and repair of single-unit portable air conditioners. Emphasizes checking compressor and air circulator. Basic refrigeration theory and component application. Refrigerant recovery and recycling processes will be demonstrated.
Prerequisite: HVAR 103 or concurrent enrollment, or approval of coordinator.
Type: C

**HVAR 103 Basic Electrical Controls & Systems** 2-4-4
Introduction to basic electricity, electrical test equipment, wiring diagrams, electrical symbols and electrical motors. The course also includes an introduction to residential air conditioning and heating controls.
Prerequisite: None.
Type: C

**HVAR 152 Advanced Refrig. & A.C. Principles** 2-4-4
An advanced course in air conditioning and refrigeration. Different types of units will be discussed with emphasis on split-system air conditioners. Refrigerant recovery and recycling processes will be demonstrated.
Prerequisite: HVAR 101
Type: C

**HVAR 153 Heating Fundamentals** 2-4-4
Introduces the student to four major categories of heating systems, gas-fired forced-air, oil heating, hydronics, and electric furnaces. The basic configurations, components, and controlling systems for each category will be covered and compared to the others. Troubleshooting for each type of heating system will also be discussed.
Prerequisite: HVAR 103 or approval of coordinator.
Type: C

**HVAR 201 Psychrometrics & Load Calculations** 3-2-4
Contains ventilation and air conditioning basics with emphasis placed on psychrometrics and heat load calculations in order to determine equipment size needed for specific applications of both winter and summer air conditioning.
Prerequisite: HVAR 152
Type: C

**HVAR 202 Commercial Refrigeration I** 2-4-4
Introduces the components that make up commercial refrigeration systems as well as their application within the systems. Troubleshooting and repair of commercial refrigeration systems are introduced. Testing of compressors, metering devices, evaporators, condensers and specialty controls are emphasized.
Prerequisite: HVAR 152 or concurrent enrollment in HVAR 152
Type: C

**HVAR 203 High Efficiency Heating Systems** 1-2-2
Emphasizes changes that have occurred in recent years in the field of heating technology. Includes the introduction of pulse furnaces, condensing furnaces, sealed combustion systems, and advanced electronic ignition systems. Solid state control modules will also be introduced.
Prerequisites: HVAR 103, HVAR 153
Type: C

**HVAR 205 Commercial Icemakers & Watertreatment** 2-2-3
Covers the treatment of the water used in commercial ice machine applications as well as the treatment needed to insure proper machine function. Public health considerations will be covered as will calcium build-up and proper cleaning procedures. Several types of commercial icemakers will be discussed from the standpoint of how they function, how they are controlled, and troubleshooting procedures.
Prerequisites: HVAR 101, HVAR 103, HVAR 152
Type: C

**HVAR 206 Commercial Refrig Load Calculations** 1-0-1
Heat load calculations for walk-in coolers and freezers based on the product load. The sizing of the refrigeration equipment required for the walk-in cooler or freezer will also be covered.
Prerequisites: HVAR 101, HVAR 152, HVAR 202
Type: C

**HVAR 207 Commercial Refrig. Transition** 1-2-2
The procedures that must be followed to successfully change out the CFC refrigerants currently in use in commercial refrigeration are covered in this course. Step by step cleanup procedures, refrigerant oils and the characteristics are emphasized in this course.
Prerequisites: HVAR 101, HVAR 152, HVAR 202
Type: C

**HVAR 208 Intro to HVAR Computer Applications** 1-1-1.5
This course is designed to introduce the student to the use of computer related HVAR aids such as computerized load calculations, online job searches and HVAR training aids.
Prerequisite: Consent of coordinator
Type: C

**HVAR 210 Mech Codes & Installation Practices** 2-4-4
Students will learn how to install various major appliances. Plumbing and venting codes as set forth in the local codes will be discussed.
Prerequisites: None.
Type: C

**HVAR 211 Distribution Panels & Elect Building Wiring** 2-2-3
Students will learn how to install, repair, and estimate costs for wiring in residences and commercial establishments for appliances.
Prerequisites: None.
Type: C

**HVAR 212 Princ. Of Domestic Refrig & Freezers** 2-4-4
Fundamentals of capillary systems, defrost timers, repair and replacement of refrigerator components with practical application of temperature and heat pressure under normal household conditions for refrigerators. Refrigerant recovery and recycling processes will be demonstrated.
Prerequisite: HVAR 101
Type: C
HVAR 251 Commercial Refrigeration II 2-4-4
Commercial refrigeration systems designs identified and component efficiency studies are made to help explain the overall make-up of commercial refrigeration systems. Troubleshooting of these systems is emphasized.
Prerequisite: HVAR 202 or approval of coordinator.
Type: C

HVAR 252 Air Conditioning & Htg. Sys. Design 2-4-4
Using blueprints and heat load information, the student designs air conditioning and heating distribution systems. The student is introduced to commercial roof top air conditioning units in this course.
Prerequisite: Concurrent enrollment in or completion of HVAR 152 course.

HVAR 253 Licensing & Certification Prep 3-0-3
The course consists of a series of practice tests over a wide variety of subjects. These subjects include: residential heating, residential cooling, heat pumps, light commercial equipment, commercial equipment, mechanical installation practices, as well as some major appliance topics. The tests are designed to help the student prepare for any type of certification test that he/she may be required to take.
Prerequisite: 12 semester credits of HVAR courses completed & consent of coordinator.
Type: C

HVAR 256 Advanced Elect. Controls & Systems 2-4-4
A review of basic controls and circuitry leading to advanced air conditioning, heating and refrigeration controls and circuitry as well as solid state electronics controls.
Prerequisite: HVAR 103
Type: C

HVAR 257 Internship 0-(2.5-20)-(5-4)
Gives the students occupational experience while completing the prescribed course of study in HVAR. This is an elective to provide on-the-job experience for the student entering the air conditioning, heating and refrigeration field. The student must complete 320 hours of work experience for four semester hours of credit.
Prerequisites: 12 semester credits of HVAR courses completed & consent of coordinator.
Type: C

HVAR 258 Natl Electrical Code Interpretation 3-0-3
Advanced studies of the terms and concepts that are required for proficiency in interpretation of electrical codes and regulations. Based on the National Electrical Code and a review of practical electrical field knowledge and industrial/residential qualifying exams. This course prepares the student for future career advancements that involve testing by various regulatory agencies. Of particular interest to electricians, contractors, inspectors, and pre-architecture/engineering students.
Prerequisite: HVAR 211
Type: C

HVAR 260 Refrigerant Transition/Recovery Cert 5-0-5
Prepares individuals with a basic knowledge of air conditioning and refrigeration to successfully pass an environmental protection agency approved certification exam. This exam will allow the individual to work in the refrigeration and air conditioning industry.
Prerequisite: None.
Type: C

HVAR 262 Air Delivery Systems Mls. & Mhd. 0-2-1
Introduces sheet metal components necessary to physically install a heating and air conditioning system. Tools and assembly will also be covered.
Prerequisite: None.
Type: C

HVAR 263 Heat Pumps 2-2-3
Introduces air-to-air and ground source heat pump systems. Components unique to heat pumps will be discussed, along with their function in the system. Control systems and troubleshooting will be covered. Emphasis will be placed on the selection of components and the installation of heat systems.
Prerequisite: HVAR 152
Type: C

HVAR 280 Commercial Cooking Equipment I 2-1-2
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.
Prerequisite: HVAR 103, HVAR 153
Type: C

HVAR 299 Special Problems in HVAR 4-0-4
This course is designed to meet the needs of students requiring instruction on special topics or problems in the heating, ventilation, air conditioning and refrigeration field. This course provides the student with the knowledge and/or skills necessary to address the particular topics or problems outlined in the course syllabus.
Prerequisite: Consent of coordinator
Type: C

History

HIST 101 World Civilization I 3-0-3
A survey of world history from the birth of civilization to the end of the religious wars in the seventeenth century. Subjects discussed will include the evolution of Greek, Roman, Chinese, Japanese, Islamic, and Native American civilizations; the development of the great world religions; and the birth and growth of Europe. The course will conclude with a discussion and a review of the European wars of religion.
Prerequisite: Reading and writing 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 mid-17th century to modern times. Subjects discussed include the stabilization and growth of Europe, Europe’s impact on the Americas, the development of non-Western civilizations, the Age of Enlightenment and revolution in Europe, the development of industrialization, nationalism, imperialism, and the major events of the 20th century.
Prerequisite: 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 development and current events in Latin America. Completion of this course fulfills the non-Western culture requirement for graduation from SWIC.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 910N
Course Description Guide (continued)

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.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 918N

HIST 117 African History 3-0-3
A broad overview of the historic, economic, political and social development of the African Continent. Particular emphasis will be upon the background of this area and how this impacted its development and importance to the industrialized world as we approach the 21st century. Completion of this course fulfills the Non-Western Culture requirement for graduation from SWIC.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI - S2 906N

HIST 118 Asian History 3-0-3
The course is an introduction to the area and nations which comprise Asia. The historical, political, and religious evolution of Asia will be reviewed, along with the development and current status of regional and national problems which confront the area. Completion of this course fulfills the Non-Western Culture requirement for graduation from SWIC.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI-S2 908N

HIST 151 European Civilization I 3-0-3
A survey of European history from 1300 to the Napoleonic era. The course includes a review of the political, social, economic, religious, and cultural accomplishments of the European people as they developed new social orders and national states, new commercial and industrial organizations, and international alliances and rivalries.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 152 European Civilization II 3-0-3
This course begins with a review of the French Revolution and the Napoleonic era. Course topics also include the Industrial Revolution, nineteenth century political revolutions, and the growth of nationalism and imperialism. World War I, the inter-war years, and World War II will be reviewed, as well as the Cold War, the demise of the Soviet Union, and contemporary European developments.
Prerequisite: Reading and writing 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.
Prerequisite: None
Type: T

HIST 160 Survey of British History I 3-0-3
Survey of British History from early Britons to 1714. Topics covered include early Britons and Roman invasions, emergence of England, Norman Conquest and relations with Europe, conquest of Wales, wars between England and Scotland, Henry VIII and English Reformation, 1688 Revolution, Parliament, House of Windsor.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 161 Survey of British History II 3-0-3
Survey of British History from 1714 to present. Topics covered include Whigs, Tories, and Walpole as “first Prime Minister,” Scotland, Wales and “Celtic Nationalism,” Irish question, growth of British Empire in India and North America, American Revolution, Industrial Revolution, Gladstone Disraeli and Victorian Britain socialism, Common Market, Britain today.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

HIST 180 U.S. History to 1865 3-0-3
The development of the American civilization starting with the European background and ending with the Civil War. Includes the Age of Discovery; the period of colonization of the Spanish, French, Dutch and English; the American Revolution; the early years of the Republic; the development of the Constitution; the War of 1812; the growth of nationalism and manifest destiny; and the Civil War.
Prerequisite: Reading and writing 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.
Prerequisite: 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 and cultural institutions of the United States. The range includes the topics of slavery prior to the Civil War, the war itself, reconstruction and establishment of the Jim Crow system. Included in this course is an examination of the role of the African-American in the 20th century and the Civil Rights movement.
Prerequisite: Reading and writing 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.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T
Course Description Guide (continued)

HIST 234 American Civil War 3-0-3
A survey of United States history from the early 1800s to the end of Reconstruction. The primary focus will be on the American Civil War, with emphasis on grand strategies, campaigns, and major military and political leaders. Changes and developments in society, economics, and politics that resulted from turbulent period will also be examined.
Prerequisite: Reading and writing 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 20th century Western civilization that includes a review of the definitions, causes, and effects of the major forces that have influenced the development of modern Western societies.
Prerequisite: Reading and writing 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.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements
Type: T

HIST 286 History of Religion 3-0-3
A survey of the history of the world’s religions with an emphasis upon each faith’s origins, important leaders, mythology and doctrine, organizational development, and influence upon society. Primal religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shinto, Judaism, Christianity, and Islam are among the religions examined. The approach of the course is open and unbiased, promoting the intellectual study of religion. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.
Recommended Prerequisite: HIST 101 or HIST 151.
Prerequisite: Reading and writing 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 the arrival of the Europeans to the present day. Changes and developments in Illinois society, economics, and politics will also be examined.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements
Type: T

HIST 292 U.S. History Since 1945 3-0-3
The course involves concentration in areas of U.S. history since 1945. Includes the roles played by women, minorities, the business labor movement, cultural patterns, the civil rights movement, presidential administrations, the cold war, and foreign policy. U.S. foreign policy will be examined from the prewar era to the present day.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements
Type: T

HIST 299 Special Topics in History 1(1-3)-0(1-3)
An in-depth study of history presented by discussions and/or individual research and reading by the student. Topics vary each semester. This course may be taken more than once if different topics are discussed.
Prerequisites: Sophomore standing, one year of history and divisional approval.
Type: T

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.
Prerequisite: Assessment score at ENG 101 or completion of reading and writing development course sequence.
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.
Prerequisite: 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).
Prerequisites: 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.
Prerequisite: 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).
Prerequisite: HORT 102
Type: C

HORT 135 Turf Management 4-0-4
The study of grass types, uses, land preparation, seeding, sodding, irrigation, fertilization, pests and management practices of turf (offered summer).
Prerequisite: HORT 102
Type: C
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>HORT 136</td>
<td>Identification &amp; Use of Ornamentals</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
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<tr>
<td>HORT 152</td>
<td>Greenhouse Management</td>
<td>4-0-4</td>
<td>C</td>
<td>HORT 102</td>
</tr>
<tr>
<td>HORT 165</td>
<td>Floral Design</td>
<td>2-2-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 168</td>
<td>Floral Shop Management</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 175</td>
<td>Home Gardening</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
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<tr>
<td>HORT 185</td>
<td>Use of Horticultural Equipment</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 195</td>
<td>Indoor Plant Culture and Gardening</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
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<tr>
<td>HORT 215</td>
<td>Horticultural Diagnostics</td>
<td>2-2-3</td>
<td>C</td>
<td>Concurrent enrollment in or completion of HORT 102</td>
</tr>
<tr>
<td>HORT 226</td>
<td>Landscaping</td>
<td>3-0-3</td>
<td>C</td>
<td>Concurrent enrollment in or completion of HORT 136</td>
</tr>
<tr>
<td>HORT 227</td>
<td>Landscape Construction</td>
<td>2-2-3</td>
<td>C</td>
<td>None.</td>
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<tr>
<td>HORT 228</td>
<td>Computer-Aided Landscaping</td>
<td>1-4-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 232</td>
<td>Irrigation &amp; Design</td>
<td>2-2-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 236</td>
<td>Advanced Arboriculture</td>
<td>3-0-3</td>
<td>C</td>
<td>HORT 135</td>
</tr>
<tr>
<td>HORT 242</td>
<td>Fruit Production</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 252</td>
<td>Advanced Greenhouse Management</td>
<td>3-0-3</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 262</td>
<td>Small Fruit Production</td>
<td>2-0-2</td>
<td>C</td>
<td>None.</td>
</tr>
<tr>
<td>HORT 265</td>
<td>Advanced Floral Design</td>
<td>2-2-3</td>
<td>C</td>
<td>None.</td>
</tr>
</tbody>
</table>

**Notes:**

- HORT 136 covers the identification, ecology, and use of ornamental plants, woody and herbaceous plants, deciduous trees, shrubs, and ground covers (offered fall).
- HORT 152 covers the study of watering, fertilization, ventilation, temperature, humidity, light, and general management practices of greenhouses (offered spring).
- HORT 165 includes the construction of occasional floral arrangements (offered fall).
- HORT 168 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).
- HORT 175 deals with the study of lawn care, plantings, seedlings, flowers, fruits, vegetables, trees, and shrubs with the homeowner in mind.
- HORT 185 is about 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.
- HORT 195 covers the student will learn identification, culture techniques and propagation of foliage and conservatory plants, with uses in accenting interior decor (offered fall).
- HORT 215 discusses 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).
- HORT 226 teaches the principles of design in landscaping, site analysis, construction and costs with the aid of drawings, models and case studies (offered spring).
- HORT 227 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, walls, fences, benches, garden pools, outdoor lighting, etc.
- HORT 228 and HORT 232 deal with the study of irrigation with an emphasis on turfgrass.
- HORT 235 covers topics in this course include grass types, uses, land preparation, seeding, sodding, irrigation, fertilization, pests, and management practices of turf (offered fall).
- HORT 236 is about the study of production of trees, shrubs, and herbaceous plants as well as their placement, cultivation, arrangement, and management for ornamental use (offered fall).
- HORT 242 teaches 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).
- HORT 252 covers commercial crop production and management practices including cultural and technical aspects, and management of personnel, records and overhead (offered fall).
- HORT 262 and HORT 265 are about the advanced floral design course with emphasis on artistic qualities, sympathy floral arrangements, bridal designs, and theme development. Prerequisites: HORT 165.
Course Description Guide (continued)

HORT 275 Grounds Maintenance 4-0-4
This course emphasizes practical applications of grounds management techniques which are approached abstractly in other horticulture classes. When possible, the school facilities will be used as examples, but area parks, cemeteries, and other real estate complexes will also be visited (offering spring of odd-numbered years).
Prerequisites: HORT 132, HORT 135
Type: C

HORT 278 Horticultural Pest Management 3-0-3
This course will cover pesticide laws and liability, safety, formulations, application equipment, equipment calibration, record keeping, integrated pest management, insects, diseases, weed, and environmental considerations.
Prerequisite: HORT 102
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).
Prerequisites: 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.
Prerequisite: Coordinator approval.
Type: C

HORT 288 Supervised Intern Employment 0-20-4
This course allows students to earn academic credit for supervised on-the-job experience at local horticulture businesses. Students will apply skills learned within the horticulture curriculum.
Prerequisite: Coordinator approval.
Type: C

HORT 289 Supervised Intern Employment 0-(10-30)-(2-6)
This course allows students to earn academic credit for supervised on-the-job experience at local horticulture businesses. Students will apply skills learned within the horticulture curriculum.
Prerequisite: Coordinator approval.
Type: C

HORT 298 Horticultural Project 2-0-2
The student will propose, plan, budget time and labor, and complete a project within their Horticultural option. This will include a final presentation before the Horticultural Advisory Committee and other members of the horticultural community to demonstrate a proficiency in an area of horticulture.
Prerequisite: HORT 102, HORT 13.2, HORT 135, HORT 136, HORT 152, HORT 226, HORT 287, HORT 288
Type: C

HORT 299 Special Topics in Horticulture (1-4)-(0-4)-(1-6)
Application of horticulture principles to specific problems through case studies, simulation, special projects or problem-solving procedures.
Prerequisite: Varies depending on topic.
Type: C

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.
Prerequisite: None
Type: T

Human Services Technology

HMS 100 Introduction to Human Services 3-0-3
This course provides an introduction to the field of human services as preparation for advanced study or employment in the human services profession. Beginning with historical developments, the course will present issues encountered in the field and techniques and resources for intervention. An overview of human services ethics, research, model programs, and policies will be covered. In addition, various specializations including youth care, rehabilitation, criminal justice, and elder care services will be discussed.
Prerequisite: Reading placement above ENG 92, or concurrent enrollment in 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.
Prerequisite: Completion of HMS 100 with a grade of “C” or better.
Type: C

HMS 250 Human Services Seminar 3-0-3
This seminar provides course work essential to preparation for the transition from the classroom to the “real world.” Various issues will be covered such as the purpose and goals of supervision and encountering diverse populations. The practice of critical thinking skills and an emphasis on legal and ethical concerns will be discussed. Maintaining perspective will be addressed when dealing with common major problems such as poverty and homelessness, chemical dependency and substance abuse, sexually transmitted diseases including HIV/AIDS, and death and dying. Planning for the future including networking, interviewing strategies, professional certifications, and advanced degrees will be examined.
Prerequisite: Completion of HMS 200 with a grade of “C” or better.
Type: C

HMS 280 Human Services Practicum 0-20-4
This course provides supervised experience in various human services agencies and specializations. Clinical exposure provides students with the opportunity to practice concepts and skills learned throughout the program. Students will be required to sign a Code of Ethics Compliance before entering fieldwork.
Prerequisite: Completion of HMS 100, HMS 200, and HMS 250 with a grade of “C” or better. Students must sign a waiver for a criminal background check.
Type: C
Course Description Guide (continued)

**Independent Study**

IND 296 Independent Study (1-4)-(0-6)-(1-4)
For the student with the unique capability and unusual interests. Designed cooperatively between the student and the division with a faculty adviser assigned to the student by the dean to guide the student and evaluate progress.
Prerequisite: Assignment of faculty advisor by dean.
Type: T

**Industrial Electricity** - See Electrical and Electronics Technology

**Industrial Mechanics**

IML 101 OSHA Awareness .5-0-.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).
Prerequisite: None. Type: C

IML 102 Hazard Communication (HAZCOM) 1.5-0-1.5
This course covers the procedures Occupational Safety and Health Administration and Environmental Protection Agency will regulate to the industry. Students will be trained in the handling, storage, and compliance of hazardous materials.
Prerequisite: None. Type: C

IML 103 Personal Protection Equip (PPE) .5-0-.5
This course will provide training for all types of personal protection worn by the industrial worker and will provide instructional training for the industrial safety technician.
Prerequisite: None. Type: C

