

2013-2014  
Catalog



Southwestern Illinois College Catalog 2013-2014



[swic.edu](http://swic.edu)

BELLEVILLE CAMPUS  
SAM WOLF GRANITE CITY CAMPUS  
RED BUD CAMPUS  
866-942-SWIC (7942)





# SOUTHWESTERN ILLINOIS COLLEGE 2013-2014 CALENDAR

## FALL SEMESTER 2013

Faculty Opening Week	Monday – Friday, August 12-16
Campus Classes Begin	Saturday, August 17
Labor Day (College Closed)	Monday, September 2
Spring 2014 Graduation Application Deadline	Sunday, September 15
Veterans Day (College Closed)	Monday, November 11
No Classes – College Open	Wednesday, November 27
Thanksgiving Break (College Closed)	Thursday – Sunday, November 28 – December 1
Last Day to Withdraw from Classes*	Variable Dates Apply
Final Examinations for Friday Only Classes	Friday, December 6
Final Examinations for Evening Classes	Monday – Thursday, December 9-12
Final Examinations for Day Classes	Saturday, December 7 and Monday – Thursday, December 9-12
Grades Due	Monday, December 16, noon
College Closed	Monday – Wednesday, December 23, 2013 – January 1, 2014

## SPRING SEMESTER 2014

College Reopens	Thursday, January 2
Faculty Opening Week	Monday – Friday, January 6-10
Campus Classes Begin	Saturday, January 11
Martin Luther King Day (College Closed)	Monday, January 20
Lincoln's Birthday (College Closed)	Wednesday, February 12
Summer 2014 Graduation Application Deadline	Saturday, February 15
Spring Break (College Closed)	Monday – Sunday, March 10-16
College Closed	Friday – Sunday, April 18-20
Last Day to Withdraw from Classes*	Variable Dates Apply
Final Examinations for Day Classes	Thursday – Wednesday, May 8-14
Final Examinations for Evening Classes	Thursday – Wednesday, May 8-14
Graduation	Thursday, May 15
Grades Due	Monday, May 19, noon
Memorial Day (College Closed)	Monday, May 26

## SUMMER SESSION 2014

Campus Classes Begin	Monday, June 2
Fall 2014 Graduation Application Deadline	Sunday, June 15
Independence Day (College Closed)	Friday, July 4
Last Day to Withdraw from Classes*	Variable Dates Apply
Final Examinations	Wednesday – Thursday, July 23 and 24
Grades Due	Monday, July 28, noon

\*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 17, 2012

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

# HOW TO FIND SWIC

Visit us online at [swic.edu](http://swic.edu).

Southwestern Illinois College, Community College District 522, serving counties St. Clair, Madison, Monroe, Randolph, Washington, Bond, Perry, Montgomery, state of Illinois.

### Belleville Campus

2500 Carlyle Ave., at the intersection of Green Mount Road and Illinois 161/Carlyle Avenue  
**618-235-2700, ext. 5258**

**From I-64:** Take exit 16, Green Mount Road. Drive south on Green Mount Road. Proceed about 4.5 miles to the intersection with Illinois 161/Carlyle Avenue. The college will be on the left. Continue through the intersection, then turn left at either of the Green Mount Road entrances.

**From I-255:** Exit at Illinois 15 East, the Belleville exit. Proceed on Illinois 15 East about 13 miles to Green Mount Road. Turn left (north) onto Green Mount Road. Continue approximately 3 miles, passing the Illinois 158/177 intersection and Metro overpass. At the Weatherstone intersection, turn right into the campus.

**MetroLink:** The Belleville Campus is located across from College Station.

### East St. Louis Community College Center (ESLCCC)

601 James R. Thompson Blvd. on the East St. Louis Higher Education Campus • **618-874-6592**

**From I-64:** Take exit 2A onto Third Street, turn left and drive two blocks. Turn left onto Broadway, proceed five blocks and turn right on Eighth Street. Drive two blocks to the East St. Louis Higher Education Campus.

### Programs and Services for Older Persons (PSOP)

201 N. Church St., Belleville, at the intersection of Church and "B" streets in downtown Belleville • **618-234-4410**

**From the Belleville Public Square:** Drive north on Illinois Street (Illinois 159) for two blocks, turn right on "B" Street and proceed for three blocks.



### Red Bud Campus

500 W. South Fourth St., off Illinois 3 in Red Bud  
**618-282-6682**

**From Illinois 3:** Turn west onto West South Fourth Street. The campus is located southwest of Red Bud Regional Hospital.

### Sam Wolf Granite City Campus

4950 Maryville Road • **618-931-0600**

**From I-270:** Exit onto Illinois 203/South Nameoki Road, then left onto Maryville Road. The campus is located at the intersection of Maryville Road and Illinois 203 on the north side of Granite City, one mile south of Interstate 270.

### Scott Air Force Base (SAFB)

SWIC Education Office, 404 W. Martin St., Bldg. 1650, on Scott Air Force Base • **618-256-2442**

**From Illinois 158:** The Scott Air Force Base main gate and Visitor Control Center are located on Seibert Road, off Air Mobility Drive/Illinois 158. Once on base, the SWIC office can be reached by turning off Scott Drive onto West Martin Street. For questions about SAFB access, call 618-256-2442 or 618-235-2700, ext. 5393.

For directions, call 866-942-SWIC (7942), ext. 5258.

Visit <http://maps.yahoo.com> for detailed directions and a map.

# Steps to Enrolling for New Students

## STEP 1

### **Submit a New Student Information form**

Submit a New Student Information form online at [estorm.swic.edu](http://estorm.swic.edu) or contact Enrollment Services at the Belleville, Sam Wolf Granite City *OR* Red Bud campuses to request a free form for admission.

- Schedule a campus tour.

## STEP 2

### **Participate in new student orientation online or in person**

For dates and times, visit [swic.edu/orientation](http://swic.edu/orientation) or call 866-942-SWIC (7942), ext. 5495.

## STEP 3

### **Set up eSTORM and SWIC email accounts**

Have your SWIC Student ID number, Social Security Number and date of birth available to set up your accounts at [estorm.swic.edu](http://estorm.swic.edu).

## STEP 4

### **Apply for financial aid, and apply for SWIC scholarships**

Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or contact the Financial Aid and Student Employment office for a FAFSA to apply for loans, grants, scholarships or campus employment.

## STEP 5

### **Send high school and/or college transcripts**

Have high school and/or previous college transcripts sent to Enrollment Services, Belleville Campus, 2500 Carlyle Ave., Belleville, IL 62221. Submit a Transcript Evaluation Request form for college transcript evaluation.

## STEP 6

### **Schedule an assessment, and see a counselor.**

Participate in Mission Success, a program for new students that includes college information, assessment for course placement and an individual counseling appointment. To participate, call the Belleville Campus, ext. 5182; Sam Wolf Granite City Campus, ext. 7337; *OR* Red Bud Campus, ext. 8114.

## STEP 7

### **Show photo ID and proof of residency at Enrollment Services**

## STEP 8

### **Register for classes**

Register online through [estorm.swic.edu](http://estorm.swic.edu) or in person at any of the three campuses.

## STEP 9

### **Make payment arrangements**

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

## STEP 10

### **Purchase/rent textbooks**

Have your final schedule with you when you go to the bookstore to buy textbooks, or purchase textbooks online at [swic.edu/bookstore](http://swic.edu/bookstore). Show Student ID if using financial aid.

## **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

# Board of Trustees



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Board member since 1993



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Waterloo  
Term: 2012–2013



# Dear Incoming or Returning Student:

*"Always bear in mind that your own resolution to succeed is more important than any one thing."*

— Abraham Lincoln

This message is prominently displayed in the two-story lobby of our newly expanded Liberal Arts Complex because it underscores our institutional emphasis on student success.

While your self-starting "resolution to succeed" is demonstrated by your enrollment here, be assured our faculty, administrators and staff are here to help you every step of the way.

As a prime example, we encourage every student to visit our newly expanded Success Center in the heart of the Liberal Arts Complex at the Belleville Campus. Success Center help is also available at our Sam Wolf Granite City and Red Bud campuses, and the East St. Louis Community College Center.

Your path to success at Southwestern Illinois College is also largely assisted by:

- Online orientation that is highly recommended for every new student ... and is just as handy for returning students who may need a "refresher course" during their time here.
- An average on-campus class size of 18 students that remains one of the lowest in the state and helps ensure personalized attention in and out of the classroom.
- State-of-the-art classrooms, learning labs and personalized online records management tools that collectively help SWIC students maximize their productivity.

If you are a new student, welcome ... if you are a returning student, welcome back ... and if "your own resolution to succeed is more important than any one thing," you've come to the right place.

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 work force. 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 long-time legislator Sam Wolf. The academic offerings of the campus meet the educational needs of the northern part of the college district, as well as the work force training needs of local industry. The 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, submit veterans assistance paperwork and submit 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 Middle School

Highland High School  
Highland-Pierron Fire Protection District  
Memorial Hospital Auditorium  
O'Fallon Township High School  
O'Fallon Fire Department  
Providing A Sure Start facility  
Red Bud Off-Campus Site  
St. Clair Bowl - Alley  
Sugar Creek Fire Protection District  
Smithton Fire Department  
Sparta Fire Department  
Tri-City Port Authority  
Waterloo High School  
YMCA East Belleville



BELLEVILLE CAMPUS



RED BUD CAMPUS



SAM WOLF GRANITE CITY CAMPUS

# APPLY

## *for scholarships*

**swic.edu/foundation**

More than 200 scholarships are awarded annually!



**Belleville Campus, 2500 Carlyle Ave. • Main Complex – Room 2240**  
**866-942-SWIC (7942), ext. 5518 • 618-235-2700, ext. 5518**  
**[scholarships@swic.edu](mailto:scholarships@swic.edu)**



# Don't miss out on funds to help pay for your college education!

**For the best opportunity** for fall semester awards, apply between **Jan. 1** and **March 1** at **swic.edu/foundation**. Applications are accepted until all scholarships have been awarded.

**Applicants are considered** for all scholarships for which they qualify, based on the donor's criteria. Students may be awarded more than one scholarship for that particular academic year.

**Scholarships supported** by individuals, businesses and organizations can be based on the following criteria, to name a few:

- academic area of study
- geographic area
- sports participation
- student status such as returning adult or those transferring to four-year colleges and universities.

*"How thankful I am that there are generous donors that help students reach their goals*

*and dreams. Receiving this scholarship took some of the stress away on figuring out how I was going to pay for all the tuition, books and uniforms."*



**Sarah Lockwood**

*Evelyn Lawson Reinhart, RN, Memorial Scholarship*

*"I have been in the food service industry for many years and decided to return to school and seek a degree*

*in food service management. With the economy the way it is and the changes in the grants program, the scholarship is a gift which I greatly appreciate."*



**Timothy Hays**

*PFG - Middendorf Scholarship*

## **Board of Directors**

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SWIC Board of Trustees Chair Nick J. Mance; SWIC President Georgia Costello, Ph.D.; SWIC Vice President for Marketing and Institutional Advancement Michael R. Fleming; Foundation Treasurer Margot Middleton-Holt; Foundation Board Secretary LuAnn Peek

# FT and PT Faculty of the Year 2012-2013



SWIC recognizes **Stan Hatfield** as the college full-time Faculty Member of the Year

**W**hen the success of a class so greatly depends on the knowledge of just one person – the teacher – SWIC has recognized Stan Hatfield as one of those that can teach at their best.

SWIC recently recognized Hatfield, a Physical Science professor, as the college Full-Time Faculty Member of the Year for 2012.

"I'm very humbled," Hatfield said. "I have a lot of colleagues who were very deserving of this."

Hatfield has worked at the college for 12 years and currently serves as the president of the full-time faculty union. Prior to working at Southwestern Illinois College, he taught at Southern Utah University for seven years. He spent five years before that working in the private sector.

His peers have said these private-sector connections allow him to keep his techniques and knowledge up-to-date in the rapidly changing fields he has to describe to students daily.

SWIC Associate Dean of Success Programs Sue McClure said he has been described as: "a 'fabulous' instructor. [His students] describe him as passionate and caring. They appreciate his engaging lectures, fascinating stories and his willingness to help them find success in the classroom."

Hatfield's focus in the classroom is to help his students achieve their goals.

"I try to bring a lot of energy to my work with students," he said.



SWIC recognizes the late **Ed Christ** as the college part-time Faculty Member of the Year

**D**uring the time Ed Christ was with SWIC, he made a difference that was truly outstanding.

Christ was chosen as Part-Time Faculty Member of the Year for 2012 for his expert knowledge in both the theory and industrial application of metallurgy.

Sadly, Christ passed away in March 2012 and is being recognized posthumously.

According to his peers, he had been an invaluable asset at SWIC since he began working at the college in 1978.

In addition to teaching metallurgy and pipefitting, Christ also served as the coordinator of the U.S. Steel Learner's Program.

His knowledge and skills were so well known that several companies were willing to pay out-of-state tuition for their employees to attend classes at SWIC and learn from him.

Christ was always willing to continue his own education through workshops and seminars. Colleagues say he was dedicated to keeping informed and securing new technology through grants or donations from industry as things evolved. This helped keep his programs up-to-date and technologically cutting-edge.

"I think Ed served as a mentor to new faculty as well as students in various classes and was an integral, long-term member of our college's faculty," said Technical Education Dean Brad Sparks. "He has been sorely missed."



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

**Associate in Engineering Science (AES):** An associate degree that provides the first two years of study for students who plan to pursue a bachelor’s degree in the area of 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 work force immediately after graduation.

**Certificates:** Academic programs ranging from two to fifty 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 division general education requirements.

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

**Coordinator:** A faculty member who is designated as the academic 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 PSYCH 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 than 100 that develops skills in reading, writing, or mathematics, and prepares students for college-level English or mathematics. Credits earned in developmental courses do not count toward graduation but may meet the math requirements for some occupational programs.

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

**Dual Credit:** A college-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 be considered full-time during the summer term.

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

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

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

**Grant:** 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.

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

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

**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](http://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  
College Honors Program.....7385  
Commercial Maintenance Mechanics courses..... 7457  
Community Education..... 5393/7344/8104  
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  
Electronic Publishing courses .....5382  
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

**Scott Air Force Base Education Office &  
National Testing Center ..... 618-746-4200**  
**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**

Heating, Ventilation, Air Conditioning & Refrigeration courses .... 7448  
Horticulture/Agriculture courses .....5135  
Human Services Technology courses ..... 5198/5309/7386  
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  
Music courses .....5354/5327  
National Testing Center at Scott Air Force Base ..... 746-4200  
Network Design and Administration courses..... 7374  
Nursing Education courses .....5263  
Office Administration & Technology courses .....5321  
Online Learning.....5581/5774/5756/5508  
Paralegal Studies courses.....5494  
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 .....8133  
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 \$99 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.

- **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](http://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 work force 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.