IML 105 Industrial Math II 3.5-1-4
This course is divided into three parts: (1) deals with the fundamentals of applied algebra which includes sections on symbols, equations, ratios and proportion, exponents, radicals, and formulas; (2) deals with fundamentals of applied geometry, geometric lines and shapes common in geometry, geometric lines and shapes common in geometric construction; (3) deals with fundamentals of trigonometry right triangles, acute triangles, and oblique triangles, by use of specialized workbooks. Students are exposed to craft related mathmatics in their field.
Prerequisite: None. Type: C

IML 106 Industrial Piping Fundamentals 3.5-1-4
This course is designed to introduce the non-pipefitter with an overview of the more important areas of study for industrial pipefitting. The course is designed to introduce mechanics with a practical knowledge of those skills required to function in industry as a pipefitter. (Pending ICCB Approval)
Prerequisite: None Type: C

IML 110 First Aid/CPR 1-0-1
This course provides training and certification in emergency first aid and cardiopulmonary resuscitation procedures. The student will be issued an American Red Cross Card.
Prerequisite: None. Type: C

IML 111 Lockout/Tagout .5-0-.5
This course covers the Occupational Safety and Health Administration regulations that mandates the isolation of industrial equipment from hazardous energy sources for the purpose of adjusting, operating, and/or maintaining industrial equipment.
Prerequisite: None.
Type: C

IML 112 Bloodborne Pathogens .5-0-.5
This course covers the regulations under 29 CFR 1910.1030 requiring the student to know the hazards of bloodborne diseases in the workplace and the protection required.
Prerequisite: None.
Type: C

IML 119 Mechanical Systems 3.5-1-4
Designed to help the mechanic recognize types of mechanical power transmission devices and applications, the course includes such practical aspects as troubleshooting, lubrication, parts replacement and alignment procedures. In addition, the importance and practices of precision measurement are covered.
Prerequisite: None.
Type: C

IML 120 Mechanical Blueprint Reading I 2-2-3
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.
Prerequisite: None.
Type: C

IML 121 Mechanical Blueprint Reading II 3.5-1-4
This course makes use of industrial blueprints obtained from area industries. Machine drawings (including assembly and detailed fabrication drawings), welding and finishing symbols, structural designs, and piping layouts are covered. This course is an extension of Blueprint Reading I for all crafts excluding pipelifiting and electrically related crafts.
Prerequisite: IML 120
Type: C

IML 133 Rigging (Industrial) 3.5-1-4
Units on lifting practices, wire and fiber rope, size and weight estimation, and material handling devices are presented to prepare the participant to meet the dangerous and demanding conditions relevant to the loading, unloading, storing and assembly or erection of equipment and structural members.
Prerequisite: None.
Type: C

IML 139 Industrial Bearings 3.5-1-4
This course is designed to introduce the many types of bearings used by modern industries. The material will include types of bearings, types of applications for each, lubrication practices, bearing codes, and maintenance practices used by modern industry.
Prerequisite: None.
Type: C

IML 149 Industrial Pumps & Compressors 3.5-1-4
This course is designed to introduce the many types of industrial pumps and compressors used by modern industries. The material will include the types of pumps and compressors, types of application, parts identification, lubrication, and safety along with related auxiliary equipment.
Prerequisite: None.
Type: C
Course Description Guide (continued)

IML 150 Stationary Engineering I  4-0-4
This course is designed to introduce students to the general concepts of low and high pressure boilers, including pressure, stress and safety factors along with explanation and purpose of all the pertinent equipment used.
Prerequisite: None
Type: C

IML 151 Stationary Engineering II  4-0-4
This course is designed to expand students' knowledge of the detailed concepts of low and high pressure boilers, including pressure, stress and safety factors along with a detailed explanation and purpose of all equipment used with emphasis on pumps.
Prerequisite: IML 150
Type: C

IML 169 Industrial Pneumatics  3.5-1-4
This course is designed to introduce the apprentice to the basic theory of pneumatics. The material covered will include functions, pumps, motion, cylinders, accumulators, types of valves and pressure control systems.
Prerequisite: None
Type: C

IML 189 Fork Lift Truck Safety  0.5-0-0.5
This course will provide the student with safety training in the operation of a fork lift truck and also provide knowledge of the OSHA regulations as required by CFR 1910.178 and CFR 1910.179.
Prerequisite: None
Type: C

IML 200 Confined Space Entry  1-0-1
This course covers a basic understanding of the regulations governing the entry into confined spaces under the Occupational Safety and Health Administration. Students will be trained in entry, monitoring, and rescue of a confined space.
Prerequisite: None
Type: C

IML 201 Hazardous Waste Operations  2.5-0-2.5
(HAZWOPER)
This course provides training in the collection and disposal of hazardous wastes with the use of a Class A suit with oxygen tanks. A medical clearance is required to wear the suit on the job. An OSHA 30-hour certification card is issued upon completion of course.
Prerequisite: None
Type: C

IML 202 8 Hr. Haz Waste Operations Refresh  0.5-0-0.5
This course is designed as a refresher for students who have completed the 40-hour HAZWOPER course.
Prerequisite: IML 201.
Type: C

IML 203 24 Hour HAZMAT  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 suits.
Prerequisite: None
Type: C

IML 204 OSHA 10 Hour Outreach  0.5-0-0.5
This course will provide the student with an OSHA 10-hour certification card which covers basic safety requirements associated with the following: Hazard Communication, Personal Protective Equipment, Fire Extinguishers, Confined Space, and working hazards.
Prerequisite: None
Type: C

IML 205 OSHA 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.
Prerequisite: None.
Type: C

IML 210 Facility Inspection/Recordkeeping  2-0-2
This course covers the Occupational Safety and Health Administration and Environmental Protection Agency use in the inspection of industrial/commercial facilities. The student will be able to prepare a facility for an OSHA or EPA inspection.
Prerequisites: None.
Type: C

IML 211 OSHA Awareness II  0.5-0-0.5
This course is designed to update students with any changes in any of the regulatory agencies (e.g., OSHA, EPA, and DOT).
Prerequisite: IML 101.
Type: C

IML 212 Hazard Communication II  0.5-0-0.5
This course is designed to update students on required refresher certification in Occupational Safety and Health Administration and Environmental Protection Agency.
Prerequisite: IML 102.
Type: C

IML 213 Personal Protection Equip II  0.5-0-0.5
This course will provide the student with the latest updates and revisions on subpart I 29CFR1910.132 through 139 for all types of personal protection equipment.
Prerequisite: IML 103.
Type: C

IML 220 First Aid II  0.5-0-0.5
This course provides refresher training and re-certification in emergency first aid procedures per the American Red Cross standards.
Prerequisite: IML 110. (Pending ICCB approval)
Type: C

IML 221 Lockout/Tagout 8 hr. II  0.5-0-0.5
This course is designed to update students with the latest revision under the Occupational Safety and Health Administration standard 29CFR1910.147.
Prerequisite: IML 111.
Type: C

IML 222 Bloodborne Pathogens II  0.5-0-0.5
This course gives the student the required refresher necessary to maintain compliance under 29CFR 1910.1030.
Prerequisite: IML 112.
Type: C

IML 223 C.P.R. II  0.5-0-0.5
This course provides refresher training and re-certification in CPR procedures per the American Red Cross standards.
Prerequisite: IML 110. (Pending ICCB approval)
Type: C

IML 230 Confined Space Entry II  0.5-0-0.5
This course is designed as a refresher to keep students in compliance with the 29CFR1910.146 Confined Space Entry as per the Occupational Safety and Health Administration.
Prerequisite: IML 200.
Type: C
Course Description Guide (continued)

**IML 250** Stationary Engineering III  
This course is designed to give the third-year apprentice knowledge of the detailed concepts of steam engines, turbines, air-compressors, related theory and application of electricity.  
Prerequisite: None  
Type: C

**IML 251** Stationary Engineering IV  
This course is designed to give the third-year apprentice knowledge of the detailed concepts and applications of electricity and refrigeration principles.  
Prerequisite: IML 250  
Type: C

**IML 289** Forklift Truck Safety II  
This will provide the student with re-certification in the operation of a forklift truck and provide knowledge of the revised Occupational Safety and Health Administration standard required by 29CFR1910.178.  
Prerequisite: IML 189  
Type: C

**IML 299** Prob in Millwright  
This course will familiarize students with special topics or problems in the industrial millwright field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.  
Prerequisite: Consent of coordinator  
Type: C

**Industrial Pipefitting**

**IDP 116** Industrial Pipefitter A  
This course is designed to give the pipefitter apprentice knowledge and skill in the use of rigging, ladders, scaffolds, safety, traps, pipe layout, alignment and template making.  
Prerequisite: None.  
Type: C

**IDP 126** Industrial Pipefitter B  
This course is designed to give the second-sememster apprentice knowledge and skills in the use of metrics, steam piping, heat exchangers, pipe supports, filters, pipe insulation, lubrication and pipe bending.  
Prerequisite: IDP 116 or concurrent enrollment.  
Type: C

**IDP 136** Industrial Pipefitter C  
This course is designed to give the second-year apprentice knowledge and skills in the use of pipe supports, steam piping, theory, piping problems in relation to steam and different types of heat exchangers.  
Prerequisite: IDP 126.  
Type: C

**IDP 146** Industrial Pipefitter D  
This course is designed to give the second-year apprentice knowledge and skills in the use of templates, template drawing, pipe layout and pipe alignment.  
Prerequisite: IDP 126.  
Type: C

**IDP 256** Industrial Pipefitter E  
This course is designed to give the third-year apprentice knowledge and skills in the use of pipe blueprints, sketching, pipe schematics and single-line pipe drawing.  
Prerequisites: IDP 136, IDP 146.  
Type: C

**IDP 266** Industrial Pipefitter F  
This course is designed to give the third-year apprentice knowledge and skill in the use of mathematics as they apply to the pipe trade, allowance for fittings, angles in plumbing, wye fittings and cast iron pipe.  
Prerequisites: IDP 136, IDP 146.  
Type: C

**IDP 276** Industrial Hydraulics I  
This course is designed to give students an understanding of the fundamental principles of hydraulic circuitry. This course will also teach students correct shop procedures and develop mechanical skills required for proper installation and maintenance of components.  
Prerequisite: None.  
Type: C

**IDP 286** Industrial Hydraulics II  
This course is designed to develop the students proficiency in analyzing and troubleshooting hydraulic circuitry. The objective shall be to maximize durability and system function while reducing component malfunction and energy consumption. This course will also contain a study of circuit control.  
Prerequisite: IDP 276.  
Type: C

**IDP 299** Probs in Pipefitting  
This course will familiarize students with special topics or problems in the industrial pipefitter field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.  
Prerequisite: None.  
Type: C

**IWA - See Construction Ironworker**

**Journalism**

**JOUR 101** Introduction to Journalism  
A study of the basic principles of news gathering, reporting, interviewing and writing. The course examines the following: the idea of news writing; types of journalistic articles; lead writing techniques; ethical issues in journalism; the application of research methods, including the use of library and online sources; and the types of publications which use journalistic writing. Students write basic stories under real-time constraints.  
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements  
Type: T, IAI MC 919

**JOUR 110** Introduction to News Editing  
The study of the principles and practices of editing copy, including the duties and role of copy editors, and copy flow patterns in the process of preparing local and wire service articles for publication or broadcast. The course includes an introduction to the principles and techniques of electronic editing, information management and publication design, emphasizing the editing of body copy and display type for maximum clarity and impact.  
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements  
Type: T, IAI MC 920
### Course Description Guide (continued)

**JOUR 150** Intro to Newspaper Publication  3-0-3
Members of the class constitute the editorial staff of the college newspaper, The Eye of the Storm. The class is a workshop study of the basic principles of newspaper publication, including reporting and writing; type of journalistic stories; techniques of writing leads; ethical issues in journalism; the application of research methods, including developing sources and interviewing; Associated Press style and copy editing; news judgment; ad design and ad sales; photography; and newspaper layout and design. The class may be repeated for credit up to a maximum of three times.
Prerequisite: Assessment reading and writing scores at ENG 101 level or completion of all reading and writing developmental requirements.
Type: T

**JOUR 299** Special Topics in Journalism  (1-4)-0-(1-4)
Special topics and issues in journalism presented through lectures, discussions, readings, and/or individual assignments and research projects. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisite: Sophomore standing
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 highways 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.
Prerequisite: None
Type: C

**LABR 121** Laborer-Mason Tending  1.5-1.2
This course will introduce the student to the practices and procedures of mason tending and the respective OSHA regulations. The course will also include four-hour highways 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.
Prerequisite: LABR 120
Type: C

**LABR 122** Concrete Practices & Procedures  1.5-1.2
This course will introduce the student to concrete practices and procedures and bobcat operator training. The course will include information on concrete components, materials; mix proportions, the hardening process, concrete finishing techniques, E-Z pavement breaker, concrete saws and vibrators.
Prerequisite: None
Type: C

**LABR 123** Asphalt Technology & Construction  1.5-1.2
This course will introduce the student to asphalt technology and construction. The course will include information on the model DM-4000 Paver; Eager Beaver Paver; Manual Tape Applicator; Carbide Asphalt Grinder; the asphalt roller and paint stripping process.
Prerequisite: None
Type: C

**LABR 124** Lead Base Paint Abatement  1.5-1.2
This course will cover important information and aspects that the laborer must know regarding lead base paint abatement to work 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.
Prerequisite: None
Type: C

**LABR 125** Principles of Pipe Laying  1.5-1.2
This course will introduce the student to the principles of pipe laying, gravity flow piping systems, batterboards, sewer laser and utility line grade, and the metric uses in pipe laying. The course will also include trenching and excavation safety pertinent to pipelaying.
Prerequisite: None
Type: C

**LABR 126** Construction Landscaping Maintenance  1.5-1.2
This course will introduce the student to the principles of landscaping maintenance relating to the construction trades. The course will also include information on lawn and ground covers, fertilizing, soil testing, irrigation, and the elements of pruning.
Prerequisite: None
Type: C

**LABR 127** Basic Construction Surveying  1.5-1.2
This course will introduce the student to the fundamentals of construction surveying. The course will cover terms and definitions, basic construction drawings, instruments, calculations, lines, grades, and hand signals common to surveying in the construction trades.
Prerequisite: None
Type: C

**LABR 128** Bridge Constr., Renov. & Demolition  1.5-1.2
This course will introduce the student to the fundamentals of bridge construction, renovation, and demolition. The course will include safety regulations, rigging, equipment and materials, and skills required for the laborer working in this setting.
Prerequisite: None
Type: C

**LABR 129** Laborers-AGC 80 Hr. Hazardous Waste  4-1-4.5
This course will improve the student’s ability to identify hazards in hazardous waste work, provide specific information relating to hazardous chemicals, and explain a worker’s responsibility for following all safety and health rules required for the laborer working in a potentially hazardous setting.
Prerequisite: None
Type: C

**LABR 130** Labr Intro to Const BP Reading  1.5-5.2
This course will orient the student to construction blueprint reading and specifications. This course will cover various symbols and notations necessary to properly read and interpret a variety of working drawings used in the construction industry.
Prerequisite: None
Type: C

**LABR 299** Special Topics in Construction Laborers  4-8-4
This course is designed to familiarize students with special topics or problems in the construction/laborers’ field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C
Course Description Guide (continued)

**Literature**

**LIT 113 Introduction to Fiction 3-0-3**
A study of the short story and the novel that provides an introduction to these basic forms of literature and leads to the formulation of a critical system. Short story selections include old and new masterpieces. The novels that are studied teach the potentialities, the range and the techniques of the novel.
Prerequisite: Reading and writing 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 written by women of minority cultures as well as European American women. It will be organized thematically around issues of women’s discourse.
Prerequisite: Reading and writing 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.
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.
Type: T, IAI-H3 903

**LIT 125 Drama as Literature 3-0-3**
This course provides insight into 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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 Dev/Non-Western Countries 3-0-3**
Participants in this course will study the current literature of countries outside the Western intellectual tradition. An effort will be made to (1) determine the self-perception of the peoples of these countries; (2) compare and contrast these perceptions with those of the peoples from the Western tradition; (3) heighten awareness of the influences of geography, economics, politics, religion, and culture in a given society. These efforts will be accomplished through a study of short stories, novels, poems, and films written by the peoples of Africa, Asia, and Latin America. Works will be studied for their social, political, cultural, historical, and moral ideas as well as for their merit as literary compositions. Completion of this course fulfills the Third World culture requirement for graduation at Southwestern.
Prerequisite: ENG 101 with a grade of “C” or better.
Type: T, IAI - H3 908N

**LIT 208 Topics in Film and Literature 3-0-3**
A study of formal, thematic, and/or historical relationships between literary and cinematic forms, including examination of adaptations and influences that demonstrate the strengths of each artistic medium.
Prerequisite: ENG 101 with a grade of “C” or better
Type: T

**LIT 213 American Literature I 3-0-3**
This is a survey course which introduces students to a wide range of authors from 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.”
Prerequisite: 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.
Prerequisite: 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 explore the American experience. Students will begin to value the “mosaic” of a culture where each group retains its individual characteristics while adding to the richness of the whole. At the same time, students will examine how people from outside the mainstream culture encounter and struggle with that culture and with a society that all too frequently has excluded them. As a result of this multicultural experience, students will come to understand the importance of remaining open to and interested in their neighbors. Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements. Type: T, IAI - H3 910D

LIT 219 Comics and Graphic Novels 3-0-3
A literature course designed to introduce students to important works in the medium of comics and graphic novels. The focus will be on full-length works with genuine literary and artistic merit. The course will also give students a vocabulary and methodology for critically analyzing and discussing these works. Prerequisites: 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. Prerequisite: 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 nineteenth 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. Prerequisite: ENG 101 with a grade of “C” or better. Type: T, IAI - H3 913

LIT 290 Shakespeare – Comedies & Histories 3-0-3
This course 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. Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Type: T, IAI - H3 905

LIT 291 Shakespeare – Tragedies & Romances 3-0-3
This course is a study of Shakespeare’s tragedies and romances. This study will pursue an understanding of Shakespeare’s language, dramatic art, production values and performance, as well as multiple critical perspectives. Prerequisite: 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 preschool or elementary teacher, the course emphasizes the selection and presentation of literature for preschool and elementary-age children. Students will be acquainted with the wide variety of children’s literature books available and the possibilities of children’s literature in the learning process. Assignments may include the production of a portfolio of critiques of children’s literature books (of up to 100), demonstration of classroom applications using children’s literature at different grade levels, development of multimedia and creative instructional materials, participation in literature circles using chapter books, participation in service 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). Prerequisite: ENG 101 with a grade of “C” or better. Type: T

LIT 299 Topics in Literature 3-0-3
Examination of a selected topic or movement through study and discussion of representative works of literature. No topic/problem can be offered more than twice in three years. Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Type: T

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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None. Type: C

MGMT 202 Entrepreneur: First Year 1-0-1
The course addresses the start-up business during the first year of operation beginning with the opening of the business. The key topics include: Employee-management issues, hiring and training employees, financial management, and market planning for year two and beyond. Prerequisite: 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. Prerequisite: Concurrent enrollment in or completion of MGMT 201. Type: C
Course Description Guide (continued)

MGMT 204 Entrepreneur Case Analysis 3-0-3
This course offers an intensive review of entrepreneur case studies to identify problems faced by entrepreneurs and to develop solutions. Students will conduct case analysis, develop solutions and present their findings in class.
Prerequisite: MGMT 219 or (MGMT 201, MGMT 202 and MGMT 203), ENG 101, SPCH 151, 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.
Prerequisite: 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.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96
Type: C

MGMT 214 Principles of Management 3-0-3
A detailed analysis of management functions including planning, organizing, staffing, directing and controlling. The schools of management are explained. The orderly presentation of fundamental knowledge of management provides the student with the framework for further studies in management and related business fields as well as a background for practical application of management principles in business and other organizations.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96.
Type: C

MGMT 217 Human Resource Management 3-0-3
This course is concerned with the human resource management functions. This course will emphasize the legal environment surrounding equal employment opportunities, job design and analysis, recruiting, orientation and training, performance appraisal, compensation systems, labor relations, collective bargaining and grievance handling, and health and safety in the workplace.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96.
Type: C

MGMT 219 Small Business Management 3-0-3
This course focuses on the fundamental business management skills needed to open and operate a small business. Topics include identifying opportunities, business plans, marketing fundamentals, and managing growth. Case studies and current issues are used to illustrate text concepts.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96.
Type: C

MGMT 221 Fundamentals of Labor Relations 3-0-3
Current, practical problems in employee, union and government relations. Major topics are history of the labor movement, collective bargaining, grievance procedures, arbitration and mediation as well as an overview of labor law, and contract writing and interpretation. For those persons with a demonstrated interest in labor relations as well as those who are directly involved in labor relations.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96
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.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96.
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.
Prerequisites: MGMT 102; ACCT 105 or ACCT 110
Type: T

MGMT 269 Accounting AAS Internship (.5-3)-(10-15)-(5-3)
This course is a supervised work-experience program requiring an average of 15 hours per week in an accounting focused position. If the student is already employed in an accounting position, the job may qualify for the internship but is subject to approval by the instructor. The instructor and the college’s internship coordinator also provide assistance to students in finding an appropriate internship position.
Prerequisite: Sophomore standing; ACCT 110, ACCT 111; minimum GPA of 3.0 in ACCT coursework
Type: C

MGMT 270 Business Planning 3-0-3
This course emphasizes the integration of previous course work to provide a student with knowledge and understanding of strategic management processes, techniques, concepts and skills. The course takes a problem-solving approach to understanding industry dynamics. It emphasizes the connection between the functional areas of the firm and the external environment to develop managerial strategies. Students will demonstrate mastery of course objectives by developing a comprehensive business plan for a small company and by working effectively in a team-oriented environment.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96; MGMT 204, MGMT 241, sophomore standing.
Type: C

Manufacturing Technology

MFT 101 Manufacturing Technology 3-0-3
This course is an introductory study of basic processes, equipment, and material used in manufacturing. Includes plastics, metal removal, materials joining, forming, casting, and some of the newer processes. This course also introduces the student to safety, health, and the production control process.
Prerequisite: None.
Type: C
Course Description Guide (continued)

MFT 102  Statistical Process Control 2-0-2
This course is designed to help students understand the concepts of quality and Statistical Process Control. This course covers quality techniques and concepts, variation, the normal curve, data analysis, and data collection. Also covered are bar charts, mean, range, standard deviation, X-R chart, I-R chart, P chart, interpretation of control charts, and process capability. Students will be encouraged to solve mathematical problems and construct the various types of charts.
Prerequisite: None
Type: C

MFT 103  CAD/CAM 1-2-2
This course is designed to provide advanced machining experiences in the use of CAD/CAM machining processes. The students will develop the drawing, part program, text files, and document files using AutoCAD and the latest CAM software. The students will use these programs to produce various component parts as assigned. Various applications of 2-D and 3-D machining techniques will be emphasized as they apply to CNC machining operations.
Prerequisite: None.
Type: C

MFT 104  Industrial Robots 2-2-3
This course introduces the student to industrial robots and programmable logic controllers. Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots.
Prerequisite: None.
Type: C

MFT 105  CAM Operations 1-2-2
A continuation of the study of CNC programming with emphasis on advanced milling and turning machine techniques, program set-up, carbide tooling, program input, program editing, and introductory 3-D machining techniques. Students will develop programs through the latest CAM software. CNC applications will be applied to the development of projects through secondary laboratory experiences.
Prerequisite: None.
Type: C

MFT 106  PLC Manufacturing System 2.5-1-3
Continues the study of programmable logic controllers. Focuses on the underlying principles of how PLCs work and provides practical information about installing, programming and maintaining a PLC system. Emphasizes the use of PLCs to control the operation of automated manufacturing systems. Course includes system theory as well as actual hands-on experience with a simple manufacturing system.
Prerequisite: MFT 104 and MFT 107.
Type: C

MFT 107  Industrial Electricity 3.5-1-4
This course is designed to provide manufacturing technology students with general knowledge of electricity and electronics to prepare them for advanced studies as well as specialization in a specific area. Students learn the theory of electricity and electrical circuits, and then focus on the installation, maintenance, and industrial application of electrical equipment and controls. Course includes theoretical and practical application of electrical power systems, wiring, single/three phase power circuits, transformers, motors and generators, and motor controls.
Prerequisite: None.
Type: C

MFT 120  Warehousing Environment 1.5-0-1.5
This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include product flow, warehousing processes, working safely in a warehousing environment, principles in running a business, workplace ethics and how employees affect the bottom line.
Prerequisite: None
Type: C

MFT 121  Warehousing Workforce Skills 1.5-0-1.5
Learners will be provided with an overview of workplace practices that contribute to the success of the job. The art of effective communication, working with others, projecting a positive image, and learning interview skills will be stressed in this course.
Prerequisite: None
Type: C

MFT 122  Warehousing & Distribution Process 2.5-0-2.5
This course provides learners with the knowledge and understanding of the core skills associated with warehousing and distribution. Learners will focus on the physical aspects of warehousing and distribution functions like material handling, staging and shipping. Other topics to be covered in this course include: warehousing productivity measures, inventory management, protecting materials and merchandise, palleting, handling systems, and processing hazardous materials.
Prerequisite: None
Type: C

MFT 123  Warehousing Technology Skills 2-0-2
Warehousing technology skills are those practices important to working in a technical environment. This course covers the use of scanners and data applications along with the understanding of industrial controls and computers and automation.
Prerequisite: None
Type: C

MFT 124  Representative Warehousing Skills 2.5-0-2.5
This course discusses and applies mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Warehousing simulations provide the opportunity to participate in problem solving of both warehousing and personal performance issues.
Prerequisite: None.
Type: C

MFT 299  Special Topics in Manufacturing (0-6)-(0-12)-(1-6)
The application of manufacturing principles to specific problems. Case studies, simulations, special problems or problem-solving techniques will be used.
Prerequisite: None.
Type: C

Marketing

MKT 126  Introduction to Marketing 3-0-3
The course introduces students to basic marketing principles with particular emphasis on environmental factors that affect a business, target market selection, and the four primary elements of the marketing mix: product, price, distribution and promotion.
Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96
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.
Prerequisite: Students must be competent computer and Internet users.
Type: C
**Course Description Guide (continued)**

**MKT 226 Online Marketing 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. Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96. MKT 126 recommended; students must be competent computer and Internet users. 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 or social media site. Commonly used Web analytics tools are reviewed to demonstrate how to assess the effectiveness of basic online marketing efforts. The course content focuses on social media but website content is also addressed. Google Analytics will be featured. Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96; MKT 226. Students must be competent computer and Internet users. 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. Prerequisite: MKT 226 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. Prerequisite: MKT 126 and one of the following: 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. Prerequisite: 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. Prerequisite: MKT 126. Type: T

**MKT 243 Basic Selling Techniques 3-0-3**
This course introduces the student to fundamental sales skills. Students will examine and apply common selling concepts: prospecting, features/benefits, relationship selling, objections, closing the sale and follow up on the sale. Prerequisite: Assessment score at ENG 101 level or completion of ENG 92 and ENG 96 Type: C

**Massage Therapy**

**MT 101 Therapeutic Massage I 4-2-5**
This course provides students with a general overview of therapeutic massage. Topics of discussion will include the history as well as current trends in massage therapy. Students will develop their palpatory skills as they learn to identify bony and muscular structures and the basics for performing a full body European/Swedish style massage. Students will also learn documentation and communication skills necessary for interaction with clients, family members and other allied health professionals. Prerequisite: Coordinator permission: assessment score at ENG 101 and MATH 94 levels. Type: C

**MT 102 Body Structure And Function 4-0-4**
Student will develop a basic understanding of human anatomy and physiology as it relates to mastering the theory and practice of therapeutic massage. The course covers basic structure and function of the integumentary, skeletal, muscular, and nervous systems, as well as common pathologies affecting these systems. Prerequisite: Coordinator permission: assessment score at ENG 101 and MATH 94 levels. Type: C

**MT 160 Movement and Massage 4-2-5**
This course provides massage therapy students an overview of the basics in therapeutic exercise. Types of exercise include passive, active and resistive exercise, as well as stretching techniques to improve a client's overall flexibility. Students will also learn massage techniques that are used to prepare athletes for upcoming events and to aid in recovery from competition. Prerequisite: Coordinator permission: assessment score at ENG 101 and MATH 94 levels. Type: C

**MT 190 Clinical Practicum I 0-2-1**
Students will be providing massage therapy services to clients in the clinical setting under close supervision of an instructor. Students will practice setting appointments, consultations and performing basic massage techniques on the client. Students will have an opportunity to enhance documentation, communication and time management skills. Prerequisite: Coordinator permission: assessment score at ENG 101 and MATH 94 levels. Type: C

**MT 195 Massage Techniques for the PT/PTA 1-1-1.5**
This course introduces students to the profession of massage therapy and builds upon the foundational knowledge of PT/PTAs. Students will learn to integrate their therapeutic skills to perform a full-body European/Swedish style massage with joint movements, and various ways to incorporate hydrotherapy into a massage setting. Students will also learn massage techniques that are utilized to prepare athletes for upcoming events and aid in the recovery from competition. Prerequisite: Coordinator permission - graduate of accredited physical therapist or physical therapist assistant program or licensed PT/PTA. Type: C
Course Description Guide (continued)

MT 200 Business Practices in MT 3-0-3
Students learn about state laws and regulations governing the practice of massage therapy. In addition, they will learn how to open, own and operate a massage therapy practice and strategies for marketing their business. Students will discuss business ethics related to massage therapy and utilize ethical guidelines when making decisions in massage therapy practice. Classroom discussions are facilitated by the instructor and include issues such as appropriate clinical behaviors, cultural difference, legal issues and the changing health care environment.
Prerequisite: MT 201, MT 212, MT 203
Type: C

MT 201 Therapeutic Massage II 4-2-5
In this course, students will learn how to perform additional types of massage methods that may be done in conjunction with the Swedish massage or independently. The massage methods discussed include: trigger point therapy, neuromuscular techniques, pregnancy massage, infant massage, geriatric massage, and special populations.
Prerequisite: MT 101, MT 102, MT 160, MT 190
Type: C

MT 202 Body Structure And Function II 4-0-4
This course is the second unit of study on basic human structure and function as it relates to massage therapy. Course content will include the following systems and common pathologies related to each: circulatory, endocrine, respiratory, digestive, and reproductive.
Prerequisite: MT 102
Type: C

MT 203 Complementary Techniques 4-2-5
In this course students will further expand their repertoire of massage techniques to utilize as a massage therapist. Course content includes several complementary and alternative approaches to massage, as well as chair massage. Students will demonstrate competency in incorporating each of the following techniques into their general massage session: myofascial release, lymphatic massage, deep tissue releases and soft tissue mobilization, craniosacral therapy, reflexology, acupressure and shiatsu.
Prerequisite: MT 101, MT 102, MT 160; MT 190 or concurrent enrollment
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.
Prerequisite: MT 101, MT 102
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.
Prerequisite: MT 210
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.
Prerequisite: MT 210
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.
Prerequisite: MT 210
Type: C

MT 214 NMT for the 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.
Prerequisite: MT 210
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.
Prerequisite: MT 201, MT 202
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.
Prerequisite: Coordinator permission: licensed massage therapist, physical therapist, physical therapist assistant
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.
Prerequisite: Coordinator/department permission: licensed MT, PT, or PTA
Type: C
Pending ICCB Approval

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.
Prerequisite: Coordinator/department permission: licensed MT, PT, or PTA
Type: C
Pending ICCB Approval
MT 270 Clinical Practicum II 0-2-1
Students will continue to provide massage therapy services to clients in the clinical setting under close supervision of an instructor. Students will continue to practice setting appointments, consultations and performing basic as well as advanced/complementary massage techniques on the client. Students will continue to enhance documentation, communication and time management skills.
Prerequisite: MT 101, MT 160, MT 190
Type: C

MT 280 Clinical Practicum III 0-2-1
This is the final clinical practicum the students conduct in order to meet the clinical hours required under Illinois licensure. Students will continue to provide massage services to clients in the 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 have opportunity to incorporate business practices in the clinical environment.
Prerequisite: MT 201, MT 202, MT 203, MT 270
Type: C

MT 285 Biodynamic Craniosacral Therapy 2-1-2.5
This advanced training experience will focus on contact with primary respiration and its healing potency. Unique because of its somatic foundation, the teaching direction of this class is grounded in developing presence, appropriate contact, and clarity of intention within the students own soma and embodied perception. Students will learn to contact the fluid biodynamic system with conscious awareness and mindfulness. These skills are necessary to facilitate the therapeutic process.
Prerequisite: Coordinator permission: certified/licensed massage therapist
Type: C

MT 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 choices; develop body awareness and mindful movement, efficient breathing, use proper body mechanics during massage and implementing self-care habits.
Prerequisites: Coordinator permission: licensed MT, PT, PTA
Pending ICCB Approval
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.
Prerequisites: Coordinator permission: licensed MT, PT, PTA
Pending ICCB Approval
Type: C

MT 299 Spec. Topics in Massage Therapy (1-4)-(0-8)-(1-4)
Varied topics in massage therapy will be addressed in order to meet most current needs of profession.
Prerequisite: Varies
Type: C

Mass Communications

MCOM 201 Introduction to Mass Communication 3-0-3
A survey of mass media and their effect on American society. The course will explore the major forms of the mass media, including newspapers, magazines, radio, television, film, advertising, and public relations. Emphasis will be placed on the historical development and the major functions, elements, and theories of mass communication.
Prerequisites: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T, MC 911

MCOM 220 Voiceover I 3-0-3
A performance and critique based course introducing the student to the art of voice acting with an emphasis on voice and articulation. The student will develop skills and techniques to evaluate voice and speech patterns, interpret commercial, industrial and narrative copy or scripts, mark copy, and effectively communicate ideas naturally while becoming familiar with the intimacy of microphone use.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

MCOM 221 Voiceover II 3-0-3
A performance and critique based course expanding on the student's voice acting work in Voiceover I. Course emphasis is on characterization development as a tool for improving analysis and delivery of dramatic and narrative copy. Students in broadcasting, communication and theatre will find the course beneficial in developing skills and techniques for evaluating voice and speech patterns; interpreting commercial, dramatic, industrial and narrative copy or scripts; and effectively communicating ideas naturally through the intimacy of microphone use.
Prerequisite: MCOM 220
Type: T

MCOM 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 records, 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

MCOM 299 Topics in Mass Communication (1-3)-(0-5)-3
This course features an in-depth study of some aspect of film, television, radio, or other form of mass media. Topics will vary and may include (but are not limited to) the following: aspects of the history of film or other mass media; new developments in media; particular movements in film or television; important directors or writers, etc. Alternatively, the focus may be hands-on instruction in a specific aspect of film, radio, or television production.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements
Type: T
Mathematics

**MATH 93** Review of Arithmetic 3-0-3
This course is for students who want to improve their mastery of arithmetic skills or who are not prepared for Basic Algebra. The course covers operations with whole numbers, fractions, decimals, percentages, 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).
Prerequisite: Math placement at MATH 93
Type: P

**MATH 94** Basic Algebra (3-5)-0-(3-5)
This is an introductory course in algebra. It covers such topics as signed numbers, linear equations and inequalities in one variable, applied problems, exponents, polynomials, factoring, graphs of linear equations in two variables, and systems of two linear equations.
Prerequisite: 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.
Prerequisite: Math placement above MATH 94 or completion of MATH 94 with a grade of C or better.
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 NCA accredited school.
Type: P

**MATH 97** Intermediate Algebra 5-0-5
The course consists of the following topics: real numbers, linear equations and inequalities, graphs of lines and linear inequalities, functions, systems of linear equations, exponents and polynomials, factoring, rational expressions, roots and radicals, quadratic equations, and nonlinear inequalities. This course is designed to prepare students for MATH 105, MATH 107, MATH 111, or MATH 112.
Prerequisite: Math placement above MATH 94 or completion of MATH 94 with a grade of C or better; Completion of geometry requirement; Reading placement above ENG 91 or completion of ENG 91
Type: P
(Prerequisite for: all students need to successfully complete this course, not a methods course.)

**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.)
Prerequisite: 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
(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)

**MATH 106** Mathematics for Elementary Teachers II 4-0-4
This is the second course of a two-course sequence (MATH 105 and MATH 106) designed to meet the needs of students majoring in elementary education. Students are strongly encouraged to successfully complete both classes at the same college. Completion of this two-course sequence fulfills the math requirement for an AA degree. MATH 106 covers: probability and statistics; introductory geometry; congruence, similarity, and constructions; motion geometry and tessellations; and concepts in measurement. (Note: This course is a content course, not a methods course.)
Prerequisites: MATH 105 (with a grade of C or better) and completion of ENG 92 or reading placement above ENG 92 level.
Type: T, IAI - M1 903

**MATH 107** General Education Statistics 4-0-4
The following concepts and statistical techniques are included: organization, presentation, and description of quantitative data (graphical methods and numerical methods); probability and probability distributions; sampling and statistical inferences (interval estimation and hypothesis testing); and correlation and regression. Students will be required to use a calculator and 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.
Prerequisite: 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, IAI - M1 902
(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)

**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.
Prerequisite: 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, IAI - M1 904
(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)
Course Description Guide (continued)

**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.
Prerequisite: 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
(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)

**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.
Prerequisite: 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, IAI - M1 906
(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)

**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 complex numbers in trigonometric form. Real-world problems will be analyzed. Use of the appropriate calculator, as recommended by the instructor, is required for this course.
Prerequisite: 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
(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)

**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. It is recommended that students complete both Computer Science I and II at the same institution.
Prerequisites: 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.
Prerequisites: 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.
Prerequisite: 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, IAI – M1 902
(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)

**Calculus Sequence**

**MATH 203 Analytic Geometry & Calculus I** 5-0-5
**MATH 204 Analytic Geometry & Calculus II** 5-0-5
**MATH 205 Analytic Geometry & Calculus III** 4-0-4

The calculus sequence is designed for students whose area of concentration is mathematics, science, or engineering. The 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.
Prerequisite: Math placement above MATH 114 or completion of MATH 114 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, IAI - M1 900-1, IAI-MTH 901
(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)

The MATH 204 course content includes the topics of applications of integration, techniques of integration, infinite series, conic sections, parametric equations, and polar functions.
Prerequisite: MATH 203 with a grade of C or better
Type: T, IAI - M1 900-2, IAI-MTH 902
The MATH 205 course content includes vectors, vector valued functions, functions of two or more variables (with applications), partial differentiation, multiple integration, and vector analysis.
Prerequisite: MATH 204 with a grade of C or better
Type: T, IAI - M1 900-3, IAI-MTH 903
**MATH 210 Computer Programming for Engineers 3-0-3**
This course introduces the fundamental principles, concepts, and methods of computing with emphasis on applications in the physical sciences and engineering. Topics include basic problem solving and programming techniques, fundamental algorithms and data structures, and use of computers in solving engineering and scientific problems. It is expected that the student will have some basic knowledge of computers.
Prerequisites: MATH 203 with a grade of C or better; Reading placement above ENG 92 or completion of ENG 92
Type: T

**MATH 213 Calculus for Business & Social Science 4-0-4**
This course introduces the concepts of differential and integral calculus with applications to problems in business and social science. Topics include 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.
Prerequisite: 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, 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.
Prerequisites: MATH 170 with a grade of C or better; Math placement above MATH 203 or 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.
Prerequisites: MATH 171 with a grade of C or better; Math placement above MATH 203 or concurrent enrollment in 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.
Prerequisite: 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.
Prerequisite: MATH 204 with a grade of C or better
Type: T, IAI-MTH 911

**MATH 299 Special Topics in Mathematics (1-4) 0-(1-4)**
This course will cover special topics or problems in mathematics and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements.
Prerequisites: Varies depending on topic
Type: T

**Medical Assistant**

**MA 130 Medical Office Clinical Procedures I 1-2-2**
Clinical Procedures I introduces the student to basic aseptic technique as it involves the obtaining of vital signs and preparing and assisting with the physical exam.
Prerequisite: Program admission.
Type: C

**MA 135 Health Care & Patient Communication 2-0-2**
Provides the student with skills in communication which are the basis of their function as a professional medical assistant. Techniques of interaction are taught to enable the student as a professional to reduce stress for themselves and for those with whom they will come in contact. Legal and ethical issues relative to communication are discussed.
Prerequisite: Program admission.
Type: C

**MA 140 Medical Office Procedures 3.5-0-3.5**
This course introduces the student to the job description and attitudes needed to work in the medical office. Specific skills taught are administrative procedures, which involve reception, mailing, phone, filing, maintaining medical records, financial record-keeping, application of medical-legal concepts, coding, billing, banking and collection.
Prerequisite: Program admission or coordinator permission.
Type: C

**MA 141 Medical Insurance & Coding 2-0-2**
This course introduces the student to insurance terminology, medical coverage and common insurance forms. The student identifies and codes procedures and diagnoses for completion of insurance forms.
Prerequisites: MA 140 and MA 150 both with a 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.
Prerequisite: Program admission or permission of coordinator.
Type: C

**MA 143 MA Automation II 1-2-2**
This course is a continuation of MA 142. Information regarding coding and charges will be filed for specific services and retrieved for analysis of total office efficiency. Billing and age analysis information will be generated from existing files and insurance forms for private, state, and federal agencies will be completed and printed. Office financial statement will be created and updated.
Prerequisites: MA 142 with a C or better.
Type: C
Course Description Guide (continued)

MA 145 Medical Law & Ethics 2-0-2
Medical Law & Ethics is a course designed to introduce the student to legal and ethical issues in the medical field. This course will provide an introduction into the legal terminology, regulations, licensure of the various allied health fields, ethical standards, professional liability, documentation and professional responsibilities. Prerequisite: 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. Prerequisite: Program admission or permission of coordinator.
Type: C

MA 151 Medical Pathology II 4-0-4
Medical Pathology II is a continuation of the study of medical terminology as it relates to each body system, disease conditions, symptoms and lab tests used in diagnosis. In this course the word roots presented will be related to common conditions, symptoms and methods of diagnosis. Prerequisite: MA 150 with a “C” or better.
Type: C