## Frequently Asked Questions (continued)

- **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. If you are a returning student and do not remember your Student ID number, you can bring a photo ID to the registration window, or fax or mail the Student ID Request Form, available on the SWIC website. 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 Cafe (when offered), College Activities reduced purchases, free pass to Athletic events, ridership on the St. Clair County District Transit Authority MetroBus and MetroLink, Madison County Transit Bus System, book buyback, etc. Identification cards are available through the Public Safety office at the Belleville and Sam Wolf Granite City campuses, and at the Student Development Office at the Red Bud Campus.

- **How do I get my transcript?**

Students may request transcripts 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?**

In the event of poor weather conditions, SWIC could take one of the following actions:

- Follow the "Snow Schedule" and open at 10 a.m.
- Cancel day classes and reopen for evening classes.
- Be open for day classes, but close for evening classes.
- Cancel both day classes and evening classes.

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

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

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

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

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

- **Can I take college classes if I'm still in high school?**

High school students age 16 and older who have authorization to participate in college courses and programs may enroll. See the *General Admission* section in this catalog for more information.

- **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: June 15, 2013 for fall 2013 graduation; Sept. 15, 2013 for spring 2014 graduation; Feb. 15, 2014 for summer 2014 graduation.



# The William and Florence Schmidt Art Center



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

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

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

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

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

## EXHIBITIONS IN 2013



- **SWIC Student Exhibition**  
April 18-May 8
- **Laura Strand, Mary Nasser and Jack Decoteau**  
May 24-June 21
- **Mark Travers, Zeuxis and Erin Vigneau Dimick**  
July 5-Aug. 9
- **SAQA Sightlines and Carl Stewart**  
Aug. 22-Oct. 8
- **John M. Goessmann, Sherwin Tibayan, Arny Nadler and Mel Watkin**  
Oct. 24-Dec. 12

For current hours of operation and details about upcoming exhibitions and programs:

[swic.edu/sac](http://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](mailto:accreditation@apta.org), [www.captionline.org](http://www.captionline.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](http://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.naacls.org](http://www.naacls.org)
- National Institute for Metalworking Skills
- National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000

SWIC is a member of:

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

## 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 South LaSalle St., Suite 7-500, Chicago, IL, 60604-1413. The commission's telephone number is 312-263-0456.

SWIC is a member institution of the Academic Quality Improvement Project (AQIP) 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](http://www.aqip.org). To view the college's Statement of Accreditation, go to <http://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.

## Student Success and Accountability (continued)

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

Inquiries regarding equal opportunity and affirmative action in student services, academic affairs, and employment issues are handled by the same office for all campuses and instructional sites within the community college district. Specific information may be obtained by contacting: Human Resources office, Southwestern Illinois College, 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, 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, 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	\$103 per semester credit
*Residents of Community College District 522 age 60 and over	\$98 per semester credit
**Residents of Illinois outside of Community College District 522	\$303 per semester credit
**Out-of-state residents	\$442 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

\$108 (\$103 In-District Rate + \$5 fee)
x 16 semester credits
= \$1,728 (average tuition and fees per semester)
\$1,728 average per semester
x 4 semesters
= \$6,912 (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](http://swic.edu/catalog) and [swic.edu/student-handbook](http://swic.edu/student-handbook) for consumer information; [swic.edu/bookstore](http://swic.edu/bookstore) for textbook information; and [swic.edu/gea-index](http://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 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.
- File a request for chargeback support with the secretary to the Board of Trustees of Southwestern Illinois College who is located on the Belleville Campus at least 30 days prior to the beginning of any semester.

### Chargebacks/Joint Agreements for Out-of-District Residents

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

Out-of-district students who attend SWIC under the terms of a joint agreement between SWIC and another community college district will pay SWIC in-district tuition. 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.

#### 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](http://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](http://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](http://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](http://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.

## **Financial Aid and Scholarships (continued)**

### **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](http://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](http://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 in January for the following academic year at [fafsa.ed.gov](http://fafsa.ed.gov). Visit the Financial Aid and Student Employment office for more information or for help in filing the FAFSA, contact the PALS 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.

## Financial Aid and Scholarships (continued)

### 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 Free Application for Federal Student Aid (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™ 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](http://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 once they have attempted 100 percent of the time needed for their program. 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](http://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

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

- Students applying to enter the Associate in Arts, 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 2013-2014 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](http://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](http://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/ Years	Subjects
4	English (written and oral communications)
2	Mathematics (geometry plus one year after geometry)
3	Social Studies (emphasizing history, government, geography, others also apply)
3	Science (two of which must be laboratory sciences)
1	Electives (Foreign Language, Music, Art, or Vocational Education)
2	Additional course work from any of the above

Please note: Students enrolled at the college prior to the fall 1993 semester are EXEMPT from the admission requirement process. Students graduating from schools not recognized by a State Board of Education, home schooled students and GED completers may demonstrate completion of admission requirements in one of the following ways:

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

### Assessment and Remediation

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

### English and Math

All students seeking to enter the Associate in Arts, Associate in Fine Arts, Associate in Arts in Teaching, Associate in Engineering Science, Associate in Science or Associate in General Studies Degree program will be assessed and placed in English and math classes through the Mission Success program. Assessment scores identify which English and math classes the student will be required to complete. Information regarding assessment is available in 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.

## Mission Success

Mission Success is an orientation, assessment and counseling program designed to assist the student with successful entry to

SWIC. Mission Success is a three-step process including College Information/Welcome Session, Assessment/Course Placement, and Individual Counseling.

### Step 1: College Information/Welcome Session

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

### Step 2: Assessment/Course Placement

The main goal of the assessment process, COMPASS, for future SWIC students is to gather information about current skills.

The assessment process, a component of Mission Success, tells the student the proper level to start math and English classes. Starting in the right classes can lay the groundwork for success in future classes. Math is a discipline that exercises thinking and reasoning skills. English addresses reading, comprehension, grammar and writing skills. Improving reasoning, reading and writing skills will be necessary as the student climbs the educational ladder. Also, these skills can be of great importance throughout life.

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

COMPASS, the computerized assessment tool, is available at each SWIC campus. The program is not timed, so students can proceed at their own pace.

COMPASS identifies skill levels in math, reading and language usage. COMPASS also assesses students' self-reported needs and develops a report that provides referral to services.

### Step 3: Individual Counseling

Following the COMPASS process, a counselor will discuss the student's assessment results, individual needs, academic plans and class schedule in an individual appointment.

### An appointment is required for Mission Success.

Call:

618-235-2700, ext. 5182, BC  
618-931-0600, ext. 7333, SWGCC  
618-282-6682, ext. 8114, RBC  
618-874-8775 or 618-874-6592, ESLCCC

### Who Will Be Assessed?

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

## Admission Information (continued)

### Who Will Be Exempt?

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

If students 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.

### Admission to Health Sciences Programs

Special Application for Admission forms (available in District 522 high school guidance offices, at each SWIC campus and online at [swic.edu/apply](http://swic.edu/apply)) are used to apply for the following programs:

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

Specific information for each program is available from the program's Application Planning Guide 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](http://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 2013-2014 is \$24,244 (U.S. currency).
- 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 \$100 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 Transcript 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, 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 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:

## Admission Information (continued)

- 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 Free Application for Federal Student Aid (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.

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

### Course Load

A student who is registered for 12 or more semester credits during the fall and spring semesters or six or more semester credits during the summer is considered a full-time student. For financial aid purposes, 12 semester credits is considered full-time during the summer term. A normal full-time course load is 15-18 semester credits. Registration for more than 18 semester credits during fall and spring semesters and nine semester credits during

the summer semester must be approved by a counselor. Students with a grade point average of 3.0 (B) or better generally are considered for such approval.

The Veterans Administration and some other funding agencies designate minimum course loads for qualification purposes. Your ability and how many hours you work should be taken into account when you determine your course load.

## 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
BIOL	All courses
BUS	205
CHEM	All courses
CIS	296, 297
CISC	All courses
CSA	All community service activity classes
EMTP	All courses
ENGR	All courses
ES	All courses
GEOG	143
GS	All general studies classes
HIST	154
HLTH	All courses
HUM	200
IND	296
MA	192, 195, 236, 237, 243, 255
MATH	All courses
MLT	245, 275
MT	All courses
OAT	260, 293
PE	All courses
PHYS	All courses
PTA	170, 270, 280
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
HORT	All courses except internships
HRO	105, 115, 167, 299
HVAR	All courses
MA	All courses except 192, 195, 236, 237, 243, 255
MLT	150, 200, 210, 220, 240, 250, 260, 270
HIT	All courses
PARL	All courses
PTA	All courses except 170, 270, 280
NE	All courses
RC	All courses
RT	All courses except clinical courses
SLS	All courses
WLDT	All courses

### Enrolling for Audit Status

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

If the student wishes to register for an Audit By Permission Course (s)he should visit the appropriate department and request approval of the department chair or program coordinator and the dean using the Restricted Audit Approval Form which is available in that department.

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

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

### 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](http://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 AFB 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.

<b>If your last term enrolled is</b>	<b>Apply to Graduate for the</b>	<b>Apply by</b>
AUG-DEC	Fall Semester	June 15
JAN-MAY	Spring Semester	Sept. 15
JUNE-JULY	Summer Term	Feb. 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 Northwest Commission on Colleges and Universities
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 non-refundable 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.



## Transfer Information (continued)

### 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:

Subject Exam	Semester Credit	Score
Art + General	ART 101	4, 5
Art History	ART 104 and ART 105	4, 5
Biology	BIOL 101	4, 5
Calculus AB	MATH 203	3, 4, 5
Calculus BC	MATH 203 and MATH 204	3, 4, 5
Calculus BC	MATH 203	2
Chemistry	CHEM 105 and CHEM 106	4, 5
	CHEM 101	3
Comparative Government and Politics	POLS 240	4, 5
Computer Science A	MATH 171*	3, 4, 5
Computer Science AB	MATH 171 and 271*	3, 4, 5
Economics		
Macroeconomics	ECON 201	4, 5
Microeconomics	ECON 202	4, 5
English Language & Composition	ENG 101	4, 5
English Literature & Composition	LIT 113	4, 5
European History	HIST 151	4, 5
French Language	FREN 201 and 202	4, 5
German Language	GERM 201 and 202	4, 5
Government & Politics: U.S.	POLS 150	4, 5
Physics B	PHYS 151 and PHYS 152	4, 5
	PHYS 151	3
Physics C		
Mechanics	PHYS 204	4, 5
Magnetism	PHYS 205	4, 5
Psychology	PSYC 151	4, 5
Statistics	MATH 191	3, 4, 5
Spanish Language	SPAN 201 and 202	4, 5
U.S. History	HIST 180	4, 5
World History	HIST 101 and 102	4, 5

\*Pending ICCB approval

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 will 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 College Level Examination Program (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 hours may be awarded as a result of CLEP general and/or subject examinations.
- Credit will not be granted for laboratory science courses as a result of CLEP general or subject examinations.
- Credit will not be granted for ENG 101 and/or 102 as a result of CLEP general or subject examinations.
- 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.



## Transfer Information (continued)

### CLEP General Examination (June 2001 and Prior)

Score	Semester Credits Granted	Course Equivalent
500	3 hours	General Humanities
500	4 hours	General Elective
500	3 hours	Social Science

### CLEP General Examination (July 2001 – Present)

Score	Semester Credits Granted	Course Equivalent
50	3 hours	General Humanities
50	4 hours	General Elective
50	3 hours	Social Science

### Subject Examination

Score	Semester Credits Granted	Course Equivalent
50	3 hours	HIST 180
50	3 hours	Humanities
50	3 hours	Humanities
50	4 hours	FREN 101
75	4 hours	FREN 102
50	4 hours	GERM 101
75	4 hours	GERM 102
50	3 hours	PSYC 151
50	3 hours	SOC 153
50	3 hours	ECON 201
50	3 hours	MGMT 214
50	3 hours	MKT 126
50	3 hours	ECON 202
50	3 hours	MGMT 214
50	4 hours	SPAN 101
75	4 hours	SPAN 102
50	3 hours	HIST 101
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 (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. As a SOC member, 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 (ASSCU) and the American Association of Community Colleges (AACC). For more information, call 618-235-2700, ext. 5357.

## Eligibility for Transfer

Universities and colleges set standards of eligibility for admission of transfer students. Usually a student can transfer from 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](http://www.itransfer.org) to research Illinois colleges and the IAI (Illinois Articulation Initiative – a statewide agreement that facilitates transfer between Illinois colleges and universities).
- Use the Internet to research colleges:  
Petersons Guide - [www.petersons.com](http://www.petersons.com)  
College Zone - [www.collegezone.com](http://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 Free Application for Federal Student Aid (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](http://www.collegezone.com)  
[www.collegeboard.org](http://www.collegeboard.org)  
[www.studentaid.ed.gov](http://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 (IAI), a statewide agreement that facilitates transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). The following IAI codes identify qualifying general education courses:

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

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

A database has been compiled for the IAI that contains all of the statewide articulated courses at each participating institution. Students who plan to transfer at some point during their college career should see a counselor for additional information and can access the IAI at [www.iTransfer.org](http://www.iTransfer.org).

#### General Education Core Curriculum Requirements

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

#### Communication:

3 courses (9 semester credits)

A two-course sequence in writing (6 semester credits),

One course in oral communications (3 semester credits).

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

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

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

MATH	203	Analytic Geom & Calculus I (IAI – M1 900-1)	5
MATH	204	Analytic Geom & Calculus II (IAI – M1 900-2)	5
MATH	205	Analytic Geom & Calculus III (IAI – M1 900-3)	4
MATH	213	Calculus for Bus & Soc Sci (IAI – M1 900-B)	4
MATH	292	Linear Algebra (IAI – M1 906)	3

**Physical and Life Science:** 2 courses (7 to 8 semester credits)

One course selected from Life Sciences,

One course from Physical Sciences.

At least one laboratory course must be included. Courses that include a lab component are marked with an asterisk (\*).

#### Life Science

*BIOL	100	General Biology: Ecology, Evolution and Genetics (IAI-L1 900L)	4
*BIOL	101	Principles of Biology (IAI – L1 900L)	4
*BIOL	104	Biology for Elementary Teachers (IAI-L1 900L)	
*BIOL	108	General Ecology (IAI – L1 905L)	4
*BIOL	151	Fundamental Botany (IAI – L1 901L)	4
**BIOL	106	Environmental Science (IAI – L1 905)	3
**Does not apply to the Associate Degree requirements at 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)	
*PHYS	101	General Physical Science (IAI – P9 900L)	4
*PHYS	104	Physical Science for Elem Teachers (IAI-P9 900L)	
*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)

One course selected from Humanities,

One courses selected from Fine Arts and

One course from either Humanities or Fine Arts.