MA 170 Medical Lab Orientation I 1.5-2-2.5
This course is designed to provide the student with the opportunity to perform basic medical lab tests that are performed in the office; basic techniques of blood drawing, specimen collection, preservation of specimens, correct labeling techniques and patient test preparation; to practice good technique in hematology laboratory procedures and apply to all lab testing in performance, care and maintenance of equipment. The course will also prepare the graduate with the knowledge to set up an office and assist with the preparation of patients for lab testing at other facilities. (3-0-3 lecture, four hours lab, eight-week module)
Prerequisite: 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)
Prerequisite: MA 170 with a “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. Prerequisites: MA 130 with a “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. Prerequisites: 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. Prerequisite: MA 130, MA 150 both with a “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. Prerequisite: Coordinator permission.
Type: C

MA 195 Office Practicum 1.5-12.5-4
The student will practice previously learned skills in a supervised clinical experience at a physician’s office. This clinical practicum will be under the direction of a physician and a medical assistant. Prerequisite: Coordinator permission; completion of 34.5 semester credits of MA certificate. All courses with a C or better.
Type: C

MA 243 Clinical Coding Practicum 0-12-3
This course introduces the student to medical term usage in coding. The student will be proficient in ICD and CPT coding and insurance submission procedures. Prerequisites: Department consent.
Type: C

MA 255 Medical Assistant Mangmt Internship 1-10-3
This course builds on basic administrative skills and introduces the student to management skills needed in a medical facility. The student will complete course objectives on preparation and implementation of office policies, employee selection, and required legal forms in management. (10 hours administrative practicum) Prerequisite: Coordinator permission: Completion of Medical Assistant certificate program (021A).
Type: C

MA 299 Problems in Med Assist (.5-4)-(1-8)-(5-4)
Application of medical assisting principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. Projects and topics will vary to meet individual interests and needs. Prerequisite: Varies.
Type: C

Medical Laboratory Technology

MLT 100 Intro to Phlebotomy Procedures 1-2-2
An introduction to the basic skills of a phlebotomist. The course includes capillary and venous blood draws. Attention is given to safety, capillary collection methods, venous collection methods, equipment, supplies needed, technique tips, and special phlebotomy concerns. Some waived laboratory techniques are taught as well. (Two hours lecture, six hours lab, eight-week module) fall or spring Prerequisite: Eligible for ENG 101 and MATH 94 and department consent.
Type: C

MLT 150 Introduction to Clinical Laboratory 1-2-2
The Introduction to the Clinical Laboratory course is the first exposure of the student to the clinical laboratory. It covers safety, laboratory departments and personnel, pipetting, phlebotomy, microscopes, quality control lab math, and basic lab procedures, including: PT, HCT, HGB, and red blood cell count. Prerequisite: Acceptance into Medical Laboratory Technology program required.
Type: C
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
Prerequisites: MLT 150 with C or better.
Type: C

Applied Clinical Microbiology
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
Prerequisites: MLT 150 with C or better.
Type: C

Serology
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
Prerequisite: MLT 150 with C or better.
Type: C

Immunohematology
A study of the blood groups of man and their significance in blood banking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes, and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed. (Eight-week module, six hours lecture, six hours lab.) Spring
Prerequisite: MLT 150 with C or better.
Type: C

Phlebotomy Clinical
This course provides a clinical opportunity to apply skills and knowledge or anatomy, medical terminology, blood collection methods and related laboratory procedures. It consists of 120 hours at a clinical site.
Prerequisite: Coordinator permission, HRO 100, CIS 120 or CIS 125, MLT 100 all with a grade of C or better.
Type: C

Clinical Practice I
Supervised clinical experience. Students rotate through the hematology, serology, chemistry, coagulation and urinalysis departments of an affiliate hospital. (40 hours per week for nine weeks.) Fall
Prerequisites: MLT 150 with a grade of C or better.
Type: C

Coagulation
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
Prerequisite: MLT 150 with C or better.
Type: C

Clinical Microscopy
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
Prerequisite: MLT 150 with a C or better.
Type: C

Clinical Chemistry
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
Prerequisite: MLT 150 with a C or better.
Type: C

Clinical Practice II
Supervised clinical experience. Students will rotate through the microbiology and immunohematology at an affiliate hospital. (Consists of 40 hours per week for nine weeks.) Spring
Prerequisites: MLT 150 with a C or better.
Type: C

Introduction to Military Science
Introduces military issues and role of the U.S. Army in national defense systems. Reviews time management, goal setting, and motivational leadership.
Prerequisite: None.
Type: T

Introduction to Military Operations
Studies the modern battlefield and its relationship to leadership, team building, and stress management. Individual communication skills and group dynamics are stressed.
Prerequisite: None.
Type: T

Applied Military Skills
Provides detailed instruction and practical exercises in military writing, briefing, and decision-making. Extensive instruction and practice are provided in the reading and use of maps and compasses.
Prerequisite: None.
Type: T

Small Unit Leadership
Provides basic background in first aid and individual field-movement skills and instruction in the use of analytical aids in planning, organizing, and controlling a changing environment.
Prerequisite: None.
Type: T

Music Appreciation
This course presents a survey of Western music from the Middle Ages through the present. In addition to learning musical elements and orchestral instruments, students will be introduced to the compositions of the master composers and stylistic characteristics of the various musical eras. A writing component such as a concert report or research paper is required.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91
Type: T, IAI - F1 900
**Course Description Guide (continued)**

**MUS 102** American Popular Music  
This Humanities course presents a survey of American popular music. It covers the time span from 1619 to the present and will allow the student an opportunity to examine the various types, styles and influential musicians of American pop music.  
Prerequisite: Reading placement above ENG 91 or completion of ENG 91  
Type: T, IAI - F1 904

**MUS 103** Music Literature  
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.  
Prerequisite: MUS 105 or permission of the instructor.  
Type: T

**MUS 112** Class Instruction in Piano II  
Continuation of MUS 111.  
Prerequisite: MUS 111 with a grade of C or better  
Type: T

**MUS 113** Class Instruction in Voice I  
This introductory level course focuses on the learning of the fundamentals of sound, healthful vocal technique. Instruction is given through group and individual performance. Students will gain an understanding of all areas of vocal technique as they learn a variety of vocal literature selections. An emphasis will be placed on the development of each individual as a soloist.  
Prerequisite: None.  
Type: T

**MUS 114** Class Instruction in Voice II  
A continuation of MUS 113, this introductory level course focuses on improvement in all areas of vocal technique. Students will expand their musicianship skills and extend their repertoire through an appropriate variety of vocal literature, including the introduction of Italian song literature. Instruction is given through group and individual study and performance. An emphasis will be placed on the development of each individual as a confident, expressive soloist.  
Prerequisite: “C” or better in MUS 113  
Type: T

**Private Applied Music**

Music-Private Applied Music for Enrichment  
Private music lessons are offered to students desiring to improve their music skills in the following instruments: piano; voice; trumpet; French horn; trombone; tuba/euphonium; flute; clarinet; oboe; bassoon; saxophone; violin; viola; cello; double bass; guitar; bass guitar; percussion (drum set, snare drum, timpani, mallets, Latin percussion). These courses may be repeated up to a maximum of 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.

**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. First time private applied students should contact Andrew Jensen prior to enrolling.

<table>
<thead>
<tr>
<th>MUS</th>
<th>Instrument</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MUS 119</td>
<td>Piano</td>
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<tr>
<td>MUS 120</td>
<td>Voice</td>
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<td>MUS 121</td>
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<td>MUS 122</td>
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<td>MUS 123</td>
<td>Trombone</td>
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<td>MUS 124</td>
<td>Tuba/Euphonium</td>
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<td>MUS 125</td>
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<td>MUS 126</td>
<td>Clarinet</td>
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<td>MUS 127</td>
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<td>MUS 128</td>
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<td>MUS 129</td>
<td>Saxophone</td>
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<td>MUS 130</td>
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<td>MUS 131</td>
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<td>Cello</td>
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<td>MUS 133</td>
<td>Double Bass</td>
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<td>MUS 134</td>
<td>Guitar</td>
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<td>MUS 135</td>
<td>Bass Guitar</td>
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<tr>
<td>MUS 136</td>
<td>Percussion</td>
<td>1-1-0</td>
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</tbody>
</table>

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.  
Prerequisite: None.  
Type: T
MUS 140 Diction For Singers 1-0-1
This course is designed to focus on the area of vocal technique related to making words clear through correct enunciation of vowels and syllables and correct, efficient articulation and projection of consonants. Students will learn and apply basic rules governing diction for singing English song literature along with the correct pronunciation of Italian and German song literature. Representative selections of song literature in each language will be chosen to illustrate proper diction technique. Emphases are placed on the International Phonetic Alphabet as an aid in the pronunciation of foreign song material and guided listening to English and foreign art songs.
Prerequisite: Prior or current enrollment in Class Instruction in Voice or Private Applied Voice
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. Prerequisite: None
Type: T

MUS 150 Recording Engineer Musicianship I 3-0-3
A fundamental course in music for recording arts majors. A study of the elements of musical 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. Prerequisite: MUS 104 with a grade of C or better or satisfactory score on fundamental theory skills test.
Type: T

MUS 151 Recording Engineer Musicianship II 3-0-3
Continues the study of music presented in MUS 150 and includes the application of melody, rhythm, chords, chord progression, modality, and music notation/score reading. This highly specialized and accelerated course is designed to meet industry demands in the recording arts, and should only be considered by those with a strong musical background. Offered in spring semester only. Prerequisite: “C” or better in MUS 150
Type: T

MUS 152 History of the Recording Industry 3-0-3
Traces the development and growth of recording technology, the role of recording technology in the music business, the growth and development of major record labels, and a survey of the significant individuals who engineered the recordings. Offered in spring semester only. Prerequisite: 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. Prerequisite: MUS 111, or concurrent enrollment in 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. Prerequisite: MUS 154 with a grade of “C” or better
Type: T

MUS 159, 160, 259, 260 Concert Band I-IV 0-3-1
The Concert band is an ensemble dedicated to the study and performance of a wide variety of musical literature. Repertoire represents a variety of musical styles from the music of the baroque, classical, romantic, and 20th century to various jazz, rock, and popular styles. The ensemble is open to all woodwind, brass and percussion students.
Prerequisite: None
Type: T

MUS 161, 162, 261, 262 College Choir I-IV 0-3-1
The concert choir will sing choral repertoire ranging from classical to folk and popular. The choir will perform several times during the school year. Rehearsals will be dedicated to learning correct vocal production, musicianship, ear-training and sight-reading skills through vocal exercises and choral literature.
Prerequisite: First semester students are expected to be able to match pitches and blend.
Type: T

MUS 163, 164, 263, 264 Jazz Band I-IV 0-3-1
The Jazz Band rehearses and performs literature from the contemporary big band media. Instrumentation consists of alto, tenor and baritone saxophones, trumpets, trombones, piano, guitar, drums, and bass.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 165, 166, 265, 266 Instrumental Ensemble 0-3-1
This is an instrumental performing ensemble dedicated to the study and performance of a wide variety of musical literature. Depending on the ensemble chosen, the literature will represent the various styles found within that idiom, i.e., music of the baroque, classical, romantic, and 20th century, as well as various jazz, rock, and popular styles.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 167, 168, 267, 268 Chamber Singers 0-3-1
The Chamber Singers are selected from the College Choir on the basis of musicianship, sight reading ability, and blend factors. Each part will be balanced and membership will be limited to a suitable chamber size. The repertoire will vary from early and contemporary madrigals to pop music. The group will perform for community organizations and in concert.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 175, 176, 275, 276 Guitar Ensemble 0-3-1
The guitar ensemble is a performing ensemble that rehearses and performs a wide variety of guitar ensemble literature, ranging from classical to jazz to popular music. Students will learn different rehearsal and practice techniques related to preparing a musical performance, with the goal of presenting at least one concert per semester. Students will learn many musical skills such as solo guitar, group playing, and basic improvisation.
Prerequisite: Permission of instructor and/or audition.
Type: T
Course Description Guide (continued)

MUS 177, 178, 277, 278 Jazz Improvisation 0-2-1
This course is designed to foster a greater appreciation and understanding of jazz improvisation. Study will include functional jazz harmony, instrumental technique, and aural development. Students will study the music of prominent composers and performers including Miles Davis, Herbie Hancock, Horace Silver, Duke Ellington and others. Each class session will include study through rehearsal and performance by the members of the class.
Prerequisite: Permission of instructor and/or audition.
Type: T

MUS 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. Offered in fall semester only.
Prerequisite: Completion of or concurrent enrollment in MUS 152 and reading assessment score at the ENG 101 level or completion of ENG 92.
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.
Prerequisites: A grade of “C” or above in MUS 106. Students are strongly encouraged to continue to enroll in subsequent levels of class piano.
Type: T

MUS 206 Music Theory IV 4-0-4
This course will continue the study of advanced harmonic techniques including modulation, altered chords, chromatic harmony, counterpoint and introduction to contemporary harmonic principals. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, and rhythmic dictation), singing skills (solfeggio and sight-singing), and keyboard skills (scales, chords, chord progressions). Special emphasis will be placed on the techniques used by 20th century composers. Must be taken in sequence. Offered in spring semester only.
Students are strongly encouraged to continue to enroll in subsequent levels of class piano.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: MUS 213 with a grade of “C” or better.
Type: T

Private Applied Music

Music-Private Applied Music for the Music Major or Music Minor
Private music lessons are offered to students pursuing a major or minor in music in the following instruments: piano; voice; trumpet; French horn; trombone; tuba/euphonium; flute; clarinet; oboe; bassoon; saxophone; violin; viola; cello; double bass; guitar; bass guitar; percussion (drum set, snare drum, timpani, mallets, Latin percussion). These courses may be repeated up to a maximum of 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 Piano 2-0-2
MUS 220 Voice 2-0-2
MUS 221 Trumpet 2-0-2
MUS 222 French horn 2-0-2
MUS 223 Trombone 2-0-2
MUS 224 Tuba/Euphonium 2-0-2
MUS 225 Flute 2-0-2
MUS 226 Clarinet 2-0-2
MUS 227 Oboe 2-0-2
MUS 228 Bassoon 2-0-2
MUS 229 Saxophone 2-0-2
MUS 230 Violin 2-0-2
MUS 231 Viola 2-0-2
MUS 232 Cello 2-0-2
MUS 233 Double Bass 2-0-2
MUS 234 Guitar 2-0-2
MUS 235 Bass Guitar 2-0-2
MUS 236 Percussion 2-0-2

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 3:30-5:00 p.m. during several weeks of the semester. In addition, music majors must attend a specified number of concerts each semester in accordance with Music department policy. All students perform in a final examination jury at the end of the semester.
Type: T

MUS 250 Basic Digital Recording Techniques 3-0-3
A hands-on approach to gaining technical and electronic understanding of various equipment used in the basic recording studio. Subjects covered include an introduction to the physical aspects of sound, sound level measurement, introduction to microphone techniques, psychoacoustics, basic electricity, principles and practice of magnetic and digital recording, and an overview of the recording studio.
Prerequisite: Concurrent enrollment in or completion of MUS 104 with a grade of “C” or better (or satisfactory score on the fundamental theory skills test, and concurrent enrollment in or completion of MUS 145).
Type: T

MUS 251 Advanced Digital Recording 3-0-3
A continuation of MUS 250. Digital recording technology using Pro Tools is discussed and demonstrated. Topics include: recording console theory and operation, microphone design and techniques, signal processing and digital effects equipment, hard-disc recording, and reproduction.
Prerequisite: MUS 250 with a grade of “C” or better.
Type: T
Course Description Guide (continued)

MUS 252 Critical Listening for the Engineer 3-0-3
A course in aural skills development for recording engineers. This
class will focus on various types of music, acoustic and electronic
timbres, general instrument ranges and sonic properties, blend,
balance, equalization, panning, reverb, compression, limiting, and
other tools used in the recording process.
Prerequisite: Concurrent enrollment in or completion of MUS 251
& MUS 106 or MUS 151
Type: C

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.
Prerequisite: Advance standing (21 hours) in the Music Technology
program, including completion of MUS 105 and MUS 106 or MUS
150 and MUS 151, and MUS 250 and MUS 251. Students are
required to have an interview with the coordinator prior to enrolling.
Type: T

MUS 299 Special Topics in Music (1-4)-0-(1-4)
This course is an introduction to special topics and issues in music
presented through lectures, discussions, demonstrations, readings,
and/or individual research. Topics vary each semester. This course
may be taken more than once if different topics are covered.
Prerequisite: Advanced standing in music or permission of instructor.
Type: T

Network Design and Administration
– Also see Cisco Networking

NETW 101 Introduction to Networking 3-0-3
This course is an introductory course which covers the fundamentals
of data communications and networking principles. Students will
learn network standards, protocols, and topologies. Students will also
learn network architectures of Local Area Networks and Wide Area
Networks and related media, connections and components. Other
topics covered include the OSI model, TCP/IP, and network security.
Prerequisite: Basic computer skills.
Type: C

NETW 105 Data Assurance 1-0-1
This course provides an overview of computer and network security
issues including the numerous types of attacks computers are
vulnerable to, the types of attacker profiles, and the hardware and
software defense solutions available.
Prerequisite: Basic computer skills.
Type: C

NETW 130 Preparation for A+ Certification
Note: EET 256 is equivalent to NETW 130 and will satisfy
graduation requirements for those programs requiring NETW 130.

NETW 142 Network Design 3-0-3
This course provides students a foundation of network design. Upon
completion of this course, students can design routed and switched
network infrastructures, involving local and wide area networks,
for businesses and organizations. This course focuses on gathering
customer requirements, identifying solutions, and designing the
network infrastructure and elements to ensure the basic functionality
of the proposed solutions.
Prerequisite: CISC 152 with a grade of C or better. (Students who
meet the prerequisite through professional certification should
contact the program coordinator.)
Type: C

NETW 151 Telecommunications 3-0-3
This course is a comprehensive overview of how information,
including voice and data, travel throughout telecommunications
networks. The primary focus of the course is the fundamentals
of telecommunications technologies, associated terminology and
methods used to route traffic across the telecommunications network.
Topics include switching, signaling, Time Division Multiplexing,
the Public Switched Telephone Network, and services offered to
residential and business customers.
Prerequisite: NETW 101 or CISC 151. (Students who meet the
prerequisite through professional certification should contact the
program coordinator.)
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.
Prerequisite: NETW 101 or CISC 151. (Students who meet the
prerequisite through professional certification should contact the
program coordinator.)
Type: C

NETW 188 Windows Server I 3-0-3
This course provides students with the knowledge and skills that
are required to manage and maintain the Microsoft Windows
Server Environment. The course focuses on selecting server and
client hardware, installing and configuring a server, setting up and
managing network services, establishing remote access services,
interoperating on a network, setting up Internet services, monitoring
and tuning a server, and troubleshooting problems. Students will
have an opportunity to apply their knowledge through hands-on
projects and case study assignments. Upon completion of the course,
students are prepared for Microsoft certification exam.
Prerequisite: NETW 101 or CISC 151. (Students who meet the
prerequisite through professional certification should contact the
program coordinator.)
Type: C

NETW 191 TCP/IP 3-0-3
This course teaches students one communications architecture:
Transmission Control Protocol/Internet Protocol and its
implementation with Windows server and client operating systems.
Prerequisite: NETW 101 or CISC 151. (Students who meet the
prerequisite through professional certification should contact the
program coordinator.)
Type: C

NETW 211 Digital Forensics 3-0-3
This course deals with the preservation, identification, extraction,
documentation, and interpretation of digital data. Students will learn
the basic artifacts of each of today's most popular operation systems
and PC applications. The course will also include an overview of
communication artifacts. Topics covered include evidence handling,
chain of custody, collection, preservation, identification, and recovery
of digital data. This course will feature the use of today's most
popular forensics tools.
Prerequisite: Intermediate computer skills, including file management
skills and knowledge of various operating systems.
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. Topics 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.
Prerequisite: CISC 154 with a grade of C or better. (Students who meet the prerequisite through professional certification should contact the program coordinator.)
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 network 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.
Prerequisites: NETW 101 or CISC 151. (Students who meet the prerequisite through professional certification should contact the program coordinator.)
Type: C

NETW 288 Windows Server II 3-0-3
This course provides students with an understanding of the administrative tools that are used to implement, manage, and maintain Microsoft Windows Server Network Infrastructure. Topics in the course include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol, Domain Name System, and Windows Internet Name Service; securing Internet Protocol traffic with Internet Protocol security certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. Students will have an opportunity to apply their knowledge through hands-on projects and case study assignments. Upon completion of the course, students are prepared for Microsoft certification exam.
Prerequisite: NETW 188. (Students who meet the prerequisite through professional certification should contact the program coordinator.)
Type: C

NETW 295 Network Internship 0-15-3
This course requires an average of 15 hours a week of supervised work experience at an approved work site. The course provides the necessary articulation between theory and the world of computer networking and is required for all students seeking a degree in Networking Design & Administration.
Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester of study prior to graduation. Coordinator approval.
Type: C

NETW 299 Special Topics in Networking (.5-4)-0-(.5-4)
This course presents projects and topics in networking by simulated experiences, observations, discussions, conferences, readings or individual research. Current technologies related to the field of networking will be presented and discussed. Projects and topics will vary to meet individual interest and needs.
Prerequisite: Varies by topic.
Type: C

Nurse Assistant – See HRO

Nursing Education

NE 100 Clinical Calculations for Nurses 3-0-3
This course is designed to enable the student to learn basic mathematical concepts and systems of measure and calculate oral and parenteral dosages for selected medication. This course or successful completion of the NE 100 Proficiency Test is required for admitted nursing students. The NE 100 Proficiency Test will be available during NE orientation. (Summer only.)
Prerequisite: Acceptance into the nursing program.
Type: C

NE 102 Introduction to Nursing Procedures 1-3-2
The course is designed to enable the student to perform basic nursing procedures related to the care of clients. Focus of the course is on developing a theoretical foundation for specified procedures along with practice of the procedures in a simulated setting in the classroom and laboratory. The course will prepare the student to perform basic procedures necessary to the nursing care of a 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)
Prerequisite: NE 100 with a grade of C or better, or NE 100 proficiency, and completion of or concurrent enrollment in BIOL 155/157, HRO 150, SOC 153, and HRO 100/160 (or proficiency).
Type: C

NE 103 Introduction to Nursing 2.5-4.5-4
An introductory study of nursing with emphasis on acquiring the basic knowledge and behaviors needed to work as a nurse. Content is presented in relation to basic human needs and the nursing process. Situations are provided in the classroom setting, the autotutorial laboratory, college laboratory and the clinical setting.
Prerequisite: NE 102 with a grade of C or better or concurrent enrollment; or escrowed credits for CNA/LPN and completion of or concurrent enrollment in BIOL 155/157, HRO 150, SOC 153, and HRO 100/160 (or proficiency). (11-week module. 3.5 hours classroom; six hours college and clinical lab per week)
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. Emphasis on the study of an individual’s ability to maintain health.
Prerequisite: Acceptance into nursing program. Completion of or concurrent enrollment or waiver of NE 102, NE 103, BIOL 155/157, SOC 153, HRO 150.
Type: C

NE 105 Health Continuum II 2-0-2
Emphasis on the study of 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.
Prerequisites: BIOL 155/157, HRO 150, SOC 153, HRO 100/160, NE 102, NE 103 and NE 104 all with a grade of C or better and concurrent enrollment or completion of NE 106, NE 108, ENG 101, BIOL 156/158 all 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)
Prerequisites: BIOL 155/157; HRO 150; SOC 153; HRO 100/160; NE 102, NE 103, NE 104 all with a grade of C or better, and concurrent enrollment in or completion of NE 105, NE 108, ENG 101 and BIOL 156/158 all 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)
Prerequisites: BIOL 155/157; HRO 150; SOC 153; HRO 100/160; NE 102, NE 103, NE 104 all with a grade of C or better, and concurrent enrollment in or completion of NE 105 and NE 106, ENG 101 and BIOL 156/158 all with a grade of C or better.
Type: C

NE 207 Interference w/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)
Prerequisites: BIOL 156/158; ENG 101; NE 105, NE 106, and NE 108 all with a grade of C or better, and concurrent enrollment in or completion of NE 209, ENG 102 and PSYC 151
Type: C

NE 209 Interference w/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)
Prerequisites: BIOL 156/158; ENG 101; NE 105, NE 106, and NE 108 all with a grade of C or better, and concurrent enrollment in or completion of NE 207, ENG 102 and PSYC 151
Type: C

NE 210 Interference w/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)
Prerequisites: ENG 102; PSYC 151; NE 207 and NE 209 all with a grade of C or better, and concurrent enrollment in or completion of NE 211 all with a grade of C or better and NE electives.
Type: C

NE 211 Interference w/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. This course deals with the role change from student to graduate nurse. Learning situations are provided in the classroom setting, the autotutorial laboratory, college laboratory simulated sessions and the hospital setting. Eight-week module. (Seven hours classroom, 12 hours college and clinical lab per week)
Prerequisites: ENG 102; PSYC 151; NE 207 and NE 209 all with a grade of C or better, and concurrent enrollment in or completion of NE 210 all with a grade of C or better, and NE electives.
Type: C

Office Administration and Technology

OAT 121 Introduction to Office Support 3-0-3
This course addresses the concepts involved in office support technology with emphasis on its history, technology, procedures and career opportunities. Computer terminology, hardware and software, application software, and operating environments as they relate to office support are included.
Prerequisite: None.
Type: C

OAT 122 Word Processing Applications I 3-0-3
This course provides hands-on experience using one of the most popular word processing packages. Topics include: document creation, editing, printing, headers/footers, tables, graphics, macros, merging, spellers/grammar/thesaurus, file management, templates, styles, and sorting.
Prerequisite: Knowledge of Windows, computer terminology, and document processing.
Type: C

OAT 128 Microsoft Outlook 1-0-1
Microsoft Outlook, the personal information manager software included in Microsoft Office, will be covered. Features of Outlook covered will be managing and tracking appointments and tasks; maintaining a calendar; utilizing the address book; sending and receiving electronic mail; and integrating with other applications of Microsoft Office.
Prerequisite: Knowledge of Windows.
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.
Prerequisite: Keyboarding skill and Windows knowledge.
Type: C
OAT 131 Database Basics 1-0-1
This course will cover the basics of database software using a popular database program. A range of commands will be learned to allow students to use the introductory features of the program. NOTE: This course is designed for students who do not plan to take another course in database management. Students desiring additional knowledge should register for OAT 185 (three semester credits) instead of OAT 131.
Prerequisite: Keyboarding skill and Windows knowledge.
Type: C

OAT 132 Electronic Spreadsheet Basics 1-0-1
This course will cover the basics of electronic spreadsheets using a popular spreadsheet program. A range of commands will be learned to allow students to use the introductory features of the program. NOTE: This course is designed for students who do not plan to take another course in electronic spreadsheets. Students desiring additional knowledge should register for OAT 175 (three semester credits) instead of OAT 132.
Prerequisite: Keyboarding skill and Windows knowledge.
Type: C

OAT 133 Presentation Basics 1-0-1
This course will cover the basics of presentations using a popular presentation software program. A range of commands will be learned to allow students to use the introductory features of the program. NOTE: This course is designed for students who do not plan to take another course in presentation graphics. Students desiring additional knowledge should register for OAT 165 (two semester hours) instead of OAT 133.
Prerequisite: Keyboarding skill and Windows knowledge.
Type: C

OAT 146 Computer Applications for the Office 3-0-3
A comprehensive study of the use of computer applications and technologies for office personnel will be presented. Class topics include computer hardware, software, and operating systems as they relate to office personnel and hands-on experience using word processing, spreadsheet, and presentation software.
Prerequisite: None.
Type: C

OAT 155 Software Computations 3-0-3
This course covers basic fundamental business mathematics concepts. The student will solve problems dealing with simple and compound interest, discounts, depreciation, payroll, merchandising, and installment buying. Microcomputers and appropriate calculating software will be used to complete all in-class applications.
Prerequisite: Knowledge of business math (MGMT 102).
Type: C

OAT 156 Microsoft Office Suite I 3-0-3
In this course students will receive instruction and hands-on training on an office suite software package. Instruction will be on the various applications and how they are being integrated and used in today’s office environment to increase productivity and efficiency. Topics include word processing, spreadsheet, database applications, and presentation software, as well as integration of the suite.
Prerequisite: Knowledge of document processing and Windows.
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 familiarity with symbol keys and the ten key numeric keypad.
Prerequisite: Knowledge of Windows and the Internet.
Type: C

OAT 165 Presentation Graphics 2-0-1
This course is designed to teach students to use a presentation graphics package. Comprehensive instruction in the major features of the application will be covered. Topics include creating and editing slides, adding animation to slides, linking and embedding, and customizing a slide show.
Prerequisite: Keyboarding skill and Windows knowledge.
Type: C

OAT 169 Automated Application/Transcription 3-0-3
The course objective is to provide a learning experience for students that will prepare them to work in an automated office environment using dictation/transcription equipment. The dictators in the course all have the skills necessary to do transcription materials reflect contemporary and technological trends. Emphasis will be placed on proofreading, grammar, and punctuation skills. Students may specialize in general, legal, or medical applications/transcription.
Prerequisite: Knowledge of document processing.
Type: C

OAT 170 Keyboarding/Touch System 2-0-2
This two semester hour course has three major purposes: (1) to enable students to develop basic touch keyboarding skills for computers, (2) to teach students to use word processing software to complete practical applications on the microcomputer, and (3) to develop good proofreading skills. The student who completes this course will be able to input alphabetic, numerical, and symbolic information on electronic keyboards. He/she will also be able to format, edit, retrieve, and save and print using word processing software.
Prerequisite: None.
Type: C

OAT 171 Keyboarding & Document Processing I 3-0-3
This is an entry level course designed to enable students to gain touch typewriting skills using correct fingeriging techniques. The student should develop the typing skills necessary for entry-level employment and/or personal use. Units of instruction include business letters, memos, tables, outlines, and manuscripts. When the course is completed, students should type at speeds of 20-50 gross words per minute with a maximum of five errors on five-minute timings. Computers and word processing software will be used to complete applications. This course is designed for students who plan to continue in document processing.
Prerequisite: None.
Type: C

OAT 172 Document Processing II 3-0-3
This course is a continuation of OAT 171. A further development of production typewriting and speed building will be provided in this course. The importance of organizing work and meeting deadlines will be stressed. When the course is completed, students should type at speeds of 30-60 gross words per minute with a maximum of five errors on five-minute timings. Computers and word processing software will be used to complete applications.
Prerequisite: Document processing and keyboarding skill equivalent to OAT 171.
Type: C

OAT 175 Electronic Spreadsheet 3-0-3
This course is designed to teach students to use an electronic spreadsheet package. Comprehensive instruction in the major features of the application will be covered. Topics include creating, editing, formatting, inserting, formulas, and preparing charts. Other topics include graphs, date, statistical, table lookup, dynamic functions, calculation order, nested conditional, file linking commands, and macros. Uses of the database query, sort, statistical functions, and fill are also covered.
Prerequisite: Keyboarding skill and Windows knowledge.
Type: C
### Course Description Guide (continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 180</td>
<td><em>Word Processing</em></td>
<td>C</td>
<td>Keyboarding skill and Windows knowledge.</td>
</tr>
<tr>
<td></td>
<td>The course is designed to teach students to use a word processing package. Comprehensive instruction in the major features of the application will be covered. Topics include creating, editing, formatting, tables, columns, headers, footers, graphics, macros, styles, templates, and forms. Prerequisite: Keyboarding skill and Windows knowledge. Type: C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OAT 184</td>
<td><em>MS Office Specialist Testing Preparation</em></td>
<td>1-0-1</td>
<td>This course will allow the student to synthesize knowledge of Microsoft Office applications and make final preparations for testing. The course may be repeated when the student prepares for a second or third application test. Prerequisite: Knowledge of Microsoft Office Suite. Type: C</td>
</tr>
<tr>
<td>OAT 185</td>
<td><em>Database Applications</em></td>
<td>3-0-3</td>
<td>The course is designed to teach students to use a database applications software package. Topics include identifying database terminology, designing tables and queries, printing and designing forms and reports. Prerequisite: Keyboarding skill and Windows knowledge. Type: C</td>
</tr>
<tr>
<td>OAT 190</td>
<td><em>Web Design with Microsoft Office</em></td>
<td>3-0-3</td>
<td>This course is designed to teach students to create web pages using current web page design software. Students will receive instruction on creating and revising a Web page, using lists, hyperlinks, pictures, tables, frames, animation features, and HTML forms. Prerequisite: Keyboarding skill and Windows knowledge. Type: C</td>
</tr>
<tr>
<td>OAT 225</td>
<td><em>Advanced Word Processing</em></td>
<td>3-0-3</td>
<td>Comprehensive instruction in the advanced features of word processing will be covered. Topics include merging, tables and indexes, macros, fill-in forms, graphics, templates, and integration with other applications. Prerequisite: OAT 180. Type: C</td>
</tr>
<tr>
<td>OAT 230</td>
<td><em>Advanced Electronic Spreadsheet</em></td>
<td>3-0-3</td>
<td>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. Prerequisite: OAT 175. Type: C</td>
</tr>
<tr>
<td>OAT 240</td>
<td><em>Advanced Database Applications</em></td>
<td>3-0-3</td>
<td>Comprehensive instruction in the advanced features of database applications will be covered. Topics include building and modifying tables and forms, refining queries, defining relationships, ensuring data integrity, designing forms and reports, creating and editing macros, and linking and embedding with other applications. Prerequisite: OAT 185. Type: C</td>
</tr>
<tr>
<td>OAT 256</td>
<td><em>Office Management</em></td>
<td>3-0-3</td>
<td>This course provides a comprehensive study of office management as a total office support system used throughout a business firm or organization. The topics covered include communications, systems analysis, office automation, telecommunications, reprographic systems, records management, micrographics, and human resource management. Prerequisite: Sophomore standing. Type: C</td>
</tr>
<tr>
<td>OAT 260</td>
<td><em>Administrative Office Procedures</em></td>
<td>3-0-3</td>
<td>The duties and responsibilities of office support personnel are emphasized in this capstone course. Students will demonstrate skills through practical, hands-on application. Topics include records management, job-seeking skills, office etiquette and ethics, telephone techniques, review of current literature, and group presentations on pertinent issues and trends. Document processing skill and Windows knowledge are recommended. Prerequisite: Sophomore standing. Type: C</td>
</tr>
<tr>
<td>OAT 261</td>
<td><em>Business Communications</em></td>
<td>3-0-3</td>
<td>This course is concerned with the development of the skills and strategies necessary for effective oral and written business communication. Students will learn to write and speak naturally, concisely, and clearly. Prerequisite: ENG 101. Type: C</td>
</tr>
<tr>
<td>OAT 273</td>
<td><em>Document Processing III</em></td>
<td>3-0-3</td>
<td>This course is a continuation of OAT 172 and includes advanced production work, the creation of original documents, the completion of specialized office applications, and advanced speed building activities. When the course is completed, the student should type at speeds of 40-70 gross words per minute with a maximum of five errors on a five-minute timing. Computers and word processing software will be used to complete applications. Prerequisite: OAT 172 or equivalent skill Type: C</td>
</tr>
<tr>
<td>OAT 274</td>
<td><em>Law Office Computer Applications</em></td>
<td>3-0-3</td>
<td>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 one of the following: OAT 274 or PARL 274. Prerequisites: OAT 122 or OAT 180. Type: C</td>
</tr>
<tr>
<td>OAT 275</td>
<td><em>Law Office Management</em></td>
<td>3-0-3</td>
<td>This course covers the theory and practical aspects of law office management, including the functions of management, administrative procedures, basic principles of finance, facilities management, human resource management, and leadership skills. Prerequisite: Sophomore standing. Type: C</td>
</tr>
<tr>
<td>OAT 276</td>
<td><em>Current Technology for Office Support</em></td>
<td>3-0-3</td>
<td>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. Sophomore standing. Type: C</td>
</tr>
</tbody>
</table>
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.
Prerequisite: Sophomore standing.
Type: C

OAT 285 Microsoft Office II 3-0-3
This course is a continuation of Microsoft Office Suite I. Office support applications of Microsoft Office will be taught, emphasizing realistic business assignments involving document production that duplicates on-the-job performance. Integration of the various Microsoft Office applications will be an integral part of the course.
Prerequisites: OAT 156.
Type: C

OAT 293 Office Admin. & Technology Intern 1-10-3
This course requires a total of 160 hours of supervised work experience at an office site. The course provides the necessary articulation between academic theory and the world of work and helps the student make a supervised transition to the career of his/her choice.
Prerequisites: Sophomore standing; Minimum GPA 2.0; For Administrative Assistant, Legal, Medical, and Accounting Office Specialist - OAT 260, 261, 273 or concurrent enrollment or coordinator approval. For Office Technology Specialist - OAT 180, 256, 260, 261, 273, 276 or concurrent enrollment or coordinator approval
Type: C

OAT 299 Special Topics in Office Admin & Tech (5-4)-0-(5-4)
This course presents projects and topics in business by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite: None.
Type: C

Paralegal Studies

PARL 120 Introduction to Paralegal Studies 3-0-3
Provides a basic background in the United States legal process. This course will provide an introduction to civil and criminal processes, legal terminology, and a history of common law. Students will examine the role of the paralegal in the legal system and discuss the ethics, regulations, and professional responsibilities involved in their roles as paralegals. Basic legal concepts and legal analysis will be discussed. Students will learn to read and brief legal cases.
Prerequisite: None.
Type: C

PARL 220 Legal Research and Writing I 3-0-3
Students will examine the federal and state court systems and be introduced to case and statutory analysis. Students will learn to use a law library and the resources available there. They will examine the role of paralegals in the litigation process and will also learn to analyze and synthesize written opinions. Students will be required to complete several writing projects.
Prerequisite: English 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.
Prerequisite: PARL 220.
Type: C

PARL 230 Civil Procedure 3-0-3
Students will examine the lawyers’ and paralegals’ roles in handling civil cases. The strategy and mechanics of civil procedure will be explored in depth with special emphasis on Illinois law and Federal procedure. Students may be required to prepare various writing projects.
Prerequisites: PARL 120, PARL 220, 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.
Prerequisites: 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: None.
Type: C

PARL 265 Wills, Probate, and Estate Planning 3-0-3
Students will study the most common forms of wills and trusts and the fundamental principles of law applicable to each. This course will place emphasis on the administration of estates under the Illinois Probate Act. Students will be required to complete several writing projects.
Prerequisite: None.
Type: C
Course Description Guide (continued)

PARL 270 Criminal Law 3-0-3
Causes of action of criminal liability on the misdemeanor and felony level will be studied. Some constitutional law issues raised by a criminal practice will also be addressed. Students will study the procedures of the criminal system, from arrest through post-trial motions, sentencing, and appeal. Students will be required to complete several writing projects.
Prerequisite: None.
Type: C

PARL 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 one of the following: PARL 274 or OAT 274.
Prerequisite: OAT 122 or OAT 180.
Type: C

PARL 275 Bankruptcy/Creditor's Rights 3-0-3
Students will become familiar with the bankruptcy system and the United States Bankruptcy Code. Students will gain an understanding and working knowledge of the different types of bankruptcies and the specific steps taken to complete the bankruptcy process, including completion of the documents required to conduct these processes. Creditors' rights will also be explored. The student will be required to complete several writing projects.
Prerequisite: None.
Type: C

PARL 280 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.
Prerequisite: 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.
Prerequisites: Students must have a 2.75 GPA in PARL course work and an overall GPA of 2.0. Student must have completed 18 credit hours of PARL courses which include PARL 220, PARL 230, and PARL 240. Enrollment in paralegal internship requires coordinator approval.
Type: C

PARL 299 Special Topics in Paralegal Studies .5-4-0-.5-4
Presents projects and topics in paralegal studies by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.
Prerequisite: None.
Type: C

PDA – See Construction Painting & Decorating

Philosophy

PHIL 150 Introduction to Philosophy 3-0-3
Historically, philosophy has been many things. In the context of this course, it is largely a point of view, a way of thinking. This way of thinking approaches life by reflecting upon the ideas that we use to make sense of life. Further, in the last hundred years we have come to see this point of view in conjunction with a tradition of literature, and a tradition of concerns. Thus, the aim of an introduction to philosophy is to get students to take up this point of view, even if only for a moment and not for a lifetime, and further to get students to see something of the tradition of its literature and concerns. Students take up the point of view by reading, or reading about, specific philosophical works or concerns.
Prerequisite: Reading and writing 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
Introduction to Logic is a reflection on thought, discourse, and argumentation. It accomplishes this through the examination of deductive logical systems, argument forms, and informal fallacies. However, the course also provides an examination of the philosophical questions or the nature of truth, language, and thought. Also, through reading, analyzing, and interpreting argumentative essays, the course provides students an opportunity to see issues of logic in concrete discourse.
Prerequisite: Reading and writing 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 course, ethical theories are used as a means to reflect upon the issues which underlie human action. This includes examination of the idea of the good life, of human nature and natural law, of standards of value and their justifications, of the concept of freedom, of the idea of justice, of the idea of pleasure, etc. The course also includes a philosophical examination of selected life problems: the problems of technology and environmental degradation, the problems of socio-economic organization, the problems of individual freedom, and the problems of traditional obligations to family and work.
Prerequisite: Reading and writing 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.
Prerequisite: 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.
Prerequisite: Reading and writing assessment 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 will be the ideas of Hinduism, Buddhism, Confucianism, Taoism, Islam, and the "mythological" thought of at least one of the following cultural groups: Native Americans, Africans, Australo-Aborigines, and Polynesians. In addition to a survey of ideas, the course stresses the reading and interpreting of primary text against its relevant cultural/historical back-drop. Completion of this course fulfills the Third World culture requirement for graduation from SWIC.
Prerequisite: 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.
Prerequisite: 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 will show how the application of techniques of philosophical analysis can assist in the clarification of certain important cognitive and conceptual problems in religious belief. Following an outline introduction to the main problems of Western philosophy and to the techniques of philosophical methodology, students will be invited to survey a range of problems: the concept of God and the cognitive significance of theistic belief; the intelligibility of religious language; the classification of religious experience; intellectual challenges to religious belief and the philosophical analysis of religious doctrine. In each case, students will be invited to reach a clear understanding of the issues involved and to reflect in a critical way upon them.
Prerequisite: Reading and writing 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.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

PHIL 299 Special Topics in Philosophy (1-4)-0-(1-4)
Special topics and issues in philosophy presented through lectures, discussions, readings, and/or individual research. Topics vary each semester. Course may be taken more than once if different topics are covered.
Prerequisite: Sophomore standing and one course in philosophy, or permission of instructor. Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T