#### Humanities

FREN	202	Intermediate French (IAI – H1 900)	4
GERM	202	Intermediate German (IAI – H1 900)	4
HIST	286	History of Religion (IAI – H5 904N)	3
LIT	113	Intro to Fiction (IAI – H3 901)	3
LIT	117	Lit Written by Women (IAI – H3 911D)	3
LIT	120	Introduction to Poetry (IAI H3903)	3
LIT	125	Drama as Literature (IAI – H3 902)	3
LIT	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



## 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 two disciplines.

### Social Science

ANTH	150	Cultural Anthropology (IAI – S1 901N)	3
ANTH	160	Physical Anthropology (IAI – S1 902)	3
ANTH	250	Intro to Archeology (IAI – S1 903)	3
ECON	115	Intro to Economics (IAI – S3 900)	3
ECON	201	Prin of Economics-Macro (IAI – S3 901)	3
ECON	202	Prin of Economics-Micro (IAI – S3 902)	3
GEOG	152	World Regional Geography (IAI – S4 900N)	3
GEOG	202	Economic Geography (IAI – S4 903N)	3
HIST	101	World Civilization I (IAI – S2 912N)	3
HIST	102	World Civilization II (IAI – S2 913N)	3
HIST	114	Latin American History (IAI – S2 910N)	3
HIST	115	Mid-East History (IAI – S2 918N)	3
HIST	117	African History (IAI – S2 906N)	3
HIST	118	Asian History (IAI S2 908N)	3
HIST	152	European Civilization II (IAI – S2 903)	3
HIST	180	US History to 1865 (IAI – S2 900)	3
HIST	181	US History, 1865 to the present (IAI – S2 901)	3
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
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
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	256	Theatre Acting (IAA TA 914)	3

## Transfer Information (continued)

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.

## Minority Transfer and Multicultural Student Services Center

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

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
- Referral to Campus Departments and Services
- Multicultural programs

### Hours and Locations:

#### Belleville:

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

#### 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

## 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 or by letter containing the following information: Social Security Number, birth date, all last names (e.g., maiden name) under which the student attended SWIC, the first and last semester of attendance, and the student's signature. Rush or faxed transcript requests will have a charge of \$10. Rush transcripts will be released within two working days following the request. The college reserves the right to limit the number of transcripts issued at no charge. SWIC reserves the right to withhold transcripts from students who are in debt to the institution.





# Academic Regulations

## Academic Standards

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

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

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

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

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

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

## Grade Reports

Semester grades are available online to all students. Semester payments (including fines and assessment) due 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 Regulations (continued)

### 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](http://estorm.swic.edu).

### SWIC Website

Information about closure or delayed opening will be posted in the announcement box on [swic.edu](http://swic.edu) and on the home page of eSTORM at [estorm.swic.edu](http://estorm.swic.edu).

### Other Sources

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

#### Websites

Facebook at [facebook.com/swic.edu](http://facebook.com/swic.edu)

### Snow Schedule Information

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

### 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](http://swic.edu) and [ksdk.com](http://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

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

Student conduct on campus and at all college-sponsored activities is governed by the rules of the community. Violations of federal, state and local laws at any college-sponsored activity, on or off campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action.

Violations include, but are not limited to:

- acts that interfere with the purposes, necessities and processes of the college community or that deny the rights of members of the college community to include disruptions of classroom, shop, lab or any other learning activities;
- denying a trustee, employee, student or invitee of the college freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; and occupying buildings or other property after due and legal notice to depart;
- causing or threatening to cause harm to an individual either directly or indirectly by action or verbal behavior;
- academic misconduct including, but not limited to, cheating, plagiarism and forgery; failure or refusal to follow clinical practice standards; and soliciting, aiding, abetting, concealing or attempting such acts. Plagiarism is defined as the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing or otherwise using written or oral work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own;
- improper, unauthorized or personal use of college computer laboratories, equipment, Internet services or software; the modifying or copying of college software; and the use of illegal or unauthorized software;
- sexual harassment, defined as any unwelcome attention, behavior or materials of a sexual nature creating an intimidating, hostile, or offensive environment or interfering with educational or work performance. Sexual harassment is a violation of state and federal law, as well as SWIC policy. Report all incidents to the Title IX coordinator in the Office of Human Resources, 618-222-5534;
- stalking or other means of harassment by verbal, written, physical or electronic means;
- discrimination based on race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military or status as a protected veteran;
- nuisance activities such as the use of loud, abusive, or otherwise improper language; loitering; improper assembling; creating any hazard to people or things; blocking access ways; improper disposal of rubbish; and lewd or obscene conduct as defined by law;

## Academic Regulations (continued)

- possession and/or consumption of alcoholic beverages, except at Foundation-sponsored events and off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit such beverages;
- sale, use, possession or distribution of marijuana or any other illicit substance, including any controlled substance not prescribed by a licensed physician;
- illegal gambling;
- loss, theft or damage of college property or property of members of the college community, including failure to return college supplies, equipment, software and library material;
- failure to meet financial obligations relative to college transactions, issuing of fraudulent checks or committing deceptive practices such as counterfeiting, fraud or false impersonation;
- the sale, transfer, possession, use or discharge of explosives, fireworks, ammunition, firearms, dangerous chemicals, hazardous substances or other weapons (to include simulated devices) except as specially permitted by law and college officials;
- failure to give information or giving false or misleading information in response to requests from college officials;
- misuse of camera phones or unauthorized videotaping in an area where the expectation of privacy exists or to compromise academic work or tests;
- disorderly conduct defined as knowingly acting in an unreasonable manner so as to alarm or disturb another and to provoke a breach of the peace;

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

### Possible Sanctions for Violations of Student Conduct Code

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

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

- *Disciplinary Reprimand:* An oral conference or written reprimand noting the seriousness of the violation of the Student Conduct Code.
- *Probation:* A status for a specific period of time which places the student on notice that further misconduct may result in more serious penalty.
- *Social Probation:* Probationary status that also restricts the student from specified activities, equipment or facilities.

- *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, sex, disability, religion, national origin, sexual orientation or age should be made to the Human Resources office 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. In addition, transcripts may be requested with a letter containing the following information: Social Security number or student ID number, birth date, all last names (e.g., maiden name) under which the student attended SWIC, the first and last semester of attendance, and the student's signature. Rush or faxed transcript requests will have a charge of \$10. Rush transcripts will be released within two working days following the request. The college reserves the right to limit the number of transcripts issued at no charge. 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 insure 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:

- Mission Success (a transition to college program for entering students: a. college information session, b. COMPASS assessment, and c. individual counseling session)
- Academic Counseling
- Career Counseling
- Mental Health and Wellness Counseling and Crisis Counseling

- College Fair, Transfer Planning, College Visit Days, Transfer Night
- Mental Health and Wellness Programs, Alcohol/Drug Education & 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, college-level English or math course.
- Students wishing to enroll in classes which require specific English and/or math competency levels.
- All students **MUST** be assessed prior to accumulating more than 12 baccalaureate 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.

## Student Support Services (continued)

### Career Activities and Employment Center

#### Career Services

The Career Activities and Employment Center offers services in three broad areas. Come use our Career Development Laboratory. Visit us at [swic.edu](http://swic.edu).

#### Job Leads/Job Search Training

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

8:30 a.m. to 4:30 p.m., Monday –Thursday  
8:30 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, as well as vocational students with economic or academic challenges, individuals preparing for nontraditional training and employment, single parents, displaced homemakers, and individuals with limited English proficiency. Visit [swic.edu/disabilitycenter](http://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

## Student Support Services (continued)

### eSTORM Services

The Southwestern Total Online Records Management service allows access to student information online. To register for an eSTORM services account, students will need their **Student ID number, Social Security number and date of birth.**

Information available online will include:

- **Account Statement** – students can view the details of charges and credits posted to their account as it happens.
- **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.
- **Forms** – students can apply for graduation or request a certificate, official transcript or transcript evaluation.
- **Register for Classes** – students can register for classes online.
- **Transcripts** – students can view unofficial transcripts or request an official transcript be sent to them or to another location.
- **Enrollment Verification** – students can view and print their enrollment status for a current semester or past semesters.
- **Graduation Application** – students can apply for graduation.
- **Transcripts Evaluation Request Form** – students can submit a transcript evaluation form for transfer credit evaluations.

### Degree Progress

Students are able to check their degree progress at 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](http://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.

**Instructional Videos and Equipment:** Instructional videos for academic skills, study skills, and equipment such as graphing calculators are available for use in the Success Centers.

**Online Writing Lab (OWL):** The purpose of the OWL is to provide access to writing tutors for 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](http://swic.edu/successcenter).

## Student Support Services (continued)

### 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 & Physical Science) (starting 3<sup>rd</sup> 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.

## 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/kidsclub](http://swic.edu/kidsclub). The center is accredited through the National Accreditation Commission for Early Care & Education Programs.

## Print Services, Room MC 0600

Print Services provides copy service for all general school printing, fliers, newsletters, stationary and forms. Services available include color copies, quick printing, transparencies, 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](http://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.

Due to the size of Community College District No. 522, various learning resource materials and services are located at Belleville, Red Bud, and Sam Wolf Granite City campuses.



## Student Support Services (continued)

### 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 districtwide library resources consist of a substantial collection of more than 200 journals, 85,000 books, 3,500 videos, 500 CDs and DVDs, newspapers, ebooks, and networked databases to support the college curriculum. Students obtain resources from any of the three campuses through the intercampus library loan system. In addition, the interlibrary loan service offers access to academic, research, public and special library collections worldwide.

Licensed subscriptions to Academic Universe, EbscoHost, First Search and other databases provide subject indexing and full text access to a vast range of general interest and scholarly periodicals, newspapers, and publications. Internet workstations offer entry to library databases from campus libraries. The library catalog and databases may be accessed off campus by logging on to [swic.edu/library](http://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 districtwide 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. - 4 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.

### 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 Center

Testing Centers are available for students who require a flexible testing schedule. Testing services are available for COMPASS assessment, traditional on-campus, make-up exams, computerized exams and off-campus test requests. Students are advised to make an appointment in advance. A photo ID must be provided at the time of their testing appointment.

#### Belleville Campus

**LAC/Room 1331, 618-235-2700, ext. 5551**

Hours:	Monday-Thursday	8 a.m. - 9 p.m.
	Friday	8 a.m. - 4 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](http://swic.edu/careercenter).

## **Disability & Access Center**

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

The Center may be contacted for the following support services: individual appointments, community agency referrals and reasonable accommodation services for students with documented disabilities.

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](http://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](http://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.

### 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 6 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.

## Hybrid Instruction

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

## IMPORTANT NOTE FOR STUDENTS ENROLLING IN ONLINE OR HYBRID COURSES

Computer competence is essential to being a successful student. Students enrolled in online or hybrid courses must have access to a computer with Internet connection. 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

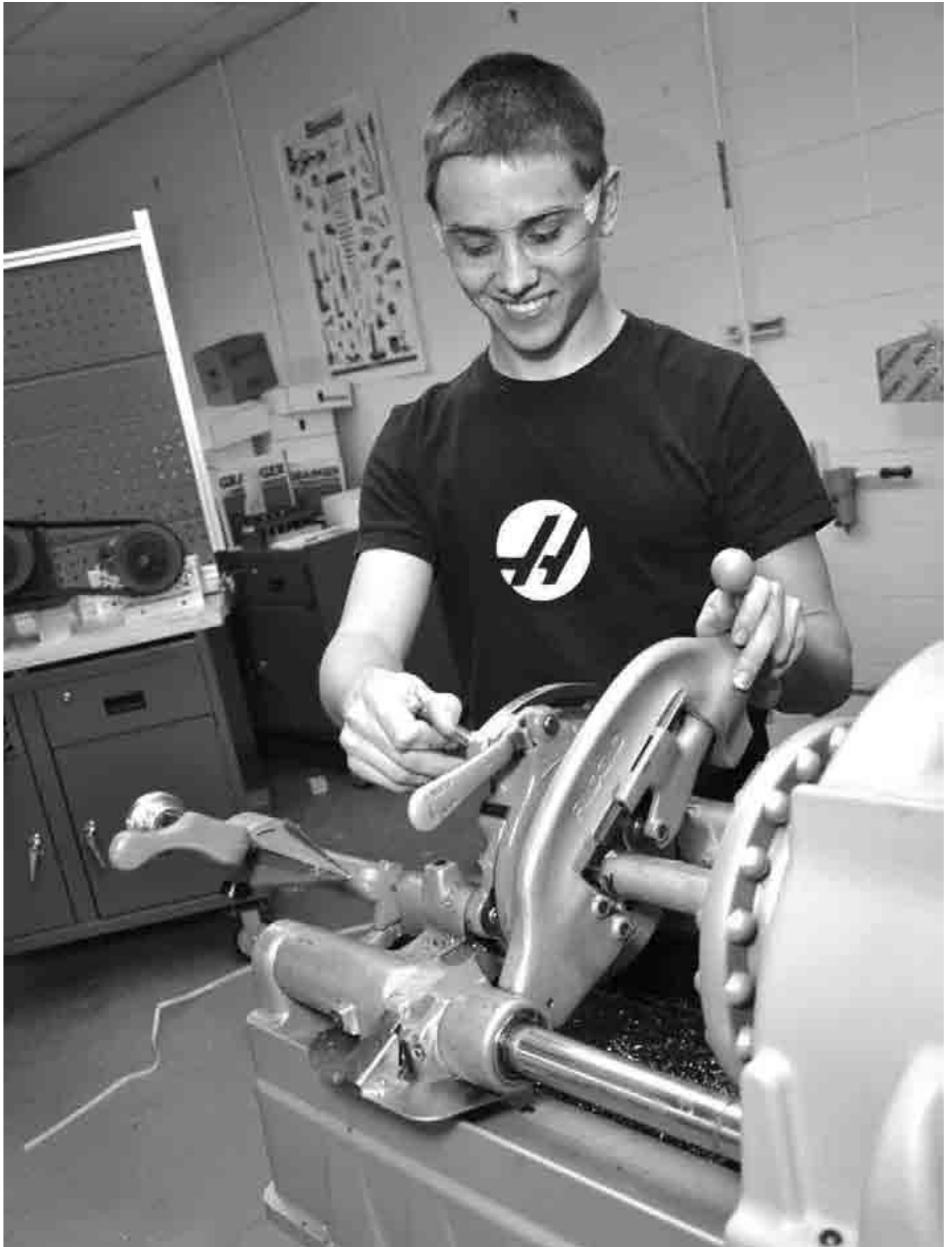
For technical assistance with your online, hybrid or Web-enhanced courses, you may contact the Instructional Technology Call Center: 618-235-2700, ext. 5737 or 866-942-SWIC (7942), ext. 5737.

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

Sarah Day – [sarah.day@swic.edu](mailto:sarah.day@swic.edu)

Dottie Bowers – [dottie.bowers@swic.edu](mailto:dottie.bowers@swic.edu)

Norma Irwin, Ph.D. – [norma.irwin@swic.edu](mailto: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](http://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](http://swic.edu/americorps).

## 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](http://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 (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.

## **Student Life (continued)**

### **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, line art and photography. Students should check bulletin boards for reading periods and submission requirements. Copies of the magazine are available at all campus libraries.

### **History Club**

The History Club at 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.

### **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**

### **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 & Educational Programs

### **Culinary Arts Association**

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

### **Family Night Out**

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

### **Phi Theta Kappa – Alpha Kappa Rho Chapter**

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.

## Student Life (continued)

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

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

### 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 2012 report will cover the years of 2009, 2010 and 2011.

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](http://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](http://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.