Physical Education

PE 101 Coed Volleyball 0-2-1
This is a beginning course in volleyball stressing individual skills, basic rules and strategy.
Prerequisite: None.
Type: T

PE 102 Coed Basketball 0-2-1
This is a beginning course in basketball stressing individual skills, basic rules, strategy, history, and terminology.
Prerequisite: None.
Type: T

PE 105 Bowling 0-2-1
This is an elementary course stressing basic skills, rules, and strategy.
Prerequisite: None.
Type: T

PE 106 Golf 0-2-1
This is a practical course in golf, primarily for beginners.
Prerequisite: None.
Type: T

PE 107 Beginning Swimming 0-2-1
Introduction to basic elementary swimming, stressing orientation to water and the basic strokes.
Prerequisite: None.
Type: T

PE 108 Intermediate Swimming 0-2-1
This course stresses a review of the basic skills and additional arm strokes and leg movements necessary in mastering the following: free, breast, butterfly, and back strokes. In addition, students will be instructed in safety and survival skills and basic rescue techniques in the water.
Prerequisite: PE 107
Type: T

PE 109 Coed Water Safety and Lifesaving 0-2-1
An advanced swimming course to provide the individual with the knowledge and skills necessary to save his or her own life or the life of another in the event of a water emergency.
Prerequisite: PE 107 or PE 108
Type: T

PE 110 Strength Training 0-2-1
A study of the fundamental principles involved in body building, including progressive resistance exercises.
Prerequisite: None.
Type: T

PE 112 Coed Softball 0-2-1
A beginning course in softball stressing individual skills, basic rules, strategy, history and terminology.
Prerequisite: None.
Type: T

PE 113 Beginning Tennis 0-2-1
A beginning course in the basic skills of tennis including tennis rules, strategy, and scoring.
Prerequisite: None.
Type: T

PE 114 Intermediate Tennis 0-2-1
Designed as both a comprehensive review of strokes learned at the beginning level and an opportunity to add the lob, drop shot and smash to the players basic stroke skills. More emphasis on singles and doubles play is given than at the beginning level.
Prerequisite: PE 113
Type: T
Course Description Guide (continued)

PE 115  Personal Defense-Karate I  0-2-1
Introduction to basic karate techniques for self defense and body-tuning exercises. No previous training necessary.
Prerequisite: None.
Type: T

PE 116  Personal Defense-Karate II  0-2-1
Advanced karate techniques, physical conditioning and philosophical teachings of karate.
Prerequisite: PE 115
Type: T

PE 118  Personal Defense-Kodokan Judo I  0-2-1
Beginning course in self defense, stressing the fundamentals of Kodokan Judo.
Prerequisite: None.
Type: T

PE 119  Personal Defense-Kodokan Judo II  0-2-1
Intermediate course in self defense stressing the development of physical and mental coordination to a high degree of proficiency.
Prerequisite: PE 118.
Type: T

PE 120  Personal Defense-Kodokan Judo III  0-2-1
Advanced course in self defense Kodokan Judo III offering serious students of judo an opportunity to earn an additional promotion in Nihyu-second-degree brown belt.
Prerequisite: PE 119
Note: See department chair if at Brown Belt Standing in Judo
Type: T

PE 124  Beginning Soccer  0-2-1
Students learn the rules of the game, basic skills, basic drills, strategy and scoring.
Prerequisite: None.
Type: T

PE 128  Aerobic Exercise  0-2-1
An exercise/dance course designed to introduce students to low impact aerobics, strength training, cardio-boxing, hi/lo aerobics and/or body sculpting.
Prerequisite: None.
Type: T

PE 132  Pilates I  0-2-1
This class focuses on strengthening and lengthening the entire body through the Pilates techniques of core conditioning and breathing.
Prerequisite: None
Type: T

PE 141  Yoga I  0-2-1
An exercise course designed to introduce students to the breathing technique, postures, and benefits of yoga.
Prerequisite: None
Type: T

PE 142  Yoga II  0-2-1
An exercise course designed to build upon techniques and skills mastered in Yoga I.
Prerequisite: PE 141
Type: T

PE 145  Tai Chi  0-2-1
Tai Chi or Tai Chi Chuan is a centuries old Chinese exercise for health, relaxation, meditation, self-defense, and self-cultivation. Tai Chi, a form of martial art, grew out of the Chinese art of fighting and many movements still show elements of self-defense. Unlike other forms of martial art, all movements are done slowly and gently and are designed to relax and develop the whole body. Tai Chi is considered a healing exercise because of its reputation for lessening many ailments.
Prerequisite: None
Type: T

PE 146  Tai Chi Intermediate  0-2-1
This course is designed to build upon the skills and techniques mastered in PE 145. Tai Chi or Tai Chi Chuan is a centuries old Chinese exercise for health, relaxation, meditation, self-defense, and self-cultivation. Tai Chi, a form of martial art, grew out of the Chinese art of fighting and many movements still show elements of self-defense. Unlike other forms of martial art, all movements are done slowly and gently and are designed to relax and develop the whole body. Tai Chi is considered a healing exercise because of its reputation for lessening many ailments.
Prerequisite: PE 145
Type: T

PE 150  Introduction to Exercise Science  3-0-3
An introduction to physical education and exercise science for those considering careers in teaching, health, fitness, or recreation. Topics include historical foundations, teacher preparations, exercise physiology, exercise and sport psychology, physical fitness and health, and career preparation.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

PE 152  Physical Fitness Testing & Prescription  3-0-3
This course is an introduction to the principles of exercise testing and prescription as they apply to fitness, health, and performance. Topics covered include the role of the health related components of fitness in health and performance, the physical fitness of normal and special populations, and the significance of cardiovascular programs through the life cycle.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

PE 155  Physical Fitness & Wellness  2-0-2
Designed to help the student understand and evaluate wellness and exercise needs and develop an individual physical fitness program. The information presented represents a consensus of presently available scientific evidence in the areas of exercise physiology and health. It is recommended that students be enrolled in a physical fitness course such as PE 160, 161, 260 or 261.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

PE 156  Individual Exercise and Health  2-0-2
This course is designed to develop attitudes, strategies, and lifetime exercise habits for health. Emphasis will be placed on understanding the relationship between exercise and health over one’s lifetime. It is recommended that students be enrolled in a physical fitness course such as PE 160, 161, 260 or 261.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T
Course Description Guide (continued)

PE 160  Physical Fitness I  0-2-1
An introduction to and participation in an individual physical fitness program using a combination of resistance training and aerobic conditioning. After initial orientation and assessment, students will be provided opportunities to improve levels of muscular and cardiovascular fitness using a prescribed program of exercise. The student has the option of enrolling in a graded section or a pass/fail section at the time of registration.
Prerequisite: None.
Type: T
(Individualized programming allows student to progress at his/her own rate.
PE 160 requires an orientation session during the first week of the semester.)

PE 161  Physical Fitness II  0-2-1
A continuation of physical fitness programming based upon individual improvement.
Prerequisite: PE 160.
Type: T
(Individualized programming allows student to progress at his/her own rate.)

PE 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

PE 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.
Prerequisite: Instructor approval
Type: T

PE 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.
Prerequisite: Instructor approval
Type: T

PE 206  Principles of Coaching  2-0-2
This course will address the essential elements of successful coaching including coaching techniques and risk management. Students will have the opportunity to earn coaching certification through the American Sport Education Program. Students who successfully complete the ASEP Coaching Principles exam with a minimum score of 80 percent will meet Illinois High School Association requirements for coaching. Illinois teachers may also use this course towards recertification requirements.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

PE 208  Sport First Aid  2-0-2
This course addresses first aid and response to injuries that coaches encounter on the playing field. Students will have the opportunity to earn first aid certification through the American Sport Education Program. Students will also have the opportunity to earn CPR/ AED certification through the American Safety and Health Institute. Students who successfully complete the ASEP Sport First Aid exam with a minimum score of 80 percent will meet Illinois High School Association requirements for coaching. Illinois teachers may use this course towards recertification requirements.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

PE 216  Advanced Golf  0-4-2
Activity class with emphasis on developing the skills in golf. Laboratory participation is required. This course is intended for students with low established handicaps (under 10 USGA handicap).
Prerequisite: Instructor approval
Note: Requires USGA Handicap of 10
Type: T

PE 221  Elementary School Activities  2-0-2
Study of the age characteristics of elementary school children together with indoor and outdoor activities applicable to the different grade levels. Presentation practice and a notebook of activity descriptions, references and materials required.
Prerequisite: None.
Type: T

PE 260  Physical Fitness III  0-2-1
A continuation of physical fitness programming based upon individual improvement.
Prerequisite: PE 161.
Type: T
(Individualized programming allows student to progress at his/her own rate.)

PE 261  Physical Fitness IV  0-2-1
A continuation of physical fitness programming based upon individual improvement.
Prerequisite: PE 260.
Type: T
(Individualized programming allows student to progress at his/her own rate.)

PE 299  Special Topics in Physical Education  (0-4)-(0-4)-(0-4)
This course will cover special topics or problems in physical education and provide students with the knowledge and ability to deal with those topics or problems in relation to their special requirements. Prerequisite: Varies depending on topic
Type: T

Physical Therapist Assistant

PTA 100  Introduction to Physical Therapy  1-0-1
This course introduces students to the profession of physical therapy and the role of the physical therapist assistant as part of the rehab team. It includes the historical background, professional ethics, and role of the American Physical Therapy Association within the profession. Discussions are facilitated about legal issues, health care standards, reimbursement, research, and quality improvement related to the current health care delivery system.
Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of “C” or better or concurrent enrollment.
Type: C
Course Description Guide (continued)

PTA 101 Physical Therapy Science & Skills 4-0-4
Students will learn how to perform basic patient care skills such as use of proper body mechanics, transfer training, gait training (for patients with orthopedic injury), measuring of vital signs, managing medical emergencies, and documentation/chart review. Also covered are basic joint and muscle structure/function, as well as assessment of range of motion and introduction to strength testing. Students discuss psychosocial issues affecting patients after injury or disease, and communication skills necessary for interaction with patients, family, and other allied health professionals.
Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of C or better or concurrent enrollment.
Type: C

PTA 102 Patient Care Skills & Assessment 3-0-3
Students will perform basic patient care skills discussed in Physical Therapy Science & Skills. Case presentations are utilized for students to develop their skills in communication and in performing the physical therapy interventions ordered. By course completion, students must demonstrate competency in performing the following treatment interventions: range of motion, transfer training, gait training (for patients with an orthopedic injury), and CPR, FBAO and AED for all ages. Upon successful completion of CPR, FBAO, and AED, students will receive certification at the Healthcare Provider Level by the American Heart Association. Students must also demonstrate competency in various methods of data collection to report patient status: goniometric measurements, gross manual muscle testing, and monitoring of vital signs.
Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of C or better or concurrent enrollment.
Type: C

PTA 150 Theory of Physical Agents I 3-0-3
This is the first unit of instruction concerning physical agents utilized for the rehabilitation of physical dysfunction and movement disorders. This course prepares students to utilize massage and physical agents including superficial and deep heat, cold, hydrotherapy, traction, and compression as an adjunct to physical therapy intervention. Lecture and demonstration involve appropriate parameters for application, basic physiological responses, theoretical background, discussion of current research, clinical decision making, and the role of the physical therapist assistant in implementing the interventions.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of C or better
Type: C

PTA 151 Application of Physical Agents I 2-0-2
This course allows students to experience the physical agents discussed in Theory of Physical Agents I, as well as develop entry level skill in the application of the modality. Students must demonstrate competency in performing and monitoring patients during massage, moist heat, paraffin, ultrasound, cryotherapy, contrast bath, hydrotherapy, traction, compression, and aseptic technique. Proper positioning and draping of patients are emphasized and case scenarios utilized for simulated practice in patient application. Indications, contraindications, and precautions are stressed. Communication, problem solving, and time management are also addressed in the delivery of quality patient care.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of C or better.
Type: C

PTA 160 Kinesiology & Clinical Orthopedics 5-0-5
This course begins with a thorough discussion of the basic principles for stretching and strengthening. After presentation of these basic principles, each joint of the body is analyzed individually. Students will study the muscles surrounding the joints, the unique structural support system of each joint, and the nervous supply. Activities and exercises are analyzed to determine which muscles are working to perform the specific exercise/activity, as well as, the type of muscle contraction utilized to perform the task. Each joint section ends with a discussion of orthopedic injuries common to the joint and common physical therapy interventions and methods of data collection. After study of the joints individually, students begin a comprehensive analysis of how the muscles work to produce normal/abnormal postures and gait patterns.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of C or better.
Type: C

PTA 161 Orthopedic Interventions 3-0-3
This course provides students the opportunity to practice the stretching and strengthening activities discussed in Kinesiology & Clinical Orthopedics. Students must demonstrate competency in these activities, as well as data collection methods such as flexibility testing and gross manual muscle testing. Clinical cases are utilized, providing students the opportunity to implement the plan of care and determine the appropriate data collection method to monitor and report patient status. Discussion of the patient’s response to treatment includes: patient progression, modifications, and appropriate communication with the patient and the supervisory therapist.
Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of C or better.
Type: C

PTA 170 Clinical Experience I 5-10-3
Students enter the clinical environment under the close supervision of a clinical instructor to begin the implementation of physical therapy interventions. Opportunities are available for students to apply skills previously simulated in the classroom environment, as well as observe and assist with other physical therapy interventions as deemed appropriate by the clinical instructor. Students will continue to develop skills in monitoring and modifying a patient interventions, and work on time management issues and communication with members of the health care team. Students will meet for classroom discussion prior to and post clinical experience. Classroom experience will include discussions regarding appropriate clinical behaviors, ethical issues, quality control, and students’ experience in the clinic related to these issues. Students also discuss treatment protocols and documentation requirements utilized during their clinical experience and compare and contrast the treatment interventions and documentation practices applied in the various settings.
Prerequisites: HRO 100, PSYC 151, SPCH 151, PTA 150, PTA 151, PTA 160, PTA 161 all with a grade of C or better.
Type: C

PTA 200 Theory of Physical Agents II 3-0-3
This is the second unit of instruction concerning physical agents utilized for the rehabilitation of physical dysfunction, movement disorders, and tissue damage. Stages of wound healing, assessment of patients with open wounds, and clinical management are addressed. This course prepares students to utilize electrical stimulation as an adjunct to physical therapy intervention. Lecture and demonstration involve appropriate parameters for application, basic physiological responses, theoretical background, discussion of current research, clinical decision making, and the role of the physical therapist assistant in implementing the interventions.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of C or better.
Type: C
PTA 201 Application of Physical Agents II 2-0-2
This course allows students to experience the electrical stimulation protocols discussed in Theory of Physical Agents II, as well as develop entry-level skill in application of the modality. Students must demonstrate competency in performing and monitoring patients during electrical stimulation for pain and edema, tissue damage, impaired joint mobility, and muscle disuse atrophy. Concurrent utilization of various modalities is employed to prepare the student for the clinical environment and further develop skills in communication, problem solving, and time management.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of C or better.
Type: C

PTA 210 Therapeutic Exercise & Rehabilitation 5-0-5
This course will expose students to physical therapy rehabilitative techniques that assist patients in returning to a state of optimal function. Emphasis is placed on patients requiring more extensive rehabilitation needs such as patients with neurological dysfunction, spinal disorders, amputation, etc. Neuro-anatomy, motor control, and motor learning and related clinical applications are presented. The unique needs of special populations are discussed. Architectural barriers will be analyzed and environmental modifications will be determined, as well as patients' need for adaptive equipment.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of C or better.
Type: C

PTA 211 Rehabilitation Techniques 3-0-3
This course allows students to begin the practical application of the rehabilitative techniques as discussed in Therapeutic Exercise & Rehabilitation. Students must demonstrate competency in determining which rehabilitative technique to utilize within the therapist's plan of care, as well as in performing the technique.
Treatments for patients with spinal disorders and commonly utilized exercises for patients with back or neck injury are presented, as well as ergonomics and body mechanics. Methods of data collection are practiced and documentation of intervention to report patient status is utilized.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of C or better.
Type: C

PTA 220 Pathology 4-0-4
This course is designed to provide the student with an overview of pathologic concepts and processes with a clinical emphasis. Components of each disease covered include: etiology, incidence, risk factors, manifestations, general medical diagnosis, treatment options, and special implications for the PTA. A general overview of laboratory tests and values are included to recognize precautions for therapeutic interventions. Concepts on health and aging pertaining to the various systems are included to achieve a clinical awareness of life span changes.
Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of C or better.
Type: C

PTA 270 Clinical Experience II 0-4-0-8
Students again enter the clinical environment under the supervision of a clinical instructor. Opportunities are available for students to practice entry-level skills required of the physical therapist assistant. Students will further develop ability in monitoring and modifying patient intervention, refine time management and improve communication.
Prerequisites: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 all with a grade of C or better.
Type: C

PTA 280 Clinical Seminar 2-0-2
This is the final stage of preparation for the licensure examination and entry into the work force. Students will perform self-assessment and develop objectives for Clinical Experience. After returning from the clinical environment, students will have the opportunity to discuss and share their experiences. Classroom discussions are facilitated by the instructor and include issues such as: appropriate clinical behaviors, ethical issues, cultural difference, legal issues, patient outcomes/ discharge planning, fiscal management, and the changing health care environment.
Prerequisites: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 all with a grade of C or better.
Type: C

PTA 285 NPTE Prep 1-0-1
This course will provide students with the opportunity for an academic review of the information required and study strategies needed to prepare for the National Physical Therapy Examination for the PTA. This class will culminate with the students completing a timed, computerized full length examination that will identify both areas of strength and weakness, as well as offer suggestion for remedial activities.
Prerequisite: Coordinator permission: graduate of accredited PTA program.
Type: C

PTA 298 Post Entry-level Ed in PT 3-0-3
This course will address post entry-level topics related to physical therapy. Courses taught will allow clinicians to better market their skills in specified area or provide necessary training/re-training for a PT/PTA to develop skills in a new area of rehabilitation. Courses will assist the clinician in attaining required contact hours for licensure renewal.
Prerequisite: Coordinator permission.
Type: C

PTA 299 Special Topics in Physical Therapy 4-8-4
Varied topics in the PT profession will be addressed in order to broaden the physical therapist assistant's knowledge base; i.e. advances in geriatric care, changing role of the PTA, enhancing job performance, PT specialty areas, etc.
Prerequisite: Coordinator permission.
Type: C

Physics

PHYS 101 General Physical Science 3-2-4
A one-semester course offering an understanding of our physical environment. Topics from astronomy, physics, chemistry and earth science are introduced and examined from their practical viewpoints. The scientific method is stressed in understanding natural phenomena. Credit cannot be earned in this course after having successfully completed any chemistry, physics or earth science class.
Prerequisites: Math 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 92Type: T; IAI - P9 900L

PHYS 104 Physical Science for Elem Teachers 3-4-5
This course provides a general background in physical science and covers topics in chemistry, physics, and Earth sciences. The integrated approach to lecture and laboratory used in this course emphasizes process skills, hands-on activities, and projects suitable for children in grades K-8. This course also includes a design project involving topics from chemistry and physics. Students may not receive credit for both PHYS 101 and PHYS 104.
Prerequisite: Math placement above MATH 94 or MATH 94 with a grade of C or better; Reading placement above ENG 92 or completion of ENG 92
Type: T, IAI-P9 900L
Course Description Guide (continued)

**PLBR 103 Ind. Pipe Drawing & Plan Reading** 3.5-1-4
This course is designed to furnish the plumber/pipetitter journeyman and apprentice knowledge needed regarding drawing interpretation and plan reading. The course will focus on essential information that applies both to making and interpreting drawings and sketches used in installing piping systems.
Prerequisite: None
Type: C

**PLBR 104 Ind. Piping Tools & Related Science** 3.5-1-4
This course is designed to furnish the plumber/pipetitter journeyman and apprentice knowledge required in the use and care of piping tools essential to the trade with emphasis on safety and safe work practices in the workplace. The course will also focus on basic science and mechanical principles used in the piping industry to provide the journeyman and apprentice with a solid understanding needed to appropriately react to any given situation while working in the piping industry.
Prerequisite: None
Type: C

**PLBR 105 Ind. Pipe Heritage Codes** 3.5-1-4
This course is designed to furnish the plumber/pipetitter apprentice information on the history and career opportunities of the industrial pipe trades. The course will also cover in-depth code interpretation and application associated with the field of industrial piping/plumbers industry.
Prerequisite: None
Type: C

**PLBR 106 Gas Installations** 3.5-1-4
This course is designed to furnish the plumber/pipetitter 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.
Prerequisite: None
Type: C

**PLBR 207 Plumber's Basic Electricity** 3.5-1-4
This course is designed to furnish the plumber/pipelitter 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/pipelitters industry.
Prerequisite: None
Type: C

**PLBR 208 Soldering/Brazing for Plumbers** 3.5-1-4
This course is designed to furnish the plumber/pipelitter journeyman and apprentice with knowledge and skills needed regarding soldering and brazing. The course will emphasize OSHA Standards, ANSI Safety in Welding and Cutting along with proper equipment and materials to be used in performing different tasks.
Prerequisite: None
Type: C