## **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 Science, Associate in Fine Arts, Associate in Engineering Science, Associate in Applied Science, Associate in Arts in Teaching, and Associate in General Studies. An associate degree is an award for the satisfactory completion of a curriculum of 64 semester 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 Engineering Science  
Associate in Science

## Associate in Arts

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

## Associate in Engineering Science

An Associate in Engineering Science degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.

## Associate in Science

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

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

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

## Associate in Arts in Teaching – Secondary Mathematics

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

## Associate in Applied Science

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

## Associate in General Studies

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

## Accelerated Degree Option

Anyone who has completed an associate 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 #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 #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     |
| Industrial Management              | AAS             |
| Interconnect Technician            | Certificate     |
| OSP Technician                     | Certificate     |
| Pharmacy Technician                | Certificate     |
| Radio/TV Broadcasting              | AAS             |
| Telecommunications Technology      | AAS             |

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

Aviation Maintenance Technology	AAS
Aviation Pilot Training	AAS/Certificate
Industrial Pipefitting	AAS/Certificate
Physical Therapist Assistant	AAS
Respiratory Care	AAS
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS
Ward Clerk	Certificate

## Wabash Valley College Campus of IECC

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

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

## John A. Logan College #530

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

- SWIC district residents may enroll in the following programs offered by John A. Logan College:
- |   |                 |
|---|-----------------|
| Automotive Services Technology  | AAS/Certificate |
| Banking   | AAS             |
| Cardiac Medical Sonography  | Certificate     |
| Computer Forensics  | AAS             |
| Cosmetology   | Certificate     |
| Customer Service  | Certificate     |
| Dental Assisting  | Certificate     |
| Dental Hygiene  | AAS             |
| Diagnostic Cardiac Sonography   | AAS             |
| Energy Management Systems   | Certificate     |
| Environmental Management  | AAS/Certificate |
| Green Technology  | Certificate     |
| HVAC Green Technologies   | Certificate     |
| Practical Nursing   | Certificate     |
| RealTime Captioning Technology –<br>(Broadcast Captioner/CART Provider) | AAS             |
| RealTime Captioning Technology –<br>(Judicial Reporter)                 | AAS             |
| RealTime Captioning Technology –<br>(Scopist Reporter)                  | Certificate     |
| Retailing   | Certificate     |
| Sustainable Systems   | Certificate     |

## Interdistrict Cooperative Agreements (continued)

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

Aviation Maintenance Technology	AAS/Certificate
Aviation Maintenance Technology – Airframe & Powerplant	Certificate
Aviation Maintenance Technology – Airframe	Certificate
Aviation Maintenance Technology – Powerplant	Certificate
Aviation Management	AAS
Aviation Pilot Training	AAS/Certificate
Aviation Private Pilot	Certificate
Cisco Networking Academy	AAS
CNC Machining	Certificate
Commercial Maintenance Mechanics	AAS/Certificate
Construction Bricklayer	AAS/Certificate
Construction Carpentry	AAS/Certificate
Construction Cement Mason	AAS/Certificate
Construction Ironworker	AAS/Certificate
Construction Painting & Decorating	AAS/Certificate
Construction Sheetmetal	AAS/Certificate
Culinary Arts & Food Management	AAS/Certificates
Electronic Publishing Specialist	AAS
Floral Design	Certificate
Food Service	Certificate
Food Service and Management	Certificate
Horticulture	AAS/Certificate
Human Services Technology	AAS
Industrial Pipefitting	AAS/Certificate
Java Programming	Certificate
Mastercam	Certificate
Music Recording Technology	AAS/Certificate
Network Design and Administration	AAS
Network Associate	Certificate
Paralegal Studies	AAS
Phlebotomy	Certificate
Physical Therapist Assistant	AAS
Precision Machining Technology	AAS/Certificate
Psychiatric Rehabilitation	Certificate
Radiologic Technology	AAS
Respiratory Care	AAS
Solid Works	Certificate
Stationary Engineering	Certificate
Ward Clerk	Certificate
Web Coding	Certificate
Web Designer	AAS/Certificate
Web Development & Administration	AAS

### John Wood Community College #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	AAS
Agriculture Production Management	Certificate
Agriculture Supply and Service	Certificate
Beef Management	Certificate
Fire Science	AAS/Certificate
Swine Management	AAS/Certificate
- Students from John Wood Community College district may enroll in the following programs at SWIC:
 

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

### Kaskaskia College #501

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

- 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



## Interdistrict Cooperative Agreements (continued)

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

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	

### Lake Land Community College #517

5001 Lake Land Blvd.

Mattoon, IL 61938

217-234-5253

www.lakelandcollege.edu

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

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

### Lewis and Clark Community College #536

5800 Godfrey Road

Godfrey, IL 62035

618-466-7000

www.lc.edu

- 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
Automotive Drive Line, Suspension and Brakes	Certificate
Auto Performance Accessories & Electrical	Certificate
Dental Assisting	Certificate
Dental Hygiene	AAS
Exercise Science	AAS
Fire Science	AAS/Certificate
Firefighter – Advanced	Certificate
Fire Apparatus Operator	Certificate
Firefighter – Basic	Certificate
Hazardous Materials Operator	Certificate
Fire Instructor	Certificate

- 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 Carpentry	AAS/Certificate
Construction Cement Mason	AAS/Certificate
Construction Ironworker	AAS/Certificate
Construction Management Technology	AAS
Construction Painting and Decorating	AAS/Certificate
Construction Sheetmetal	AAS/Certificate
Culinary Arts and Food Management	AAS
Culinary Arts	Certificate
Food Service	Certificate
Hospitality/Food Service	Certificate
Electrical/Electronics	AAS/Certificate
Communications Electronics	Certificate
Electronics Technology	AAS/Certificate
Industrial Electricity	AAS/Certificate
Fire Science	AAS
Fire Fighter II	Certificate
Fire Fighter III	Certificate
Fire Apparatus Engineer	Certificate
Fire Service Instructor I	Certificate
Fire Service Instructor II	Certificate
Fire Service Officer I	Certificate
Fire Service Officer II	Certificate
Hazardous Materials First Responder	Certificate
Vehicle Rescue Operations	Certificate

## Interdistrict Cooperative Agreements (continued)

Rope Rescue Operations	Certificate
Rope Rescue Technician	Certificate
Confined Space Rescue Operations	Certificate
Trench Rescue Operations	Certificate
Health Information Technology	AAS
Heating, Ventilation, Air Conditioning and Refrigeration	AAS/Certificate
Horticulture	AAS/Certificate
Industrial Electronics	Certificate
Microcomputer Technology	Certificate
Industrial Machining	AAS/Certificate
Industrial Metalworking	AAS/Certificate
Industrial Pipefitter	AAS/Certificate
Medical Assistant	AAS/Certificate
Medical Billing and Coding	Certificate
Phlebotomy	Certificate
Medical Laboratory Technology	AAS
Music Technology	AAS
Paramedic	AAS/Certificate
Physical Therapist Assistant (includes Continuing Ed courses)	AAS/Courses
Radiologic Technology (includes Continuing Ed courses)	AAS/Courses
Real Estate Appraisal	
Associate Real Estate Appraiser	Courses
Illinois Certified Residential Appraiser	Courses
Illinois Certified General Appraiser	Courses
Respiratory Care	AAS
Sign Language/Interpreter Training	AAS/Certificate
Warehousing and Distribution	Certificate
Welding Technology	AAS/Certificate

### Lincoln Land Community College #526

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

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

### Rend Lake College #521

468 N. Ken Gray Pkwy  
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 #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
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 #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
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- Students from Southeastern Illinois College district may enroll in the following program at SWIC:

Construction Management Technology	AAS/Certificate
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### Spoon River College #534

23235 N. County Road 22

Canton, IL 61520

800-334-7337

www.spoonrivercollege.edu

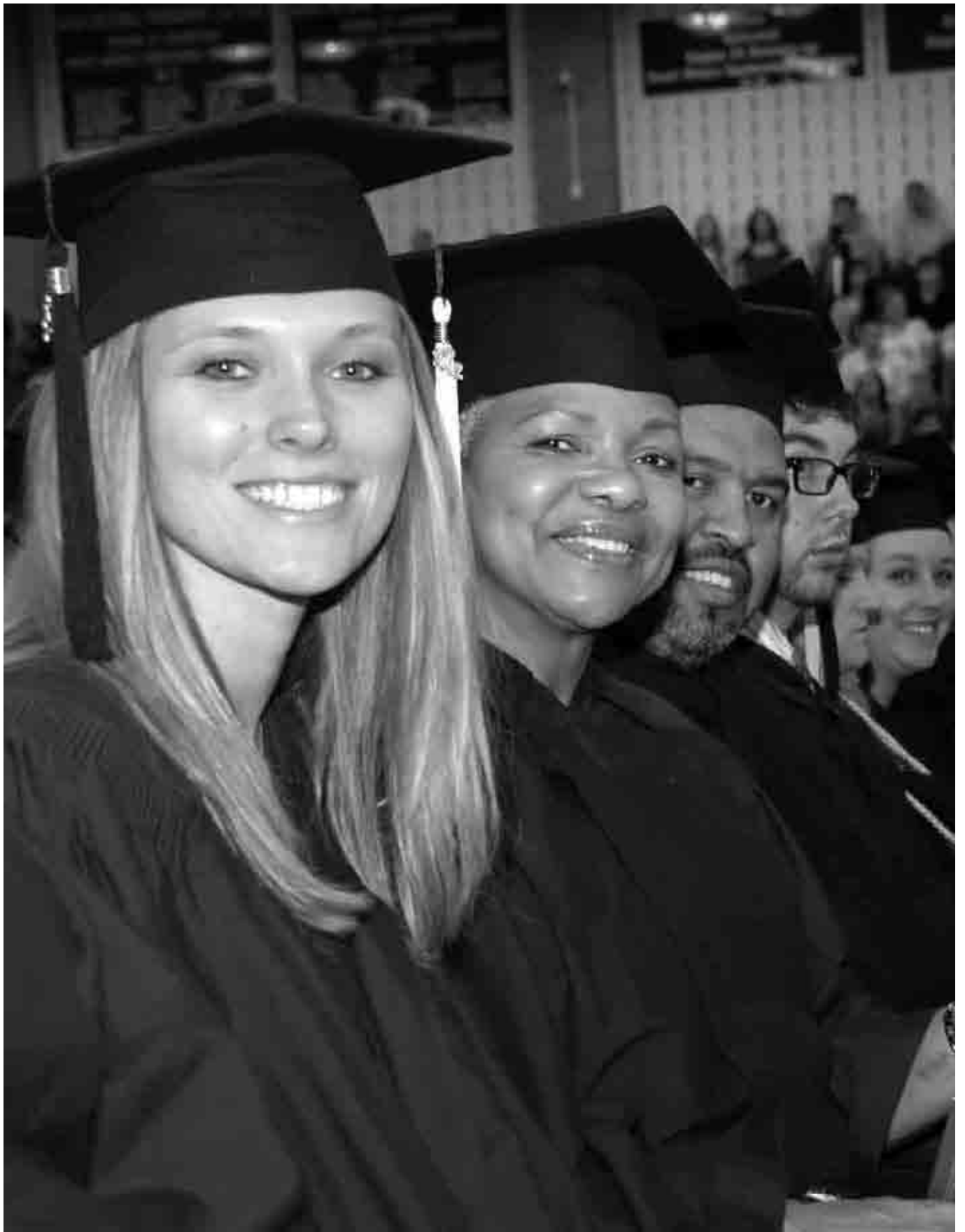
- SWIC district residents may enroll in the following programs offered by Spoon River College:

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
- Waubesa 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:
  - American Home Inspectors Training
  - Ed2Go
  - Gatlin Education Services
  - Virtual University

PROGRAMS THAT LEAD TO A

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# Bachelor's Degree

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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/](http://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, GEOG 151, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150
- Behavioral Science: ANTH 210, PSYC 200, PSYC 265, PSYC 267, PSYC 277, PSYC 295, SOC 153, SOC 203, SOC 210, SOC 222, SOC 230, SOC 255, SOC 259, SOC 265

### Non-Western Culture:

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

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

### Mission Success:

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

### College Success Strategies:

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

### Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Arts

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101                      \_\_\_\_\_ ENG 102                      \_\_\_\_\_ SPCH 151

**General Humanities** (total of 3 semester credits)

_____ FREN 202	_____ LIT 133	_____ <b>LIT 215</b>	_____ PHIL 152
_____ GERM 202	_____ LIT 134	_____ LIT 251	_____ PHIL 153
_____ <b>HIST 286</b>	_____ LIT 201	_____ LIT 252	_____ PHIL 154
_____ LIT 113	_____ LIT 202	_____ LIT 290	_____ <b>PHIL 155</b>
_____ <b>LIT 117</b>	_____ <b>LIT 205</b>	_____ 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
_____ <b>ART 103</b>	_____ <b>ART 110</b>	_____ MUS 102	
_____ ART 104	_____ FILM 115	_____ <b>MUS 110</b>	

**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)

_____ <b>ECON 115</b>	_____ HIST 101	_____ <b>HIST 118</b>	_____ <b>POLS 150</b>
_____ <b>ECON 201</b>	_____ HIST 102	_____ HIST 152	_____ POLS 240
_____ ECON 202	_____ HIST 114	_____ <b>HIST 180</b>	_____ POLS 261
_____ <b>GEOG 152</b>	_____ HIST 115	_____ <b>HIST 181</b>	_____ POLS 262
_____ <b>GEOG 202</b>	_____ <b>HIST 117</b>	_____ <b>HIST 230</b>	_____ <b>POLS 270</b>

**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
			_____ SOC 255

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

\_\_\_\_\_ Additional course from either Social Science or Behavioral Science

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

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

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

\_\_\_\_\_ BIOL 100  
 \_\_\_\_\_ BIOL 101  
 \_\_\_\_\_ BIOL 104  
 \_\_\_\_\_ BIOL 108  
 \_\_\_\_\_ BIOL 151

**Physical Science** (total of 4 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

**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.

**XXX** Human Relations Classes    **XXX** Non-Western Culture



# Associate in Fine Arts/Art

## Program Code: 0052

### Description:

These requirements are for students who are majoring in Art and who plan to transfer to a four-year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Art degree program should consult with a full-time art faculty member or an academic 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/](http://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

### Mission Success:

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

### College Success Strategies:

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

### Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Fine Arts/Art

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101      \_\_\_\_\_ ENG 102      \_\_\_\_\_ SPCH 151

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

_____ FILM 115	_____ LIT 133	_____ LIT 252	_____ PHIL 153
_____ FILM 215	_____ LIT 134	_____ LIT 290	_____ PHIL 154
_____ FREN 202	_____ LIT 201	_____ LIT 291	_____ <b>PHIL 155</b>
_____ GERM 202	_____ LIT 202	_____ MUS 101	_____ PHIL 160
_____ <b>HIST 286</b>	_____ <b>LIT 205</b>	_____ MUS 102	_____ SPAN 202
_____ LIT 113	_____ LIT 213	_____ <b>MUS 110</b>	_____ SPCH 120
_____ <b>LIT 117</b>	_____ LIT 214	_____ PHIL 150	_____ SPCH 220
_____ LIT 120	_____ <b>LIT 215</b>	_____ PHIL 151	
_____ LIT 125	_____ LIT 251	_____ PHIL 152	

**Social Science** (total of 3 semester credits)

_____ <b>ECON 115</b>	_____ HIST 101	_____ <b>HIST 118</b>	_____ <b>POLS 150</b>
_____ <b>ECON 201</b>	_____ HIST 102	_____ HIST 152	_____ POLS 240
_____ ECON 202	_____ <b>HIST 114</b>	_____ <b>HIST 180</b>	_____ POLS 261
_____ <b>GEOG 152</b>	_____ <b>HIST 115</b>	_____ <b>HIST 181</b>	_____ POLS 262
_____ <b>GEOG 202</b>	_____ <b>HIST 117</b>	_____ <b>HIST 230</b>	_____ <b>POLS 270</b>

**Behavioral Science** (total of 3 semester credits)

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

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

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

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

_____ BIOL 100	_____ BIOL 108
_____ BIOL 101	_____ BIOL 151
_____ BIOL 104	

**Physical Science** (total of 4 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

**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)

Ceramics	Photography	Painting	Sculpture
_____ ART 113	_____ ART 116	_____ ART 211	_____ ART 218
_____ ART 114	_____ ART 217	_____ ART 212	_____ ART 219

**Digital Imaging**

\_\_\_\_\_ ART 240  
\_\_\_\_\_ ART 241

**Design**

\_\_\_\_\_ ART 213

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

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

**XXX** Human Relations Classes    **XXX** Non-Western Culture

# Associate in Fine Arts/Music Education

Program Code: 0051

## Description:

These requirements are for students who are majoring in music education and who plan to transfer to a four-year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Music Education degree program should consult with a full-time music faculty member or an academic 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/](http://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, LIT 205, PHIL 155

## Mission Success:

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

## College Success Strategies:

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

## Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Fine Arts/Music Education

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101                      \_\_\_\_\_ ENG 102                      \_\_\_\_\_ SPCH 151

### Humanities (total of 6 semester credits)

_____ ART 101	_____ FILM 215	_____ LIT 133	_____ LIT 251	_____ PHIL 154
_____ ART 102	_____ FREN 202	_____ LIT 134	_____ LIT 252	_____ <b>PHIL 155</b>
_____ <b>ART 103</b>	_____ GERM 202	_____ LIT 201	_____ LIT 290	_____ PHIL 160
_____ ART 104	_____ <b>HIST 286</b>	_____ LIT 202	_____ LIT 291	_____ SPAN 202
_____ ART 105	_____ LIT 113	_____ <b>LIT 205</b>	_____ PHIL 150	_____ SPCH 120
_____ ART 106	_____ <b>LIT 117</b>	_____ LIT 213	_____ PHIL 151	_____ SPCH 220
_____ <b>ART 110</b>	_____ LIT 120	_____ LIT 214	_____ PHIL 152	
_____ FILM 115	_____ LIT 125	_____ <b>LIT 215</b>	_____ PHIL 153	

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

\_\_\_\_\_ **POLS 150** *or*  
 \_\_\_\_\_ **HIST 180** *or*  
 \_\_\_\_\_ **HIST 181**

### Mathematics (total of 4 semester credits)

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

### Life Science (total of 4 semester credits)

\_\_\_\_\_ BIOL 100  
 \_\_\_\_\_ BIOL 101  
 \_\_\_\_\_ BIOL 104  
 \_\_\_\_\_ BIOL 108  
 \_\_\_\_\_ BIOL 151

### Physical Science (total of 4 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

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

_____ MUS 105	_____ MUS 205
_____ MUS 106	_____ MUS 206

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

\_\_\_\_\_ MUS 103

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

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

_____ MUS 111	_____ MUS 213
_____ MUS 112	_____ MUS 214

### Ensemble (total of 4 semester credits)

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

College Choir	Jazz Band	Concert Band	Guitar Ensemble
_____ MUS 161	_____ MUS 163	_____ MUS 159	_____ MUS 175
_____ MUS 162	_____ MUS 164	_____ MUS 160	_____ MUS 176
_____ MUS 261	_____ MUS 263	_____ MUS 259	_____ MUS 275
_____ MUS 262	_____ MUS 264	_____ MUS 260	_____ MUS 276

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

(Each course may be taken four times for credit)

_____ MUS 219 Piano	_____ MUS 225 Flute	_____ MUS 231 Viola
_____ MUS 220 Voice	_____ MUS 226 Clarinet	_____ MUS 232 Cello
_____ MUS 221 Trumpet	_____ MUS 227 Oboe	_____ MUS 233 Double Bass
_____ MUS 222 French Horn	_____ MUS 228 Bassoon	_____ MUS 234 Guitar
_____ MUS 223 Trombone	_____ MUS 229 Saxophone	_____ MUS 235 Bass Guitar
_____ MUS 224 Tuba/Euphonium	_____ MUS 230 Violin	_____ MUS 236 Percussion

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

\_\_\_\_\_ HLTH 151

**XXX** Human Relations Classes    **XXX** Non-Western Culture



# Associate in Fine Arts/Music Performance

Program Code: 0050

## Description:

These requirements are for students who are majoring in music performance and who plan to transfer to a four-year institution to complete a baccalaureate degree. AFA students complete their general education requirements after they transfer to a four-year college or university. Students who are interested in pursuing the AFA-Music Performance degree program should consult with a full-time music faculty member or an academic 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/](http://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

## Mission Success:

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

## College Success Strategies:

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

## Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Fine Arts/Music Performance

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101 \_\_\_\_\_ ENG 102 \_\_\_\_\_ SPCH 151

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

_____ ART 101	_____ FILM 215	_____ LIT 133	_____ LIT 251	_____ PHIL 154
_____ ART 102	_____ FREN 202	_____ LIT 134	_____ LIT 252	_____ <b>PHIL 155</b>
_____ <b>ART 103</b>	_____ GERM 202	_____ LIT 201	_____ LIT 290	_____ PHIL 160
_____ ART 104	_____ <b>HIST 286</b>	_____ LIT 202	_____ LIT 291	_____ SPAN 202
_____ ART 105	_____ LIT 113	_____ <b>LIT 205</b>	_____ PHIL 150	_____ SPCH 120
_____ ART 106	_____ <b>LIT 117</b>	_____ LIT 213	_____ PHIL 151	_____ SPCH 220
_____ <b>ART 110</b>	_____ LIT 120	_____ LIT 214	_____ PHIL 152	
_____ FILM 115	_____ LIT 125	_____ <b>LIT 215</b>	_____ PHIL 153	

**Social or Behavioral Science** (total of 3 semester credits)

_____ <b>ANTH 150</b>	_____ HIST 102	_____ POLS 240	_____ <b>PSYC 295</b>
_____ ANTH 160	_____ <b>HIST 114</b>	_____ POLS 261	_____ <b>SOC 153</b>
_____ ANTH 250	_____ <b>HIST 115</b>	_____ POLS 262	_____ <b>SOC 203</b>
_____ <b>ECON 115</b>	_____ <b>HIST 117</b>	_____ <b>POLS 270</b>	_____ <b>SOC 230</b>
_____ <b>ECON 201</b>	_____ <b>HIST 118</b>	_____ PSYC 151	_____ <b>SOC 255</b>
_____ ECON 202	_____ HIST 152	_____ PSYC 210	
_____ <b>GEOG 152</b>	_____ <b>HIST 180</b>	_____ PSYC 250	
_____ <b>GEOG 202</b>	_____ <b>HIST 181</b>	_____ PSYC 251	
_____ HIST 101	_____ <b>POLS 150</b>	_____ PSYC 253	

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

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

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

_____ BIOL 100	_____ BIOL 108
_____ BIOL 101	_____ BIOL 151
_____ BIOL 104	

**Physical Science** (total of 4 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

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

\_\_\_\_\_ MUS 105  
 \_\_\_\_\_ MUS 106  
 \_\_\_\_\_ MUS 205  
 \_\_\_\_\_ MUS 206

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

\_\_\_\_\_ MUS 111  
 \_\_\_\_\_ MUS 112  
 \_\_\_\_\_ MUS 213  
 \_\_\_\_\_ MUS 214

**Music Literature/History**

(total of 3 semester credits)  
 \_\_\_\_\_ MUS 103

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

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

**College Choir**

\_\_\_\_\_ MUS 161  
 \_\_\_\_\_ MUS 162  
 \_\_\_\_\_ MUS 261  
 \_\_\_\_\_ MUS 262

**Jazz Band**

\_\_\_\_\_ MUS 163  
 \_\_\_\_\_ MUS 164  
 \_\_\_\_\_ MUS 263  
 \_\_\_\_\_ MUS 264

**Concert Band**

\_\_\_\_\_ MUS 159  
 \_\_\_\_\_ MUS 160  
 \_\_\_\_\_ MUS 259  
 \_\_\_\_\_ MUS 260

**Guitar Ensemble**

\_\_\_\_\_ MUS 175  
 \_\_\_\_\_ MUS 176  
 \_\_\_\_\_ MUS 275  
 \_\_\_\_\_ MUS 276

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

(Each course may be taken four times for credit)

_____ MUS 219 Piano	_____ MUS 225 Flute	_____ MUS 231 Viola
_____ MUS 220 Voice	_____ MUS 226 Clarinet	_____ MUS 232 Cello
_____ MUS 221 Trumpet	_____ MUS 227 Oboe	_____ MUS 233 Double Bass
_____ MUS 222 French Horn	_____ MUS 228 Bassoon	_____ MUS 234 Guitar
_____ MUS 223 Trombone	_____ MUS 229 Saxophone	_____ MUS 235 Bass Guitar
_____ MUS 224 Tuba/Euphonium	_____ MUS 230 Violin	_____ MUS 236 Percussion

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

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

**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/](http://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

## Mission Success:

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

## College Success Strategies:

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

## Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Arts in Teaching – Secondary Mathematics

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101 \_\_\_\_\_ ENG 102 \_\_\_\_\_ SPCH 151

### General Humanities (total of 3 semester credits)

_____ FREN 202	_____ LIT 133	_____ <b>LIT 215</b>	_____ PHIL 152
_____ GERM 202	_____ LIT 134	_____ LIT 251	_____ PHIL 153
_____ <b>HIST 286</b>	_____ LIT 201	_____ LIT 252	_____ PHIL 154
_____ LIT 113	_____ LIT 202	_____ LIT 290	_____ <b>PHIL 155</b>
_____ <b>LIT 117</b>	_____ <b>LIT 205</b>	_____ 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
_____ <b>ART 103</b>	_____ <b>ART 110</b>	_____ MUS 102	
_____ ART 104	_____ FILM 115	_____ <b>MUS 110</b>	

### 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)

_____ <b>ECON 115</b>	_____ HIST 101	_____ <b>HIST 118</b>	_____ <b>POLS 150</b>
_____ <b>ECON 201</b>	_____ HIST 102	_____ HIST 152	_____ POLS 240
_____ ECON 202	_____ <b>HIST 114</b>	_____ <b>HIST 180</b>	_____ POLS 261
_____ <b>GEOG 152</b>	_____ <b>HIST 115</b>	_____ <b>HIST 181</b>	_____ POLS 262
_____ <b>GEOG 202</b>	_____ <b>HIST 117</b>	_____ <b>HIST 230</b>	_____ <b>POLS 270</b>

### Behavioral Science (total of 6 semester credits) **PSYC 151 is required**

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

### 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



# Aerospace Studies (AS)

Dean: Paul Wreford

**For information on the Air Force Reserve Officer Training Corps (AFROTC) and class schedules, please visit [www.afrotc.com](http://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 St. Louis University and Southern Illinois University at 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 security investigation.
- Be at least 18 years old. Flying applicants must complete commissioning requirements before age 26 1/2 and non-flying applicants must complete commissioning requirements by age 30. However, the age limit for non-flying applicants may be extended to age 35 for outstanding individuals.
- Be of good character (as determined by a favorable record with law enforcement authorities).
- Successfully complete all AFROTC course requirements.
- Complete at least a baccalaureate degree.

AFROTC cadets must also successfully complete supplemental courses to enhance their utility and performance as commissioned officers. These include university courses in English composition and mathematical reasoning. Specific courses are designated by the Professor of Aerospace Studies.

The Air Force ROTC textbooks are loaned to all ROTC students without charge. Students in the POC will receive a subsistence allowance of \$350 per month for a maximum of 20 months.

In addition to the AFROTC courses offered for academic credit, the Aerospace Studies Department sponsors the Arnold Air Society. Arnold Air Society is a national honorary service organization open to selected AFROTC cadets.

## **Field Training**

Cadets in the four-year program participate in four weeks of field training. Cadets in the two or three year programs (exception for prior AF service) must attend the six week FT session, which is identical to the four week program plus 90 hours of GMC curriculum. Field training is offered during the summer months at selected bases throughout the United States, usually between a student's sophomore and junior years. Major areas of study include: Air Force Orientation, Officer Training, aircrew/aircraft orientation, survival training, base functions and physical training.

## **Leadership Laboratory**

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

Incoming freshmen can join by registering for the Aerospace Studies course title AS 101: Foundations of USAF 1. Students with three years or less left until graduation can join by contacting the Unit Admissions Officer at AFROTC Detachment 207 at 314-977-8772 or by visiting their website at <http://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 255.

# Anthropology Pre-Major

## Associate in Arts Degree

Department Chair: Catina Williams

Faculty: Karen Jobe

Dean: Paul Wreford

Anthropology is the study of culture and biology with the goal of understanding what makes us uniquely human. In addition to documenting particular cultures, anthropologists are interested in the nature of culture and cultural change. Through its holistic approach, anthropology links the social sciences, life sciences, and humanities in the exploration of human variations and universals. The focus includes the biological origins of humans, the archaeological study of past cultures, and the exploration of modern day cultural diversity. The anthropological perspective is a useful tool for understanding modern life in its global context and meeting the challenges of cross-cultural interactions.

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - ANTH 150-Cultural Anthropology
  - SOC 153-Introductory Sociology
3. **Most** four-year colleges and universities will accept the following classes as Anthropology major credit:
  - ANTH 160-Physical Anthropology
  - ANTH 210-Native American Cultures
4. The **optional** courses listed below may be applicable toward a baccalaureate Anthropology major. **Please keep in mind that most transfer institutions limit the number of 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Anthropologist
- Social Scientist
- Archivist
- Curator
- Genealogist
- Scientific Linguist
- Historian
- Archaeologist
- Paleontologist
- Museum Education Director
- Ethnologist
- Community Planner

# Art Pre-Major

## Associate in Arts Degree

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

Dean: Paul Wreford

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 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

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

### Associate in Arts Degree (0001)

#### Art Pre-Major

Transfer requirements vary by receiving institution.

#### First Year

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

#### Spring Semester

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

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
ART	250 Drawing II	3
SPCH	151 Fundamentals of Public Speaking	3
Humanities Course***		3
Physical Science Course		4
Behavioral Science Course***		3
<b>Total Semester Credits</b>		<b>16</b>

#### Spring Semester

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

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

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

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

Art options include ceramics, commercial art, painting, photography and drawing. Students must meet all degree requirements.