**PLBR 209 Plumbers Adv. Drawing Interpretation** 3.5-1-4
This course is designed to furnish the plumber/pipelitter journeyman and apprentice with extended knowledge regarding drawing interpretation and plan reading. The course will focus on advanced information in building specifications that applies both to making and interpreting drawings and sketches used to set out the types of materials to be used, methods of installation, and code practices to be observed.
Prerequisite: None
Type: C

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**PHYS 151 College Physics I** 3-4-5
The principles of mechanics, heat and sound. For pre-dental and pre-medical students, nurses, majors in pharmacy and architecture, and other students whose programs require a beginning course in physics.
Prerequisites: Math 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. Note: Strongly recommend completion of MATH 114 Trigonometry
Type: T, IAI - P2 900L

**PHYS 152 College Physics II** 3-4-5
Magnets, electricity, light, and modern physics with some reference to the practical aspects of the principles studied.
Prerequisite: PHYS 151 with a grade of C or better
Type: T

**PHYS 204 Physics - Mechanics** 3-2-4
For students in engineering, physics, chemistry, and mathematics. This calculus-based course covers kinematics, Newton's laws, conservation laws (energy, momentum, and angular momentum), and gravity. Particles, systems of particles, rigid bodies, and fluids are discussed.
Prerequisites: MATH 203 with a grade of C or better; Reading placement above ENG 92 or completion of ENG 92
Type: T, IAI - P2 900L, IAI-PHY 911

**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.
Prerequisites: 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.
Prerequisites: PHYS 204, MATH 204 each with a grade of C or better
Type: T, IAI-PHY 914

**PHYS 299 Special Topics in Physics**
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.
Prerequisite: Varies depending on topic.
Type: T

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**Plumbing**

**PLBR 101 Drainage Principles & Methods** 3.5-1-4
This course is designed to cover the principles of treatment and the methods of disposal of sewage, municipal and private; the principles of design, application and correct methods of installation of storm water and sanitary drainage. The course material will also cover topics such as the principles and design of vent piping systems, the use of vacuum condensate collection systems, and recycling technologies.
Prerequisite: None
Type: C

**PLBR 102 Water Supply Systems** 3.5-1-4
This course is designed to furnish the plumber/pipetitter apprentice knowledge regarding water supply systems, which will include information on water treatments, flow calculations, designs, layouts and system components.
Prerequisite: None
Type: C
PLBR 210 Plumbers Code Interpretation 3.5-1-4
This course is designed to furnish the plumber/pipeworker apprentice with knowledge and skills regarding specific construction codes, code interpretation, and applications used in the plumbing/pipeworker industry.
Prerequisite: None.
Type: C

PLBR 211 Plumbers Guide to Service Work 3.5-1-4
This course is designed to furnish the plumber/pipeworker journeyman and apprentice with knowledge and skills relating to human relations, salesmanship, planning service work, and troubleshooting plumbing systems which represents a high percentage of the total amount of work performed by pipe trades personnel.
Prerequisite: None.
Type: C

PLBR 212 Plumbers Leadership Development 3.5-1-4
This course is designed to furnish the current plumber/pipeworker foremen and journeymen who want to become foremen with knowledge and skills relating to leadership needed to be more effective on the job. Topics that will be covered are: leadership functions, commitment, people skills, communication, teamwork and organization.
Prerequisite: None.
Type: C

PLBR 214 IDPH PLBR Mock Testing 3.5-1-4
This course is designed to prepare the apprentice and/or journeyman for the Illinois Department of Public Health certification testing in welding and codes for pipeworkers/plumbers.
Prerequisite: None
Type: C

PLBR 215 Pumps & Steam Systems 3.5-1-4
This course is designed to furnish the pipeworkers/plumbers journeymen and apprentices with the knowledge and essential skills that are used with various pumps and steam systems applicable in the piping industry.
Prerequisite: None
Type: C

PLBR 299 Special Topics in Piping/Plumbing 4-8-4
This course is designed to familiarize students with special topics or problems in the pipingfitting/plumbers’ field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.
Prerequisite: None
Type: C

POLS 150 Intro to American Government 3-0-3
A survey course of the American federal system of government. Included is a historical review of the founding of the United States and its political beginning. Emphasis is on the structure and function of the executive, legislative and judicial branches of the federal government with an overview of Illinois state and local government.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements
Type: T, IAI - S5 900

POLS 261 American Government (National) 3-0-3
An in-depth exploration of the American federal system of government, beginning with a historical review of the founding. Covers the structure, powers and procedures of legislative, executive and judicial branches at the national level; the federal system; civil rights and liberties; methods of participation and linkages between people and government such as parties and interest groups; and an examination of domestic and foreign policy. This course is designed primarily for political science majors and others interested in more advanced study as an alternate to POLS 150.
Prerequisite: Reading and writing placement at ENG 101 or completion of all reading and writing developmental requirements.
Type: T, IAI - S5 900

POLS 262 American Government (State & Local) 3-0-3
Covers the historical development and organization of state governments; the state constitution; and structure, powers and procedures of legislative, executive and judicial departments in the state government. A detailed study of the Illinois State Constitution, state government and local government is presented.
Prerequisite: Reading and writing 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. Completion of this course fulfills the Non-Western Culture requirement for graduation from SWIC.
Prerequisite: 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.
Prerequisite: 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
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.
Prerequisite: 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.
Prerequisite: 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 and popular culture is through the movies. This course will study the influence that war films have on public opinion and political behavior, American values and culture, Americans’ self-image, American policy (both domestic and foreign) and the perception other countries have of America and Americans.
Prerequisite: Reading and writing placement at the ENG 101 or completion of all reading and writing developmental requirements.
Type: T
Routes 299 Special Topics in Political Science (1-3) 0-(1-3)
Designed to present problems and topics in political science by discussions, readings and individual research. Topics vary each semester. Course may be taken more than once if different topics are considered. Sophomore standing, one course in political science and division approval.
Prerequisite: Reading and writing placement at the ENG 101 or completion of all reading and writing developmental requirements.
Type: T

**Precision Machining Technology**

PMT 100 Precision Machining Introduction 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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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 tool, which includes 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.
Prerequisite: 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.
Prerequisite: PMT 100 and PMT 110
Type: C

PMT 112 CNC Turning 2-2-3
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.
Prerequisite: PMT 100 and 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.
Prerequisite: None
Type: C

PMT 124 Metallurgy II (Industrial) 3.5-1-4
Metallurgy II is the second semester of a two-semester course designed to equip those persons entering the field of mechanics with a firsthand knowledge of the metals which are related to the mechanical crafts.
Prerequisite: PMT 114.
Type: C

PMT 201 Advanced Machining 3.5-1-4
The course begins with reviewing fundamental layout tools, measuring instruments, machine set-ups, and machining processes. It then transitions into advanced machining processes of complex parts which require the use of all machining equipment. Students will also learn the theory of heat treating, along with the grinding process required to manufacture a precision machine part.
Prerequisite: PMT 102
Type: C

PMT 202 Cutting Tools/Fixturing/Inspection 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.
Prerequisite: None
Type: C

PMT 221 Intro to Mastercam 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.
Prerequisite: None
Type: C

PMT 222 Advanced Mastercam 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 HAAAS lathes.
Prerequisite: PMT 221
Type: C
Course Description Guide (continued)

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.
Prerequisite: 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.
Prerequisite: None
Type: C

PMT 232 Advanced Solid Works 3.5-1-4
Students will continue using Solid Works to complete complex solid models. The students then will use their skills to create assemblies, sheet metal parts and use the advance features of Solid Works. This course also will use Solid Works to create all the paper work associated with prints needed in industry.
Prerequisite: PMT 231
Type: C

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 the student nine certifications when completed. Students will need 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.
Prerequisite: PMT 201 or approval from coordinator.
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.
Prerequisite: PMT 110, PMT 111, and 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, 4th-axis tombstone, and five-axis trunion. Along with a CNC turning center with live tooling, Y-axis, and bar feeder. All parts produced will be programmed with Mastercam.
Prerequisite: PMT 221, 222
Type: C

Psychiatric Rehabilitation Certification Program

PRCP 151 Survey of Psychiatric Rehabilitation 3-0-3
This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The survey course has four major themes: (1) understanding psychiatric disability and current approaches to treatment, (2) the mental health system and surrounding legal issues, (3) psychiatric rehabilitation through vocational and skills training, and (4) family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health.
Prerequisite: None
Type: C

PRCP 152 Psychiatric Rehabilitation Skills 3-0-3
This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews for use in assessment, treatment planning, and therapeutic interactions with consumers. Students learn to conduct skills training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations, and preventing and managing aggression are presented.
Prerequisite: PRCP 151.
Type: C

PRCP 153 Health Skills for Psychiatric Rehabilitation 3-0-3
This course is the third in the series for the Psychiatric Rehabilitation Certificate. The Health Skills course examines three dimensions of wellness: physical, emotional, and environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness.
Prerequisite: PRCP 151.
Type: C

PRCP 154 Vocational and Community Living Skills 3-0-3
This course is the fourth in the series for the Psychiatric Rehabilitation Certificate. The Vocational and Community Living Skills examines Vocational Rehabilitation and Community Living skills. Both themes address skills for working with community, state, and federal agencies that serve persons with severe mental illness.
Prerequisite: PRCP 151.
Type: C
Course Description Guide (continued)

PRCP 155 Psychiatric Rehabilitation Practicum 4-1-10
This practicum requires a minimum of 152 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 152 hours will encompass four 38-hour competency experiences. All experiences will focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required.
Prerequisite: Satisfactory completion of PRCP 151, PRCP 152, PRCP 153 and PRCP 154
Type: C

Psychology

PSYC 151 General Psychology 3-0-3
The study of human behavior with special emphasis on neuropsychology, learning, memory, development, psychological disorders and individual differences in personality; emphasis on the scientific nature of psychological investigations; and discussion of research methods and the relations of their results to daily life and everyday problems.
Prerequisite: Reading and writing placements at the 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.
Prerequisite: 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.
Prerequisite: 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 biological foundations of sexuality, the development of loving relationships, legal issues related to sexuality such as rape, domestic violence, incest, pornography and prostitution, and current societal debates related to sexual issues such as sexual orientation, sex education and the implications of new reproductive technologies.
Prerequisite: PSYC 151
Type: T

PSYC 250 Child Development 3-0-3
This course studies theoretical and practical issues of child growth from conception to age 13. Included are discussions of major theoretical approaches to understanding children: genetic and environmental influences; as well as physical, cognitive and social/emotional growth factors. Additional topics including parenting issues such as child-rearing techniques, school issues, and divorce.
Prerequisite: PSYC 151
Type: T; IAI - S6 903

PSYC 251 Adolescent Development 3-0-3
A study of contemporary adolescence focusing upon biological, cognitive, social and emotional developmental characteristics and today’s influences upon them. Topics will vary widely from traditional theoretical description and explanations of adolescence to discussions of media, peers, problems in adolescence, etc.
Prerequisite: PSYC 151
Type: T; IAI - S6 904

PSYC 252 Educational Psychology 3-0-3
Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both PSYC 252 and ED 252.
Prerequisite: PSYC 151
Type: T

PSYC 253 Adult Development and Aging 3-0-3
An introduction to the developmental and aging processes occurring during early, middle, and late adulthood. The biological, psychological, and sociological aspects of adult development and aging will be reviewed. Strong emphasis will be placed on how the developmental processes can be influenced by the individual to enhance successful aging.
Prerequisite: PSYC 151
Type: T; IAI - S6 905

PSYC 254 Death and Dying 3-0-3
An investigation of the process of dying and the event of death. The course attempts to provide an understanding of death, the process of dying, grief, and caring relationships. Also studied will be death awareness, the grieving process, bereavement roles and rituals, new beginnings, caring people, caring organizations, and caring for ourselves.
Prerequisite: PSYC 151
Type: T

PSYC 259 Abnormal Psychology 3-0-3
This course offers students the opportunity to study abnormal behavior and its place in contemporary society. Although we will deal with all the major categories of mental disorders, our focus will be on those patterns that are relevant to our basic understanding of maladaptive behavior. The emphasis will be on human behavior ranging from the normal to the abnormal ends of the continuum.
Prerequisite: PSYC 151
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.
Prerequisite: PSYC 151 or departmental approval.
Type: T

PSYC 265 Psychology of Women 3-0-3
This course examines the role our gender plays in determining our place in the social world. Gender issues will be examined from cultural, psychological, and biological perspectives. Topics will include research methods, gender development, mental and physical health issues, communication, relationships, sexuality, the media, and victimization.
Prerequisite: PSYC 151
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. Prerequisite: PSYC 151
Type: T

PSYC 267 Psychology of African Americans 3-0-3
This course is an overview of theory and research on the psychology of African-Americans, including theoretical perspectives, self-concept, personality, racial identity, education, testing and intelligence, social psychology, skin color, clinical/counseling psychology, and health psychology. Prerequisite: 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. Prerequisite: 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. It examines psychological diversity and the underlying reason for such diversity. In particular, cross-cultural psychology studies the link between cultural norms and behavior and the ways in which particular human activities influence different, sometimes dissimilar social and cultural forces. Cross-cultural psychology seeks to discover meaningful links between a culture and the psychology of individuals living in the culture. Students will gain a perspective on differences and similarities among various cultures through this experiential and writing intensive course. Prerequisite: PSYC 151
Type: T

PSYC 280 Introduction to Personality Theory 3-0-3
An introduction to the field and methods of personality psychology. The major theoretical orientations within personality psychology will be reviewed. Current research in each orientation will be presented. The application of personality theories to pertinent issues in the modern world will be discussed. Prerequisite: PSYC 151
Type: T

PSYC 288 Biological Psychology 3-0-3
Biological psychology is the study of the physiological, evolutionary, and developmental mechanisms of behavior and experience. Students enrolled in this course will learn about major issues as they relate to brain and behavior. Specifically, the course will cover the anatomy and functions of the brain relevant to concepts such as genetics, drug use, intelligence, disorders of movement and brain damage, and what makes one a morning person rather than an evening person. The course is intended for any student interested in learning about disorders such as narcolepsy, attention deficit disorder, substance abuse and addiction, and psychological disorders as they relate to the brain. Prerequisite: PSYC 151
Type: T

PSYC 295 Social Psychology 3-0-3
An examination of the ways in which people think about, influence, and relate to one another. Topics will include aggression, altruism, interpersonal attraction, attitudes, prejudice, gender, and social influence. Prerequisite: PSYC 151
Type: T, IAI - S8 900

PSYC 299 Problems in Psychology (1-3)-0-(1-3)
A course designed to present problems and topics in psychology through readings, individual research and discussions. Problems and topics vary each semester. In-depth study of such topics as learning, motivation and personality theories. This course may be taken more than once if different topics are considered. Prerequisite: PSYC 151
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. Prerequisites: Program admission and concurrent enrollment in RT 101 is required. 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. Prerequisites: Program admission and concurrent enrollment in RT 100 is required.
Type: C

RT 102 RT Math Computations 1-0-1
This course is for students who will use mathematics for the calculations of physics formulas used by radiologic technology. This course covers a review of basic mathematical principles of addition, subtraction, multiplication and division of whole numbers, mixed numbers, fractions, decimals, ratio, proportion, basic principles of algebra and geometry, exponents, scientific notation, and metric conversions. Prerequisite: Program admission and concurrent enrollment in RT 100 and RT 101 is required.
Type: C

RT 110 Radiologic Technology II 3-0-3
Basic principles of radiographic anatomy and positioning procedures of the digestive, biliary and urinary systems, vertebral column and bony thorax. Supervised clinical experience is assigned at a medical facility to meet the competency requirements in radiographic procedures as specified. Prerequisites: RT 100 and RT 101 all 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. Prerequisites: RT 100 and RT 101 all with a grade of C or better.
Type: C
RT 112 Clinical Experience I 0-16-3
Supervised clinical experience is assigned at a medical facility to meet the competency requirements in radiographic principles and procedures as specified.
Prerequisites: RT 100 and RT 101 all with a grade of C or better.
Type: C

RT 131 X-ray Physics I 4-0-4
An introductory course to X-ray physics including X-ray production, basic radiation safety, radiographic technique, darkroom and quality assurance.
Prerequisites: RT 100 and RT 101 all with a grade of C or better.
Type: C

RT 150 Radiologic Technology III 3-0-3
Basic principles of radiographic anatomy and positioning procedures of the skull and visceral cranial. Included is the introduction of special procedures, basic positioning skills, usage of specialized equipment and contrast media. Emphasis is placed upon mobile radiography, angiography, tomography, cross sectional anatomy, mammography, computer applications, and the imaging modalities of ultrasonography, CT, MRI.
Prerequisite: RT 110 with a grade of C or better.
Type: C

RT 151 Radiographic Positioning III 4-0-4
Designed to provide the student with the opportunity to apply the principles of radiographic positioning of the skull, visceral cranial, utilizing the energized lab and phantom patient. Instruction and experiments demonstrating technical factors influencing radiographic quality are implemented.
Prerequisites: RT 111 with a grade of C or better.
Type: C

RT 152 Clinical 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.
Prerequisites: RT 112 with a grade of C or better.
Type: C

RT 160 Clinical Experience III 0-16-3
Supervised clinical experience is assigned at a medical facility to meet competency requirements in radiographic principles and procedures presented in the first year. (30 clinical hours per week)
Prerequisites: BIOL 105, RT 150, RT 151, and RT 180 all with a grade of C or better and HRO 100 or concurrent enrollment.
Type: C

RT 180 X-ray Physics II 4-0-4
This course includes basic atomic structure, electricity, magnetism, electromagnetics, the X-ray circuit, X-ray production, and X-ray interaction with matter.
Prerequisites: RT 131 with a grade of C or better.
Type: C

RT 230 Pathology for Radiographers 1-0-1
This course is designed to help student radiographers appreciate the relationship of diseases visualized on radiographs. Topics covered are pathological terminology, cross sectional anatomy, and the systems of the human body.
Prerequisites: RT 160 with a grade of C or better.
Type: C

RT 241 Clinical Experience IV 0-15-3
A hospital affiliated course designed to increase the students efficiency in performing routine and special procedure radiographic exams.
Prerequisites: RT 160 with a grade of C or better.
Type: C

RT 242 Clinical Modalities I 0-2.5-1
In radiation therapy, the students observe treatment planning, treatments, follow-up exams and become familiar with the equipment utilized. In nuclear medicine, the students observe preparation and administration of radiopharmaceuticals, examinations performed and become familiar with the equipment utilized. In sonography students observe the use of high-frequency sound waves to create images.
Prerequisites: RT 160 with a grade of C or better.
Type: C

RT 244 Radiobiology 4-0-4
A study of the principles of radiation biology, radiation protection, cellular response, systematic response, the early and late effects of radiation exposure, and the regulations regarding ionizing radiation hazards.
Prerequisites: RT 160 with a grade of C or better.
Type: C

RT 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.
Prerequisite: Coordinator permission: RT(C), CT experience desirable but not required.
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.
Prerequisites: RT 230 and RT 244 all with a grade of C or better.
Type: C

RT 297 Radiologic Technology Review 4-0-4
A continuation of theory and practice in radiographic procedures, radiation protection, equipment operation and maintenance, image production and evaluation and patient care.
Prerequisites: RT 230 and RT 244 all with a grade of C or better.
Type: C

RT 298 Clinical Modalities II 0-4-1
In CT, the student observes large series of two-dimensional x-rays images taken around a single axis of rotation to visualize various structures. In MRI, a student observes how imaging is performed with the use of radio frequency signals and a magnetic field. In interventional radiology, a student observes minimally invasive, targeted treatments performed using imaging for guidance.
Prerequisites: RT 241 and RT 242 all with a grade of C or better.
Type: C

RT 299 Clinical Experience V 0-15-3
A hospital affiliated course in which the student performs routine, advanced and special radiographic procedures.
Prerequisites: RT 241 and RT 242 all with a grade of C or better.
Type: C
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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: Admission to the program and a minimum grade of C in each of the following: HRO 100, BIOL 105, and concurrent enrollment in RC 105
Type: C

**RC 105** Patient Assessment 3-0-3

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.

Prerequisite: A minimum grade of C in each of the following: HRO 100, BIOL 105, and concurrent enrollment or successful completion of in RC 104 with a C or better.
Type: C

(Pending ICCB Approval)

**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.

Prerequisites: A minimum grade of C in the following: RC 102.
Type: C

**RC 111** Respiratory Care Pharmacology 3-0-3

Provides an introduction to the theory and use of medications, with emphasis on those used in cardiorespiratory care. Content will include weights, measures, actions, indications, contraindications and hazards of drugs. Normal physiology and pathophysiology are reviewed to clarify the role of medications in the treatment of disease processes.

Prerequisites: A minimum grade of C in the following: RC 103.
Type: C

**RC 112** Respiratory Care Practices & 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.

Prerequisites: A minimum grade of C in each of the following: RC 102, RC 103, RC 104, and RC 105 and concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 110, RC 111, and RC 113.
Type: C

**RC 113** Clinical Practice 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.

Prerequisites: A minimum grade of C in each of the following: RC 102, RC 103, RC 104, and RC 105. Concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 110 and RC 111.
Type: C

**RC 114** Respiratory Care Practices & 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.

Prerequisites: A minimum grade of C in each of the following: RC 110, RC 111, RC 112, and RC 113 and concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 115.
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.