## Art Pre-Major (continued)

### Associate in Fine Arts Degree – Art

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

### Associate in Fine Arts Degree – Art (0052)

Transfer requirements vary by receiving institution.

#### First Year

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

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

### Apply for Graduation Now

#### Second Year

Fall Semester	Semester Credits
ART 250 Drawing II	3
SPCH 151 Fundamentals of Public Speaking	3
Studio Art Elective****	3
Behavioral Science Course	4
Social Science Course***	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
ART 252 Life Drawing	3
Human Well-Being Elective	2
Humanities Courses***	6
Studio Art Electives****	6
<b>Total Semester Credits</b>	<b>17</b>

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

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

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

\*\*\*\*Studio Art Electives: ART 113, 114, 116, 211, 212, 217, 218, 219, 240, 241.

### Associate in Arts Degree Graphic Design Pre-Major

#### First Year

Fall Semester	Semester Credits
ART 101 Art Appreciation	3
ART 111 Basic Design	3
ENG 101 Rhetoric & Composition I	3
Social Science course	3
Math course	4
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
ART 129 Typography	3
MKT 126 Intro to Marketing	3
ART 240 Digital Imaging	3
ENG 102 Rhetoric & Composition II	3
Social Science course	3
Human Well-Being Elective	2
<b>Total Semester Credits</b>	<b>17</b>

Summer Semester	Semester Credits
SPCH 151 Fundamentals of Public Speaking	3

#### Second Year

Fall Semester	Semester Credits
ART 232 Graphic Communications I	3
ART 213 Color Theory	3
Life Science course	4
Humanities course	
Behavioral Science course	3
<b>Total Semester Credits</b>	<b>16</b>

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

### 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: Paul Wreford

A bachelor's degree in Early Childhood Education will provide a person with the skills and knowledge to work with children from birth to third grade. Career opportunities include but are not limited to early childhood educator, parent education coordinator, social service coordinator, and program administrator. **Students intending to find employment after completing a two-year degree should follow the Early Childhood Education Associate in Applied Science program in the blue pages of this catalog.**

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution, but they usually include the following:
  - HIST 180 – U.S. History to 1865
  - POLS 150 – Intro to American Government

- PSYC 151 – General Psychology
- ART 101 – Art Appreciation OR MUS 101 – Music Appreciation
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - ECE 110 – Intro to Early Childhood Education
  - ECE 112 – Growth and Development of Children
  - ED 255 – Introduction to Education
  - ED 252 – Educational Psychology
  - ED 265 – Introduction to Special Education
3. **Most** four-year colleges and universities will accept the following classes as Early Childhood Education major credit:
  - ED 260 – Introduction to Educational Technology
  - ECE 250 – Child, Family and Community
4. The **optional** courses listed below may be applicable toward a baccalaureate Early Childhood Education major. **Please keep in mind that most transfer institutions limit the number of 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
  - Other ECE and ED classes
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.
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: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

### Career Opportunities

A bachelor's degree in Early Childhood Education will provide a person with the skills and knowledge to work with children from birth to third grade. Career opportunities include but are not limited to:

- Early Childhood Educator
- Parent Education Coordinator
- Social Service Coordinator
- Educational Program Administrator

# Education – Elementary Pre-Major

## Associate in Arts Degree

Coordinator/Faculty: Caroline Adams

Dean: Paul Wreford

Education is the field of knowledge that deals with the various aspects of the profession of teaching. Among other things, teaching involves making decisions about what and how to teach, engaging students in learning activities, managing learning environments, and assessing student behavior and achievement. Elementary education generally encompasses teaching grades K-8.

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this Catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - MATH 105 and MATH 106 – Mathematics for Elementary Teachers I and II
  - PSYC 151 – General Psychology
  - ART 101 – Art Appreciation **OR** MUS 101 – Music Appreciation

- HIST 180 and HIST 181 – U.S. History to 1865 and U.S. History from 1865 to 1945
  - POLS 150 – Intro to American Government
  - HLTH 151 – Health
  - GEOG 152 – Global Geography
  - BIOL 101 – Principles of Biology I
  - PHIL 151 – Introductory Logic
3. **Most** four-year colleges and universities will accept the following classes as Elementary Education major credit:
    - ED 255 – Introduction to Education (20 hours observation)
    - ED 252 – Educational Psychology
    - ED 265 – Introduction to Special Education (30 hours observation)
    - ED 293 – Children's Literature
    - ART 260 – Art for the Elementary Teacher
  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 their acceptance toward the major, check with the four-year institution where you are transferring to regarding the applicability of these courses.
    - ED 267 – Diversity in 21st Century Schools
    - ED 270 – Classroom Management
    - ED 280 – Introduction to Teaching Reading
    - PE 221 – Elementary School Activities
    - BIOL 104 – Biology for Elementary Teachers (required for SIUE)
    - PSYC 251 – Adolescent Development (required for Greenville).
  5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
  6. Apply for graduation by the date published in the college calendar.
  7. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors, so check with the transfer institution regarding its requirements.
  8. 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.)

### 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: Paul Wreford

Education is the field of knowledge that deals with the various aspects of the profession of teaching. Among other things, teaching involves making decisions about what and how to teach, engaging students in learning activities, managing learning environments, and assessing student behavior and achievement. Secondary education generally encompasses teaching grades 6-12 and usually focuses on a specific field of study (e.g.: science, math, English, or social studies).

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:

- PSYC 151 – General Psychology
  - ART 101 – Art Appreciation **OR** MUS 101 – Music Appreciation
  - HIST 180 and HIST 181 – U.S. History to 1865 and U.S. History from 1865 to 1945
  - POLS 150 – Intro to American Government
  - HLTH 151 – Health
  - PSYC 251 – Adolescent Development
  - Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155
3. **Most** four-year colleges and universities will accept the following classes as Secondary Education major credit:
    - ED 255 – Introduction to Education
    - ED 252 – Educational Psychology
  4. The **optional** courses listed below may be applicable toward a baccalaureate Secondary Education major. **Please keep in mind that most transfer institutions limit the number of 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 260 – Introduction to Educational Technology
    - ED 267 – Diversity in 21st Century Schools
    - ED 270 – Classroom Management
    - *Various content area courses in your major (i.e.: English classes for English majors)*
  5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
  6. Apply for graduation by the date published in the college calendar.
  7. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually a 2.5 or higher) to the institution and/or specific majors, so check with the transfer institution for its requirements.
  8. 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.)

### 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.

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

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

### Important Transfer Information

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

#### If you **KNOW** where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you **DON'T KNOW** where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts in Teaching Degree listed on page 65 of this catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - MATH 203, MATH 204, MATH 205, MATH 292 – Analytic Geometry & Calculus I, II, & III and Linear Algebra
  - PSYC 151 – General Psychology
  - HLTH 151 – Health
  - CHEM 105 or PHYS 151 (for Physical Science requirement).
3. **Most** four-year colleges and universities will accept the following classes as Secondary Education major credit:
  - ED 255 – Introduction to Education
  - ED 265 – Introduction to Special Education
  - ED 260 – Introduction to Educational Technology
4. The **optional** courses listed below may be applicable toward a baccalaureate Secondary Education major. **Please keep in mind that most transfer institutions limit the number of 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 252 – Educational Psychology
  - ED 267 – Diversity in 21st Century Schools
  - ED 270 – Classroom Management
5. Fulfill all other Associate in Arts in Teaching Degree requirements listed on page 64 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Turn in completed program portfolio to Education Coordinator to be evaluated/approved during last semester before graduation. See coordinator for specific requirements.
8. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually **2.5 or higher**) to the institution and/or specific majors (check with the transfer institution for their requirements).
9. 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.)

### Career Opportunities

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



# Education – Special Education Pre-Major

## Associate in Arts Degree

Coordinator/Faculty: Caroline Adams

Dean: Paul Wreford

Education is the field of knowledge that deals with the various aspects of the profession of teaching. Among other things, teaching involves making decisions about what and how to teach, engaging students in learning activities, managing learning environments, and assessing student behavior and achievement. Special Education may serve students from birth to 21 years of age, with a range of disabilities from mild to severe, in a variety of settings.

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. **General Education course preferences may vary by transfer institution.**
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - MATH 105 and MATH 106 – Mathematics for Elementary Teachers I and II
  - PSYC 151 – General Psychology

- POLS 150 – Intro to American Government
- HLTH 151 – Health
- GEOG 152 – Global Geography
- BIOL 101 – Principles of Biology I
- HIST 180 and HIST 181 – U.S. History to 1865 and U.S. History since 1865
- ART 101 – Art Appreciation **OR** MUS 101 – Music Appreciation
- Third World/Non-Western culture selected from: HIST 114, HIST 115, HIST 117, LIT 205, or PHIL 155

3. **Most** four-year colleges and universities will accept the following classes as Special Education major credit:
  - ED 255 – Introduction to Education
  - ED 252 – Educational Psychology
  - ED 265 – Introduction to Special Education
4. The **optional** courses listed below **may be** applicable toward a baccalaureate Special Education major. **Please keep in mind that most transfer institutions limit the number of 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 260 – Introduction to Educational Technology
  - ED 267 – Diversity in 21st Century Schools
  - ED 270 – Classroom Management
  - PE 221 – Elementary School Activities
  - ED 293 – Children's Literature
  - ED 280 – Introduction to Teaching Reading
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn **at least 64 transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Most** transfer institutions require a higher GPA for admission (usually a **2.5 or higher**) to the institution and/or specific majors (check with the transfer institution for their requirements).
8. 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.)

### 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: Paul Wreford

The discipline of English is more than just the language that we speak every day. While it is difficult to define English (because of its becoming an increasingly fragmented field of study), the English pre-major at SWIC can best be described as a discipline that prepares students for a more advanced study of linguistics, rhetoric and composition, creative writing, literature and literary criticism, cultural studies, English education, and professional writing and communications. Courses in English are designed to help students become more sophisticated and knowledgeable critical readers of written, oral, and visual texts as well as to help students produce more sophisticated written, oral, and visual texts of their own.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

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

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

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - LIT 213 – American Literature
  - LIT 251 – British Literature I
  - LIT 252 – British Literature II
  - 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

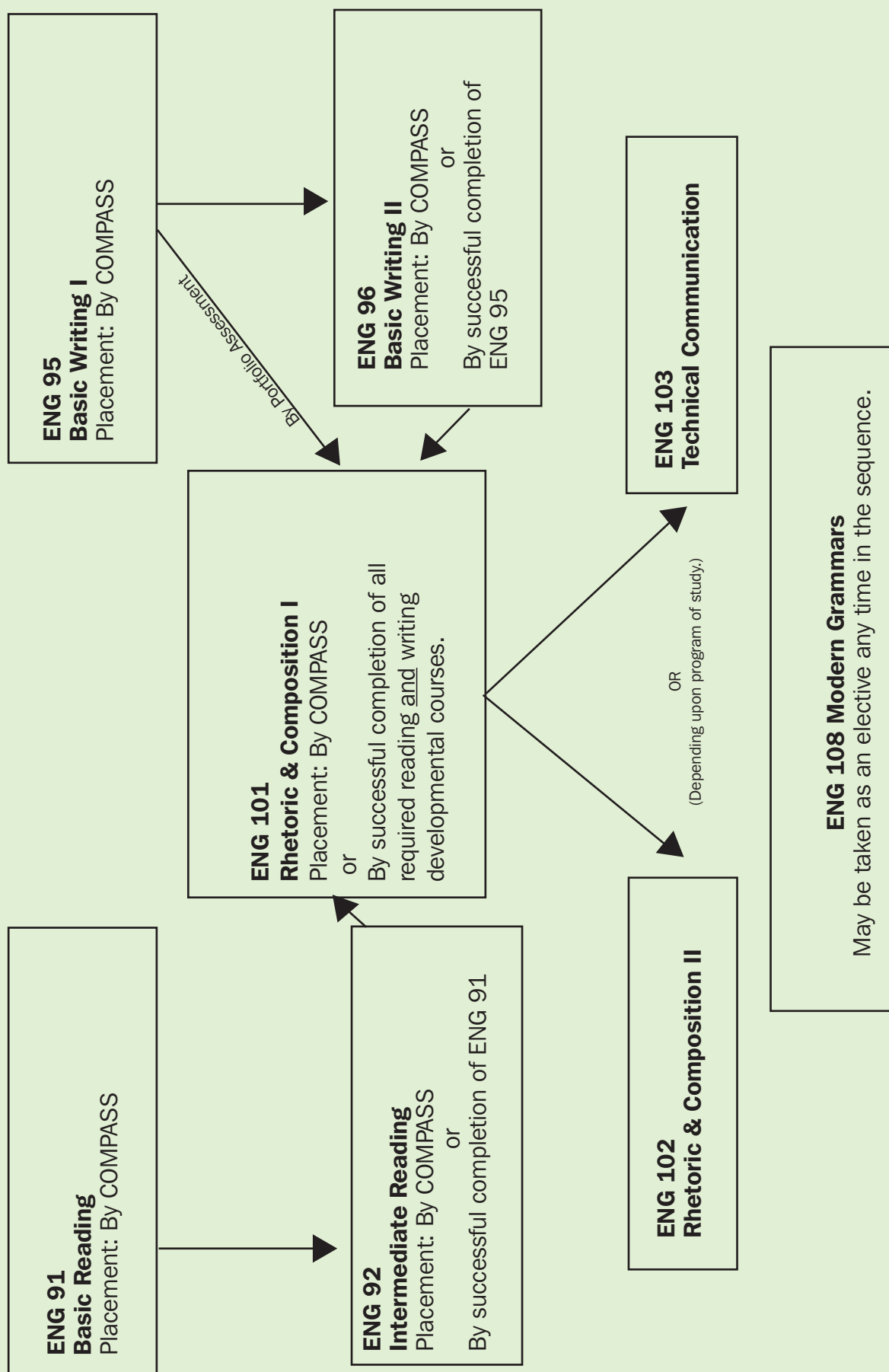
### Career Opportunities

Because of the disciplines emphasis on critical thinking and reasoning and on achieving a level of sophistication and knowledge in both the reading and writing of texts, 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.

# English Course Placement Sequence



# Film Pre-Major

## Associate in Arts Degree

Coordinator/Department Chair: Chantay White-Williams  
Faculty: Dan Cross

Dean: Paul Wreford

The film curriculum trains students in both Film Study (understanding, analyzing, and writing about film) and Motion Picture Production (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 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - 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 Western Films on the USA
  - POLS 292 - Political Impact of War Films
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

A variety of careers in advertising, business, the film industry, television, and government are open to students who graduate with a bachelor's degree in Film including:

- Producer
- Director
- Cinematographer
- Editor
- Production Crew Member
- Screenwriter
- Set/Production Designer
- Sound Designer



# Foreign Language Pre-Major

## Associate in Arts Degree

Department Chair: Richard Spencer  
Faculty: Adan Salinas

Dean: Paul Wreford

The study of language is profitable whether you are majoring in the arts, sciences, or business. Spanish is the second most commonly spoken language in the United States and all science majors are encouraged to learn German and/or French. Business majors will discover that the ability to speak and understand Spanish, French, German, Russian, or Chinese will give them employment advantages over those who are not bilingual.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 to major in Foreign Language should follow the steps listed below. **It is strongly recommended that you confer with a SWIC counselor prior to enrolling each semester and familiarize yourself with the specific requirements of the four-year institution where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.