Prerequisites: A minimum grade of C in each of the following: RC 110, RC 111, RC 112, and RC 113. Concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 114.
Type: C

**RC 203** Respiratory Care Practices & 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, tracheostomy monitoring, capillary sticks, and mechanical ventilation of the neonatal patient.

Prerequisites: A minimum grade of C in each of the following: RC 114 and RC 115 and concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 204.
Type: C
### Course Description Guide (continued)

**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.  
Prerequisite: A minimum grade of C in each of the following: RC 114 and RC 115. Concurrent enrollment in or successful completion (with a minimum grade of C) of RC 203.  
Type: C  
(Pending ICCB Approval)

**RC 205 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.  
Prerequisite: A minimum grade of C in each of the following: RC 203 and RC 210. Concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 215 and RC 207.  
Type: C  
(Pending ICCB Approval)

**RC 206 Respiratory Care Practices & Practices 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.  
Prerequisite: A minimum grade of C in each of the following: RC 203 and RC 210. Concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 211 and RC 207.  
Type: C  
(Pending ICCB Approval)

**RC 207 Respiratory Care In Review** 3-0-3  
This format allows for a variety of pertinent, current respiratory care and health care topics to be presented as needed. Set topics will include preparation for the National Board for Respiratory Care’s NBRC Entry Level Exam, Written Registry Exam and Clinical Simulation Exam, as well as exercises is critical thinking and review of clinical practice guidelines and therapist driven protocols.  
Prerequisites: A minimum grade of C in each of the following: RC 203 and RC 204 and concurrent enrollment in, or successful completion (with a minimum grade of C) of, RC 205 and RC 206.  
Type: C

**Russian**

**RUSS 101 Elementary Russian I** 4-0-4  
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Russian. Students are also introduced to the history and cultures of the Russian-speaking world.  
Prerequisite: Reading 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.  
Prerequisite: RUSS 101  
Type: T

**Service Learning**

**SRV 200 Service Learning** 2-2-3  
This course gives students the opportunity to provide service to their communities through volunteer work. The course combines community service and classroom instruction with a focus on critical reflective thinking, civic responsibility, and social awareness. Students will be assigned to or choose an agency, community action group, or educational facility for service based upon their skills, knowledge, and general interests. Main topics of the course will include: volunteerism, civic/social responsibility, civic engagement, social issues, empowerment, professionalism, and other social issues topics. Students cannot receive credit for both ENG 200 and SRV 200.  
Prerequisite: ENG 101 with a grade of “C” or better.  
Type: T

**Sign Language Studies: Interpreter**

**SLS 100 Non-Verbal Communication** 2-0-2  
This course compares and contrasts non-verbal behavior and actions to speech and signs. Facial expressions, posture, movement, gestures will be examined and how the literal use of words/signs don’t always convey the meaning of the message. Students learn to use pantomime versus actual signs depending on the signing ability of the deaf or hard of hearing individual.  
Prerequisite: Eligible for ENG 101 and MATH 94.  
Type: C

**SLS 101 American Sign Language I** 5-0-5  
In depth and eventual total immersion exposure to American Sign Language for the development of beginning-level communication skills used with deaf persons. Focus is on building sign vocabulary, fingerspelling, grammar and syntax rules, non-manual markers, appropriate hand shapes and movement, use of personal space and the development of sensitivity and awareness through required socialization with the deaf community. (Fall only)  
Prerequisite: Eligible for enrollment in ENG 101 and MATH 94.  
Type: C

**SLS 102 American Sign Language II** 5-0-5  
Continued development of intermediate-level sign language communication skills as utilized in interaction by deaf persons. Emphasis given to comprehension, use of classifiers, locatives and production skills within a total immersion sign language environment. Linguistic and cultural features presented in the context of language learning experiences. (Spring only)  
Prerequisites: ENG 101, SLS 100, SLS 101, SLS 110 and SLS 125 all with a grade of C.  
Type: C

**SLS 105 Field Experiences** 1-2-2  
During this course, students will be paired with/mentored by a deaf or hard of hearing individual to expose students to the daily experience of someone who is deaf or hard of hearing. Students will attend deaf socials and club events, informal coffee chats, home parties, etc. During these experiences, students will have the opportunity to develop practical sign vocabulary and increase their comfort level when interacting with individuals who are deaf or hard of hearing. A minimum of 30 hours of involvement with the deaf community is required. (Spring only)  
Prerequisites: SLS 102 (or concurrent enrollment) and SLS 120 (or concurrent enrollment), with a grade of C or better.  
Type: C
SLS 110  Deaf Studies/Culture  3-0-3
This course is an introduction to the studies of the language, culture and community of deaf people. Topics include deaf history, education, sociology, language, legal issues, art and literature, audism, services for the deaf, organizations, assistive technology devices, and the nature of deafhood. Several controversial issues will be analyzed such as oralism, methods of deaf education, signing systems, cochlear implants, and student protest movements.
Prerequisite: Eligible for enrollment in both ENG 101 and MATH 94.
Type: C

SLS 120  ASL Linguistics I  3-0-3
An introductory course that focuses on the study of ASL and English phonology, morphology, syntax, semantics, rules of classifier systems, ASL storytelling, and language variation, with an introduction to discourse analysis and language in context. The course is built around discussion of readings, in class exercises and video projects to allow students to apply concepts that have been discussed. (Spring only)
Prerequisites: ENG 101 and SLS 102 (or concurrent enrollment) all with a grade of C or better.
Type: C

SLS 125  ASL Fingerspelling & Numbers  1-0-1
This course is designed to assist students in the development of expressive and receptive fingerspelling and numbering system skills embedded with ASL conversational phrases and stories.
Prerequisite: Eligible for enrollment in both ENG 101 and MATH 94.
Type: C

SLS 203  American Sign Language III  5-0-5
Continued exposure to ASL, within a total immersion sign language environment, allowing further study and development of expressive and receptive communication skills. Emphasis will be on the development of sign vocabulary within expanded stories and disclosure. Linguistic and cultural features presented in the context of language learning experiences. (Fall only)
Prerequisites: SLS 102 with a grade 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. Course work will consist of videotaped projects and activities for skill enhancement in working with English/ASL interpretations. (Fall only)
Prerequisites: SLS 105, SLS 203 (or concurrent enrollment), SLS 206 (or concurrent enrollment), SLS 210 (or concurrent enrollment) all with a grade of C or better.
Type: C

SLS 206  Interpreter Principles & Practices  3-0-3
This is a survey course that is designed to introduce students to contemporary theories regarding interpretation and the world of work of interpreters. Students will become familiar with the specialized jargon used within the field of interpretation to describe various aspects of the work and the protocol that influences interpretation work in different settings. Ethical standards associated with interpretation will be introduced and applied to a variety of work situations. (Fall only)
Prerequisite: SLS 105, SLS 120 and SLS 203 (or concurrent enrollment) all with a 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)
Prerequisites: SLS 120 and SLS 203 (or concurrent enrollment) with a grade of C or better.
Type: C

SLS 220  Interpreting II  3-0-3
Students build upon skills learned in SLS 205, with a focus on simultaneous interpretation of unrehearsed texts from English to ASL. Course work will consist of videotaped projects, in class exercises, activities and individual work for skill enhancement. (Spring only)
Prerequisites: SLS 205 with a grade of C or better.
Type: C

SLS 225  Sign to Voice  3-0-3
Students develop the skill of simultaneously interpreting ASL and Contact Sign into an equivalent message in spoken English. Students will learn the basics in the sign to voice process, progressing from sentential to textual formats working with comprehension, appropriate English word choices, vocal inflection, and English structure. Course work will consist of lecture and discussion, videotaped projects and in class exercises and activities for skill enhancement. (Spring only)
Prerequisites: SLS 255 with a grade of C or better.
Type: C

SLS 230  Interpreting Practicum  1.5-6.25-3
Students will interpret in a variety of low-risk settings under the supervision of the instructor and/or a selected professional practitioner/mentor. Weekly seminar discussions will include review and analysis of the interpreting experiences and application of professional ethics and decision making skills. Students will prepare professional resumes and submit an interpreting log, documenting a minimum of 100 hours of interpreting experience. (Spring only)
Prerequisite: SLS 220 (or concurrent enrollment), SLS 225 (or concurrent enrollment), SLS 255 all with a grade of C or better.
Type: C

SLS 255  Transliterating  3-0-3
This is a skill development course that provides students with the opportunity to practice the skills associated with simultaneously transliterating between spoken and Contact Sign. Students will be introduced to the specialized skills and terms involved in the transliteration process. Course work will consist of lecture and discussion, videotaped projects and in-class exercises and activities for skill enhancement. (Fall only)
Prerequisites: SLS 203 (or concurrent enrollment), SLS 206 (or concurrent enrollment), SLS 210 (or concurrent enrollment) with a grade of C or better.
Type: C
Course Description Guide (continued)

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) Prerequisites: SLS 203, SLS 220 (or concurrent enrollment), SLS 225 (or concurrent enrollment) and SLS 230 (or concurrent enrollment) all with a grade of C or better. Type: C

SLS 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. Prerequisite: 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 interaction and intersection of the individual and society is emphasized. Consideration will be given to key areas of sociological research (socialization, group dynamics, social roles, social stratification, social theory, deviance and social control) and how these processes work in key social institutions (such as the family, education, religion and economy). The course will focus on assisting the student develop a sociological imagination. Prerequisites: 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
Centers on the background of social problems, problems of group conflicts, the social threat of war, problems of population, social problems of industry, the family, education and religion. The problems of disease, poverty, dependency, delinquency and crime. Factors affecting availability of resources for the prevention and amelioration of these problems also will be considered. Prerequisite: 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 deviant behavior in American society. Violence, crime, sexual deviancy, alcohol and drug use, suicide and elite deviancy are thoroughly examined. Various theoretical approaches will be explored and utilized; a constructionist approach to deviant behavior will be emphasized. Prerequisite: SOC 153 or ANTH 150. Type: T

SOC 222  Survey of Social Work  3-0-3
This course is an introduction to generalist social work within the context of social welfare, including its historical origins, conceptual framework, and contemporary focus. An overview of principal social work values and codes of ethics, practice methods, research considerations, and policy issues will be presented with emphasis on the unique experiences of client groups facing a variety of social challenges. These groups include, but not limited to, women, minorities, persons with disabilities, gays and lesbians, and older adults. Prerequisite: Reading placement at ENG 92 and writing placement at ENG 101 or completion of ENG 91 and ENG 95. Type: T

SOC 230  Race and Ethnicity in the United States  3-0-3
The purpose of this class is to study race and ethnicity in the United States. In this class students will learn the major sociological concepts, theories and ideas related to race and ethnicity. The focus will be on the historical development of racial and ethnic diversity and the current social circumstances of a variety of racial and ethnic groups in the United States. The development and use of a sociological perspective will be emphasized to critically examine our current situation and our future as a multicultural society. Prerequisite: SOC 153 or ANTH 150. Type: T, IAI - S7 903D

SOC 255  The Family  3-0-3
This course is an examination of the origin and evolution of the human family as a social institution. Consideration will be given to traditional family types with special emphasis on the structure and function of the American family. This course helps students learn about marriage and family. It offers analyses of courtship patterns, marriage and the family forms, relationships and functions, and socio-cultural differences in family. Prerequisite: 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 259  Sociology of Small Communities  3-0-3
Sociological study of small communities and their institutions, usually in a rural environment. Includes social organization, values and beliefs, social stratification, political sociology, socio-economic conditions and challenges, and the ongoing struggle of small communities for survival in today's global economy. Prerequisite: Reading and writing placement at the ENG 101 or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93. Type: T

SOC 265  Aging and Society  3-0-3
This course is an introduction to social gerontology (the sociology of aging and the aged). It examines age, aging and the aged from a sociological perspective. Specific emphasis is placed upon theories of aging, demographic trends (past, present and speculative), the social construction of aging, the interplay of social institutions and aging, and issues of age and inequality. Particular attention will be given to applied sociological ideas, including analysis and discussion of public policy and medical sociology. Prerequisite: SOC 153. Type: T

SOC 299  Research Study Problems in Soc.  (1-3)-0-(1-3)
Seminar on a special topic or current issue in sociology. Prerequisite: Sophomore standing and at least one previous sociology course. Type: T
Spanish

SPAN 101  Elementary Spanish I  4-0-4
This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world. Prerequisite: Reading placement above ENG 91 or completion of ENG 91
Type: T

SPAN 102  Elementary Spanish II  4-0-4
This introductory language course is a continuation of SPAN 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world. Prerequisite: SPAN 101
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. Prerequisites: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: SPAN 211
Type: T

SPAN 299  Special Topics in Spanish  (1-4)-0-(1-4)
An in-depth study of various areas in Spanish language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities. Prerequisite: Sophomore standing and one year of Spanish
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. Prerequisites: Reading placement above ENG 91 or completion of ENG 91
Type: T, IAI - C2 900

SPCH 155  Interpersonal Communication  3-0-3
This course will provide the student with the means for becoming a better interpersonal communicator through the study of interpersonal communication theory and the application of major concepts, including language processes; types of verbal and nonverbal communication; oral and visual means of transmitting information; methods of encoding information; and social consequences. Writing placement above ENG 95 or completion of ENG 95
Prerequisites: Reading placement above ENG 91 or completion of ENG 91
Type: T

SPCH 161, 162, 261, 262  Theatre Acting Lab I - IV  0-3-1
Theatrical performance class designed to instruct students in dramatic interpretation and presentation. Using interpretation techniques, students will have opportunities for developing communication skills by examining concepts, principles and techniques of dramatic performance through regular rehearsal and public performance. Prerequisites: Reading placement above ENG 91 or completion of ENG 91; writing placement above ENG 95 or completion of ENG 95
Type: T

SPCH 170  Persuasion  3-0-3
Provides the student with an in-depth understanding of persuasion components, ethics and the process of persuasive speaking. Students will speak individually and as panel discussants. Students will also study various forms of persuasion, including advertising and political campaigns. Prerequisite: SPCH 151
Type: T

SPCH 174, 175, 274, 275  Applied Forensics I, II, III, IV  0-3-1
Applied Forensics is a course offering instruction and practical experience in intercollegiate individual events speech competition. In addition, programs are available for presentation for community service organizations as a way to address the citizenship component of Learning Outcomes Assessment. There are possibilities of judging high school tournaments also as an additional way of serving the community. The course will cover a variety of competitive speech events: informative and persuasive speaking, oral interpretation, duo interpretation, communication analysis, extemporaneous and impromptu speaking, and speaking to entertain. Students may take Applied Forensics I, II and III once each graduated order. Applied Forensics IV may be taken more than once. Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95. For each of the following (SPCH 175, 274, 275), the previous in sequence is required.
Type: T
SPCH 180 Interviewing 3-0-3
Provides the student with a practical understanding of the interview process. A variety of interview types are examined, and each student prepares and participates in several interviews. This course provides the opportunity for valuable interview experience as both the interviewer and interviewee.
Prerequisites: Reading 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.
Prerequisites: 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 Introduction 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.
Prerequisite: Reading placement above ENG 91 or completion of ENG 91; Writing placement above ENG 95 or completion of ENG 95
Type: T

SPCH 220 American Playhouse 3-0-3
American Playhouse is a course designed to develop an understanding and appreciation of theatre. The course will examine aesthetic and dramatic principles in selected plays. Course meets Humanities requirement.
Prerequisites: 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

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.
Prerequisite: Completion of SPCH 151 or SPCH 155 with a grade of "C" or better.
Type: T

SPCH 299 Problems in Speech (0-3)-(0-6)-(1-3)
Seminar on a special topic or current issue in speech.
Prerequisites: Reading 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).
Prerequisite: None.
Type: C

GT 105 Intro to Technical Mathematics 3.5-1-4
GT 105 will cover operations of signed numbers, exponents and square roots, basic algebra, ratios and proportions, angle measurements, area and perimeters of polygons, circles, geometric solids, and triangular trigonometry. Offered in fall, spring, and summer. Graphing calculator required (TI-84).
Prerequisite: Math placement above MATH 93 or completion of MATH 93 with a grade of "C" or better
Type: C

GT 106 Technical Mathematics I 3-0-3
Topics of elementary and intermediate algebra with applications in technical fields. The properties of real numbers, algebraic polynomials and fractions, systems of linear equations, functions, graphs, exponents and radicals, ratio and proportion. Offered in fall and spring. Graphing calculator required (TI-84).
Prerequisite: Math placement above MATH 94 or completion of MATH 94 with a grade of "C" or better
Type: C

GT 107 Technical Mathematics II 3-0-3
Topics of intermediate algebra and trigonometry, with application in the technical fields. Angular measurement, trigonometric functions, solution of right triangles, graphs of trigonometric functions, identities, complex numbers, angle formulas, composite vectors, quadratic equations and logarithms. Offered in spring only. Graphing calculator required (TI-84).
Prerequisite: GT 106
Type: C

GT 208 Technical Mathematics III 3-0-3
Topics in differential and integral calculus with applications in the technical fields. Derivatives, slope differentials, minimum and maximum value of functions related rates, integration, definite integral, area, volume and transcendental functions. Graphing calculator required (TI-84).
Prerequisite: GT 107
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.
Prerequisite: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.
Type: T, IAI - F1 907
THEA 161, 162, 261, 262 Theatre Acting Lab I - IV 0-3-1
Theatrical performance class designed to instruct students in dramatic interpretation and presentation. Using interpretation techniques, students will have opportunities for developing communication skills by examining concepts, principles and techniques of dramatic performance through regular rehearsal and public performance.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.
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.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.
Type: T

THEA 256 Theatre Acting 3-0-3
THEA 256 is a beginning course in acting. It attempts to teach the most basic skills of acting in connection with some of the world's greatest dramatic literature.
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.
Type: T, IAI TA 914

Ward Clerk  – See HRO

Web Development and Administration  – See Computer Information Systems

Welding Technology

WLDT 101 Introduction to Welding 3-6-6
Introduces 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 Arc Carbon Arc cutting. Also included is the acetylene cutting of mild steel and FCAW 2-P fillet welds, along with the care and use of welding tools and equipment.
Prerequisite: None.
Type: C

WLDT 106 Weld Fabrication Blueprint Reading 3-0-3
A progressive course that covers the basics of reading and understanding blueprints. Provides special training for students who want to know how to read blueprints or expand their knowledge in this area. A variety of machine and welded fabrication drawings will be covered.
Prerequisite: None.
Type: C

WLDT 107 Advanced Blueprint Reading 2-0-2
This course includes a review of architectural and technical drawing fundamentals. It also includes structural shapes, detailing, shop drawings, welding symbols and sketching.
Prerequisite: NONE
Type: C

WLDT 115 Industrial Welder I 3.5-1-4
This course is designed to introduce the student to the fundamentals of arc welding. Materials covered in this course will include welding machines, equipment, and welding supplies.
Prerequisite: None.
Type: C

WLDT 125 Industrial Welder II 3.5-1-4
This course will introduce the student to arc and acetylene cutting equipment. Also introduced will be material covering special cutting procedures.
Prerequisite: None.
Type: C

WLDT 135 Industrial Welder III 3.5-1-4
This course will introduce the student to types of welding equipment and their uses. The three basic welding positions will be covered in detail. Special welding application also will be covered.
Prerequisite: None.
Type: C

WLDT 145 Industrial Welder IV 3.5-1-4
This course will introduce the student to semi-automatic and automatic welding processes; also included will be information on welding nonferrous metals using the TIG process.
Prerequisite: None.
Type: C

WLDT 152 All Position Arc Welding 2-6-5
Deals exclusively with covered electrode electric arc welding in the four basic positions which are flat, vertical, horizontal and overhead. Introduction to Gas Metal Arc Welding and Flux Core Arc Welding.
Types and weldability of metals with electric cutting and gouging also included.
Prerequisite: 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.
Prerequisite: None.
Type: C

WLDT 252 Pipe Welding 2-4-4
Develops skill in the technique of pipe welding. Pipe welding practices in the horizontal 2G, vertical fixed 5G, and 45 degrees 6G position. Filler welds of pipe are covered. The laying out and flame cutting of pipe joints is covered.
Prerequisite: None.
Type: C

WLDT 253 GTA/W/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 non ferrous metals.
Prerequisite: None.
Type: C
WLDT 254  Testing and Inspection of Welds  3-0-3
Provides instruction in the destructive and nondestructive tests used in the welding industry. Writing welding procedures to meet welding-code specifications is also covered.
Prerequisite: None.
Type: C

WLDT 255  Layout and Fitup for Welders  3-0-3
Provides instruction in the complete process of plate, structural 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.
Prerequisite: None.
Type: C

WLDT 256  Qual & Cert Procedures – Welding Insps  3-0-3
This covers the basic material required for a student to prepare for the American Welding Society Certification Test or to improve his knowledge of inspection of weldments and welded-products. This is a preparatory course and in no way guarantees the individual will successfully complete the certification test.
Prerequisite: None.
Type: C

WLDT 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.
Prerequisite: WLDT 253 or consent of instructor
Type: C

WLDT 270  Robotic Arc 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.
Prerequisite: WLDT 253 or Consent of Instructor
Type: C

WLDT 299  Special Problems in Welding  (0-1) (1-10) (1-6)
Meets the needs of the experience welder. Material covered is determined on an individual basis. Each student submits an outline of the material he would like to cover. Should consist of a special project or special welding techniques.
Prerequisite: None.
Type: C
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Deceased Full-time Faculty Since 1980

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