2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - First semester foreign language (FREN 101, GERM 101, SPAN 101)
  - Second semester foreign language (FREN 102, GERM 102, SPAN 102)
  - Third semester foreign language (FREN 201, GERM 201, SPAN 201)
  - Fourth semester foreign language (FREN 202, GERM 202, SPAN 202)
3. **Most** four-year colleges and universities will accept the following classes as Foreign Language major credit:
  - SPAN 211-Conversational Spanish I (for students majoring in Spanish)
  - SPAN 212-Conversational Spanish II (for students majoring in Spanish)
4. The **optional** courses listed below may be applicable toward a baccalaureate Foreign Language major. **Please keep in mind that most transfer institutions limit the number of 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Linguist
- ESL Instructor
- Teacher
- Foreign Student Advisor
- Language Interpreter
- Foreign Sales Representative
- Translator

# Health/Physical Education Pre-Major

## Associate in Arts Degree

Department Chair: Robert Weck  
Faculty: Garry Ladd, Scott Wolf

Dean: Amanda Starkey

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

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - HLTH 151 – Personal Health and Wellness
  - SPCH 151 – Fundamentals of Public Speaking
  - PSYC 151 – General Psychology
  - CHEM 101 – Introductory Chemistry I  
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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

Career opportunities in Health/Physical Education are expected to grow faster than the average. Career opportunities exist as:

- Elementary, Middle, and High School Teacher
- Physical Education Specialist
- Health Educator
- Individual and Team Coach
- Athletic Director
- Activities Director
- Sporting Goods Sales and Marketing
- Community/Commercial Recreation Director
- Sports Official/Referee/Umpire

# History Pre-Major

## Associate in Arts Degree

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

Dean: Paul Wreford

To understand the present and the future, we must understand the past. The study of history teaches students to think on many levels. It provides a solid foundation of knowledge, so that we can better participate in the world around us. SWIC's History department offers students a wide range of opportunities to study in areas as diverse as American History, European History, World History, and the History of Religion, as well as the histories of Russia, Ireland, Britain, the Middle East, and more. An associate degree with an emphasis on History provides a basic overview of the discipline and prepares you to transfer to a 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 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - HIST 101 – World Civilization I
  - HIST 102 – World Civilization II
  - HIST 180 – U.S. History to 1865
  - HIST 181 – U.S. History Since 1865
  - At least one year (101 and 102) of a foreign language
3. The **optional** courses listed below may be applicable toward a baccalaureate History major. **Please keep in mind that most transfer institutions limit the number of 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 56 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Teacher
- Archivist
- News Analyst
- Journalist
- Museum Curator
- Historical Preservationist

# International Studies Pre-Major

## Associate in Arts Degree

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

Dean: Paul Wreford

International Studies is an interdisciplinary pre-major focusing on developing a greater understanding of the world than that provided by a single discipline. There are 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 24.

#### If you **DON'T KNOW** where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

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

### 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.**

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes for a global perspective:
  - GEOG 152 – World Regional Geography
  - POLS 240 – Comparative Politics
  - POLS 270 – International Relations
  - Foreign language of your choice (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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

### Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree focusing on International Studies:

- International Business
- International Risk Assessment
- Foreign Service/Diplomacy
- International Aid Organizations
- Intelligence
- Journalist
- International Travel



### Associate in Arts Degree (0001) – International Studies Pre-Major – Area Studies Concentration

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes for a global perspective:
  - GEOG 152 – World Regional Geography
  - POLS 240 – Comparative Politics
  - POLS 270 – International Relations
  - Foreign language of your choice (2 semesters)
3. It is **recommended** that you 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

### Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree focusing on International Studies:

- International Business
- International Risk Assessment
- Foreign Service/Diplomacy
- International Aid Organizations
- Intelligence
- Journalist
- International Travel



# Journalism – Pre-Major

## Associate in Arts Degree

Department Chair: Chantay White-Williams

Dean: Paul Wreford

Journalism is the collection and periodical dissemination of current news and events or, more strictly speaking, the business of managing, editing, or writing for journals or newspapers. The application of the term “journalism” has broadened to include news reporting and commentaries on a wide variety of electronic media. Courses in the Journalism program examine the idea of news, the methods and techniques of news writing, types of journalistic stories and publications, news judgment, and ethical issues in journalism. With writing assignments that emphasize clarity and impact, some courses also apply practical research methods (including interviewing), copy editing, and the principals and techniques of electronic editing, information management, and publication design.

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to “Recommended Steps and Timeline to Transfer to Four-Year Institutions” on page 24.

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

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

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - MCOM 201 – Introduction to Mass Communication
  - JOUR 101 – Introduction to Journalism
  - JOUR 110 – Introduction to News Editing
3. The **optional** courses listed below may be applicable toward a baccalaureate Journalism major. **Please keep in mind that most transfer institutions limit the number of 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 56 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Elementary and Secondary Teacher
- Editor/Writer
- Journalist/Fact Checker
- Technical Writer
- Marketing/Advertising/Sales
- Communications Specialist
- Non-Profit/Community Organization
- Customer Service

In addition, 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: Paul Wreford

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

### Important Transfer Information

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

#### If you **KNOW** where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you **DON'T KNOW** where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - LIT 213 – American Literature
  - LIT 251 – British Literature I
  - LIT 252 – British Literature II
  - 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
4. The **optional** courses listed below may be applicable toward a baccalaureate Literature major. **Please keep in mind that most transfer institutions limit the number of semester credits taken within a student's major field of study at the community college level.** To ensure the acceptance of such courses toward your intended major, check with the four-year institution where you are transferring or a SWIC counselor regarding their applicability.
  - Other literature classes
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Elementary and Secondary Teacher
- Free-lance Writer
- Technical Writer
- Writer/Author
- Editor
- Copy Writer
- Caption Writer
- Reporter
- Critic (Drama, Program)/Reviewer

# Military Science – Army ROTC (MSC)

Dean: Paul Wreford

For information on the Army ROTC and class schedules, call 650-2503. Classes may be held at a 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.



# Music Pre-Major

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

Dean: Paul Wreford

SWIC is the place to discover and develop your musical abilities, whether as a soloist, a member of a performing group or as a listener. Music faculty are recognized for their expertise and are active as performers, clinicians, festival directors, adjudicators and organizational leaders.

To achieve junior status as a Music major, students are required by four-year colleges and universities to have completed four semesters of Music Theory, Ensemble, and Private Applied Instruction, respectively. Music majors should also be able to demonstrate piano proficiency at the MUS 214 (fourth semester of class piano) level prior to transferring to a four-year college or university.

Students who intend to major in music and enroll in Private Applied Instruction and Music Theory should contact the department chair to arrange a music audition and theory assessment test. The audition and theory test should be completed no later than the week before classes begin and preferably much earlier. Music scholarship auditions for each academic year are held during the previous spring semester. Students are encouraged to audition for a scholarship and take the theory assessment test at that time.

## Associate in Fine Arts Degree (0050) – Music Performance

This degree program is for students who are majoring in Music Performance and planning to transfer to a four-year institution to complete a baccalaureate degree. **AFA students complete their general education requirements after they transfer to a four-year college or university.** Students who are interested in pursuing the AFA-Music Performance degree program should consult with a full-time music faculty member or an academic counselor. Transfer requirements vary by receiving institution.

### First Year

Fall Semester	Semester Credits
MUS 105 Music Theory I*****	4
Music Performance Ensemble	1
Music Private Applied****	2
MUS 111 Class Instruction in Piano I	2
ENG 101 Rhetoric & Composition I*	3
Math Course**	4
<b>Total Semester Credits</b>	<b>16</b>

### Spring Semester

Spring Semester	Semester Credits
MUS 106 Music Theory II	4
Social OR Behavioral Science Course***	3
Music Performance Ensemble	1
Music Private Applied****	2
MUS 112 Class Instruction in Piano II	2
ENG 102 Rhetoric & Composition II*	3
Humanities Course***	3
<b>Total Semester Credits</b>	<b>18</b>

Apply for Graduation Now

### Second Year

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

### Spring Semester

Spring Semester	Semester Credits
MUS 206 Music Theory IV	4
Music Performance Ensemble	1
MUS 214 Class Instruction in Piano IV*****	2
Music Private Applied****	2
Human Well-Being Elective	2
MUS 103 Music Literature	3
Physical Science Course	4
<b>Total Semester Credits</b>	<b>16-18</b>

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

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

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

\*\*\*\*Students are advised to take their 8 credits of Music Private Applied in one area or instrument. Audition and departmental permission are required. Contact the Music department chair to arrange for an audition.

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

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

## Associate in Fine Arts Degree (0051) – Music Education

This degree program is for students who are majoring in Music Education and planning to transfer to a four-year institution to complete a baccalaureate degree. **AFA students complete their general education requirements after they transfer to a four-year college or university.** Students who are interested in pursuing the AFA-Music Education degree program should consult with a full-time Music faculty member or an academic counselor. Transfer requirements vary by receiving institution.

### First Year

Fall Semester	Semester Credits
MUS 105 Music Theory I*****	4
Music Performance Ensemble	1
Music Private Applied****	2
MUS 111 Class Instruction in Piano I	2
ENG 101 Rhetoric & Composition I*	3
Math Course**	4
<b>Total Semester Credits</b>	<b>16</b>

## Music (continued)

Spring Semester		Semester Credits
MUS 106	Music Theory II	4
HIST 180	U.S. History to 1865 <b>OR</b>	3
HIST 181	U.S. History, 1865 to the Present <b>OR</b>	
POLS 150	Intro to American Government	
Music Performance Ensemble		1
Music Private Applied****		2
MUS 112	Class Instruction in Piano II	2
ENG 102	Rhetoric & Composition II*	3
Humanities Course***		3
<b>Total Semester Credits</b>		<b>18</b>

### Apply for Graduation Now

#### Second Year

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

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
<b>Total Semester Credits</b>		<b>16-18</b>

\*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 8 credits of Music Private Applied in one area or instrument. Audition and departmental permission are required. Contact the Music department chair to arrange for an audition.

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

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

## Associate in Arts Degree (0001)

Transfer requirements vary by receiving institution.

#### First Year

Fall Semester		Semester Credits
MUS 105	Music Theory I*****	4
Music Performance Ensemble		1
ENG 101	Rhetoric & Composition I*	3
Math Course**		4
Social Science Course***3		
<b>Total Semester Credits</b>		<b>15</b>

(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
<b>Total Semester Credits</b>		<b>17</b>

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

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
MUS 103	Music Literature	3
MUS 205	Music Theory III	4
Music Performance Ensemble		1
PSYC 151	General Psychology	3
Life Science Course		4
Humanities <b>OR</b> Social Science Course***		3
<b>Total Semester Credits</b>		<b>18</b>

(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
<b>Total Semester Credits</b>		<b>17</b>

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

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

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

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

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

## Music Technology/Business Emphasis

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

Students who are interested in pursuing an Associate in Applied Science 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 for the Engineer	3
MUS 255	Music Technology Practicum	3

## Career Opportunities

Career opportunities for the music major abound. In addition to teaching and performing, music graduates find careers in:

- Radio
- TV
- Concert Management
- Publishing

# Philosophy Pre-Major

## Associate in Arts Degree

Department Chair: Richard Spencer  
Faculty: Richard Spencer, Michael Oliver, Darrell Russell,  
Katherine Witzig

Dean: Paul Wreford

Philosophy is at the core of liberal arts education. Its study prepares students for a wide range of pursuits. The study of philosophy develops a student's ability to analyze, evaluate, and debate ideas. While a career in philosophy is confined largely to teaching, students of philosophy have gone on to become lawyers, managers, theologians, writers, artists, comedians, and talk show hosts.

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

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### If you DON'T KNOW where you are transferring:

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - PHIL 150 – Introduction to Philosophy
  - 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Teacher
- Lawyer
- Theologian
- Author/Writer
- Researcher
- Mathematician
- Artist

# Political Science Pre-Major

## Associate in Arts Degree

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

Dean: Paul Wreford

Political scientists study the nature of power and the role of government, both in our own nation and in the ever-shrinking global arena. Political science majors can work in business and industry as labor relations managers, public-relations specialists and lobbyists, or in government as agency directors, urban planners and the like. Many utilize their talents as writers, editors or journalists, or they may serve as directors of civic or charitable organizations. Many political scientists go into law, social work and other related fields.

### Important Transfer Information

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

**If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - POLS 150 – Introduction to American Government **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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

A variety of careers are open to students who graduate with a bachelor's degree in Political Science/Pre-Law including:

- Labor Relations Manager
- Public Relations Specialist
- Lobbyist
- Agency Director
- Urban Planner
- Writer
- Editor
- Journalist
- Civic or Charitable Organization Director
- Social Worker



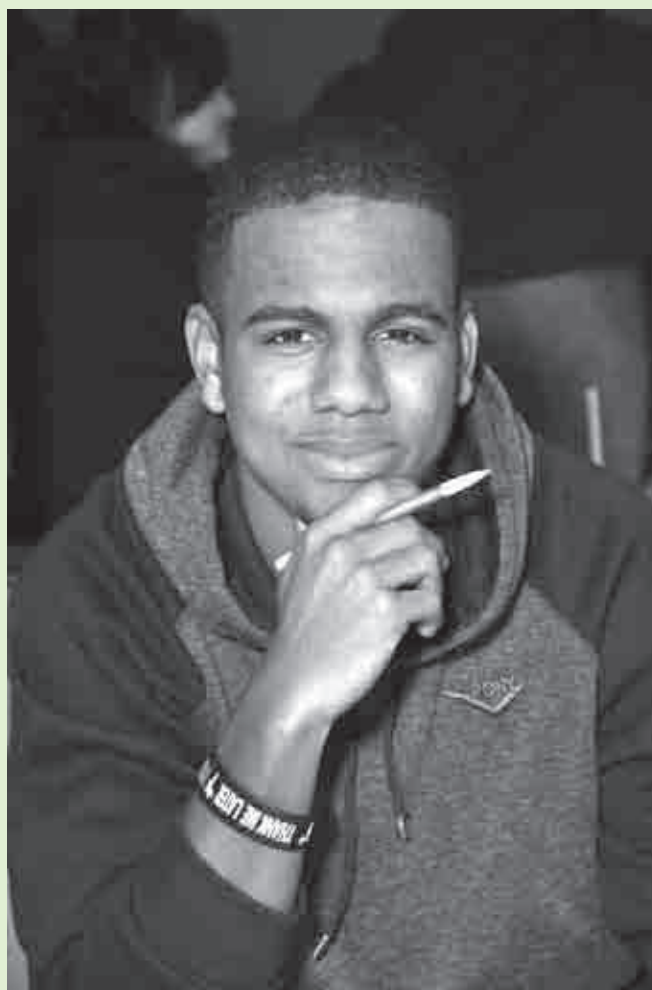
# Pre-Law

Dean: Paul Wreford

The Association of American Law Schools believes that the effectiveness of prelegal study cannot be advanced by prescribing courses of study or extracurricular activities. Instead, primary emphasis should be directed toward the development in pre-law students of basic skills and insights through education for comprehension and expression in words, for critical understanding of the human institutions and values with which law deals, and for creative power in thinking. This is best achieved in fields of individual interests and abilities. In addition, law touches so many phases of human activity that there is scarcely a subject which is not of value to the law student and to the lawyer. A student is therefore advised to place as much emphasis on the liberal arts as his or her own program of undergraduate study will permit; and within the outlines of that program the following should also be noted:

- Pre-Law is not a major in that students cannot receive a degree in pre-law. Since virtually all law schools now require applicants to possess a bachelor's degree, students are advised to select a major in the academic area in which they would like to obtain a degree.
- The following subjects are common baccalaureate majors and minors among pre-law students: Accounting, Anthropology, Economics, English, History, Life or Physical Science, Literature, Philosophy, Political Science, Psychology, Sociology and Speech Communication.
- The essential ability to think precisely and exactly is most likely to be acquired through courses in Logic, Mathematics, the Natural Sciences and Philosophy.
- Courses in English composition and public speaking develop the power of clear and well-ordered expression. Courses in which students receive intensive faculty critiques of their writing skills are highly recommended. Preparation in composition is essential and preparation in public speaking is of great value.
- The fields of History (particularly English and American History), Economics, Political Science, Psychology, and Sociology are important to an appreciation of human institutions and values and their relation to law.
- An understanding of financial statements and of elementary accounting principles has become almost indispensable. In the changing face of the law office, knowledge of technology is imperative.
- There are opportunities in special types of practice for those who concentrate in particular fields, such as Agriculture, Business Administration, Biology, Chemistry, Engineering or Physics, before entering law school.

- To practice law in the courts of any state, a person must be licensed, or admitted to its bar, under rules established by the state's Supreme Court. To qualify for the bar exam in most states, the applicant must complete at least three years of college and graduate from a law school approved by the American Bar Association. The Law School Admissions Test 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: Paul Wreford

The goal of the psychologist is to predict, explain, and understand people's behavior. Those who major in psychology often go on to pursue graduate study in psychology, which leads to careers in teaching, research, counseling. For instance, many who study psychology become counselors, sometimes in educational or social welfare organizations, but also with employment agencies, industry and business, hospitals, and other organizations that employ or work with many people. Psychology as a minor is excellent for business majors, teachers, sociologists, and others whose careers revolve around their relationships with people.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - PSYC 151 – General Psychology
  - 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

Those who major in psychology can pursue a variety of careers, including:

- Academic psychologist (research and teaching at an institution of higher learning)
- Practicing clinical psychologist
- Counselor/therapist
- Industrial-organizational psychologist
- School psychologist
- Statistical consultant

Psychology as a minor is excellent for business majors, teachers, sociologists, and others whose careers revolve around their relationships with people.

# Social Work Pre-Major

## Associate in Arts Degree

Coordinator/Faculty: Susan Holbrook

Dean: Paul Wreford

Social work is a profession devoted to helping people function optimally in their environment. Social workers help people by providing direct services to individuals, families, groups and communities, and by working to change or improve social conditions. This two-year transfer program leads to an Associate in Arts Degree. The recommended curriculum is designed for students pursuing a baccalaureate degree in social work. Bachelor degree programs in social work prepare students for careers in public and private agencies such as child welfare, mental health, corrections, shelters, and many other workplaces.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - SOC 153 – Introductory Sociology
  - PSYC 151 – General Psychology
  - Statistics: Depending on where you plan to transfer, take either MATH 107 – General Education Statistics or MATH 191 – Introduction to Statistics
  - BIOL 105 – Human Biology
  - POLS 150 – Introduction to American Government
3. **Most** four-year colleges and universities will accept the following classes as Social Work major credit:
  - SOC 222 – Survey of Social Work
  - ECON 201 – Principles of Economics (Macro)
  - PHIL 152 – Ethics
  - SOC 230 – Race and Ethnicity
4. The **optional** courses listed below may be applicable toward a baccalaureate Social Work major. **Please keep in mind that most transfer institutions limit the number of 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.
  - 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

Bachelor degree programs in social work prepare students for careers in public and private agencies such as:

- Child Welfare
- Mental Health
- Corrections
- Elder Care
- Shelters and Many Other Workplaces

# Sociology Pre-Major

## Associate in Arts Degree

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

Dean: Paul Wreford

Sociology is the study of people in their relationships with other people, particularly in a group setting. It is closely related and intertwined with the other social sciences. Sociology majors generally choose careers where they work with people. Their understanding of interpersonal relationships makes them good administrators, managers, counselors, probation/parole officers, public relations specialists, social workers, community organizers, and teachers. Additionally, they may use their knowledge and skills in writing, editing, teaching and other communication fields.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

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

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

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - SOC 153 – Introductory Sociology
  - Statistics: Depending on where you plan to transfer, take either MATH 107 – General Education Statistics or MATH 191 – Introduction to Statistics.
3. **Most** four-year colleges and universities will accept the following classes as sociology major credit:
  - SOC 203 – Social Problems
  - SOC 230 – Race and Ethnicity in the United States
  - SOC 255 – The Family
4. The **optional** courses listed below may be applicable toward a baccalaureate Sociology major. **Please keep in mind that most transfer institutions limit the number of 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 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

Sociology majors generally choose careers where they work with people. Their understanding of interpersonal relationships makes them candidates for a variety of careers including:

- Administrators
- Managers
- Counselors
- Probation/Parole Officers
- Public Relations Specialists
- Social Workers
- Community Organizers
- Teachers

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



# Speech Communication/Theatre Pre-Major

## Associate in Arts Degree

Department Chair: Richard Spencer

Faculty: Thomas (Mac) Chamblin, Mary (Peggy) Oulvey, Kristen Ruppert-Leach

Dean: Paul Wreford

Speech is a subject that is a benefit to everyone, no matter what field he or she plans to enter. Even the research scientist, who spends most of his or her time in a laboratory, is expected to give papers and present seminars. Others whose work is people-oriented fields will find a good background in speech to be invaluable to success. Speech majors are frequently employed in the broadcast media, and they often continue for further training in drama. Speech and business as a combination may significantly enhance your chances for success in the business world.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Arts and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **If you DON'T KNOW where you are transferring:**

- Plan your Associate in Arts with a SWIC counselor.
- The **Associate in Arts Degree Requirement Checklist** (page 57) may be used as a GENERAL GUIDE; transfer requirements vary by receiving institution.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

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

### Associate in Arts Degree (0001) – Speech Communication/Theatre Pre-Major

Students who plan to earn an Associate in Arts Degree and then transfer to a four-year college or university to major in Speech Communication/Theatre should follow the steps listed below.

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

1. Fulfill the General Education and other institutional requirements for the Associate in Arts Degree listed on page 57 of this catalog. General Education course **preferences** may vary by transfer institution.
2. As you fulfill your degree requirements, it is **strongly recommended** that you take the following classes:
  - SPCH 151 – Fundamentals of Public Speaking
  - SPCH 155 – Interpersonal Communication
3. **Most** four-year colleges and universities will accept the following classes as Speech Communication/Theatre major credit:
  - MCOM 201 – Introduction to Mass Communication
  - SPCH 200 – Oral Interpretation
  - SPCH 256 – Theatre Acting
4. The **optional** courses listed below may be applicable toward a baccalaureate Speech Communication/Theatre major. **Please keep in mind that most transfer institutions limit the number of 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.
  - SPCH 120 – Theatre Appreciation
  - SPCH 220 – American Playhouse
  - SPCH 213 – Introduction to Public Relations
  - PSYC 151 – General Psychology
  - Other Speech Communication, Mass Communication and Theatre courses
5. Fulfill all other Associate in Arts Degree requirements listed on page 56 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

Speech majors are frequently employed in areas such as:

- Broadcast media
- Advertising, marketing and business management
- Theatre

PROGRAMS THAT LEAD TO A

# Bachelor's Degree

Associate in Science  
and

Associate in Engineering Science



# Associate in Science

Program Code: 0002

## Description:

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

## Admission:

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

## Terms:

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

## Total Hours:

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

## Residency:

Fifteen 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/](http://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

## Mission Success:

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

## College Success Strategies:

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

## Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb.15

# Associate in Science

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101 \_\_\_\_\_ ENG 102 \_\_\_\_\_ SPCH 151

**General Humanities** (total of 3 semester credits)

_____ FREN 202	_____ LIT 133	_____ <b>LIT 215</b>	_____ PHIL 152
_____ GERM 202	_____ LIT 134	_____ LIT 251	_____ PHIL 153
_____ <b>HIST 286</b>	_____ LIT 201	_____ LIT 252	_____ PHIL 154
_____ LIT 113	_____ LIT 202	_____ LIT 290	_____ <b>PHIL 155</b>
_____ <b>LIT 117</b>	_____ <b>LIT 205</b>	_____ 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
_____ <b>ART 103</b>	_____ <b>ART 110</b>	_____ MUS 102	
_____ ART 104	_____ FILM 115	_____ <b>MUS 110</b>	

**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)

_____ <b>ECON 115</b>	_____ HIST 101	_____ <b>HIST 118</b>	_____ <b>POLS 150</b>
_____ <b>ECON 201</b>	_____ HIST 102	_____ HIST 152	_____ POLS 240
_____ ECON 202	_____ <b>HIST 114</b>	_____ <b>HIST 180</b>	_____ POLS 261
_____ <b>GEOG 152</b>	_____ <b>HIST 115</b>	_____ <b>HIST 181</b>	_____ POLS 262
_____ <b>GEOG 202</b>	_____ <b>HIST 117</b>	_____ <b>HIST 230</b>	_____ <b>POLS 270</b>

**Behavioral Science** (total of 3 semester credits)

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

**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 203	_____ MATH 205	_____ BUS 205
_____ MATH 191	_____ MATH 204	_____ MATH 213	

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

_____ BIOL 100	_____ BIOL 108
_____ BIOL 101	_____ BIOL 151
_____ BIOL 104	

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

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

**Additional Math or Science** (Select 4 additional semester credits from either Mathematics, Life Science, Physical Science or from the following)

_____ BIOL 102	_____ BIOL 270	_____ ENGR 263	_____ MATH 290
_____ BIOL 105	_____ CHEM 103	_____ MATH 170	_____ MATH 292
_____ BIOL 157	_____ CHEM 106	_____ MATH 171	_____ PHYS 152
_____ BIOL 158	_____ CHEM 201	_____ MATH 210	_____ PHYS 205
_____ BIOL 204	_____ CHEM 202	_____ MATH 270	_____ PHYS 206
_____ BIOL 250	_____ CHEM 253	_____ MATH 271	

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

_____ 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 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.

**XXX** Human Relations Classes **XXX** Non-Western Culture



# Associate in Engineering Science

## Program Code: AES1

### Description:

An Associate in Engineering Science Degree is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in the area of engineering. The curriculum guides that follow serve as a general guide to the selection of courses toward fulfilling degree requirements specific to your intended major at a four-year college or university. Since requirements vary at colleges and universities, it is important to select your courses with the assistance of 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/](http://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

### Mission Success:

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

### College Success Strategies:

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

### Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Engineering Science

## Degree Requirements Checklist

(Required by all Engineering Specialties)

**Communications** (total of 6 semester credits) A minimum grade of "C" is required in ENG 101 & ENG 102

\_\_\_\_\_ ENG 101 \_\_\_\_\_ ENG 102

**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  
 Aeronautical Engineering  
 General Engineering  
 Manufacturing Engineering  
 Engineering Mechanics  
 (total of 16 semester credits)

\_\_\_\_\_ **ENGR 103**  
 \_\_\_\_\_ **ENGR 263**  
 \_\_\_\_\_ **ENGR 264**  
 \_\_\_\_\_ **ENGR 271**  
 \_\_\_\_\_ **ENGR 275**

Chemical Engineering  
 (total of 15 semester credits)

\_\_\_\_\_ **CHEM 106**  
 \_\_\_\_\_ **CHEM 201**  
 \_\_\_\_\_ **CHEM 202**

Computer Engineering  
 (total of 11 semester credits)

\_\_\_\_\_ **ENGR 103**  
 \_\_\_\_\_ **ENGR 271**  
 \_\_\_\_\_ **MATH 270 OR MATH 271**

Electrical Engineering  
 (total of 7 semester credits)

\_\_\_\_\_ **ENGR 103**  
 \_\_\_\_\_ **ENGR 271**

Civil Engineering  
 (total of 13 semester credits)

\_\_\_\_\_ **ENGR 103**  
 \_\_\_\_\_ **ENGR 263**  
 \_\_\_\_\_ **ENGR 264**  
 \_\_\_\_\_ **ENGR 275**

Industrial Engineering  
 (total of 16 semester credits)

\_\_\_\_\_ **ECON 202**  
 \_\_\_\_\_ **ENGR 103**  
 \_\_\_\_\_ **ENGR 263**  
 \_\_\_\_\_ **ENGR 264**  
 \_\_\_\_\_ **ENGR 275**

**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 Behavior Science credit from above.

\_\_\_\_\_ **ANTH 150** \_\_\_\_\_ **GEOG 202** \_\_\_\_\_ **HIST 286** \_\_\_\_\_ **PSYC 151**  
 \_\_\_\_\_ **ECON 201** \_\_\_\_\_ **HIST 180** \_\_\_\_\_ **POLS 150** \_\_\_\_\_ **PSYC 295**  
 \_\_\_\_\_ **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/](http://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

### Mission Success:

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

### College Success Strategies:

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

### Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in Arts in Teaching – Secondary Mathematics

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101 \_\_\_\_\_ ENG 102 \_\_\_\_\_ SPCH 151

### General Humanities (total of 3 semester credits)

_____ FREN 202	_____ LIT 133	_____ <b>LIT 215</b>	_____ PHIL 152
_____ GERM 202	_____ LIT 134	_____ LIT 251	_____ PHIL 153
_____ <b>HIST 286</b>	_____ LIT 201	_____ LIT 252	_____ PHIL 154
_____ LIT 113	_____ LIT 202	_____ LIT 290	_____ <b>PHIL 155</b>
_____ <b>LIT 117</b>	_____ <b>LIT 205</b>	_____ 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
_____ <b>ART 103</b>	_____ <b>ART 110</b>	_____ MUS 102	
_____ ART 104	_____ FILM 115	_____ <b>MUS 110</b>	

### 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)

_____ <b>ECON 115</b>	_____ HIST 101	_____ <b>HIST 118</b>	_____ <b>POLS 150</b>
_____ <b>ECON 201</b>	_____ HIST 102	_____ HIST 152	_____ POLS 240
_____ ECON 202	_____ <b>HIST 114</b>	_____ <b>HIST 180</b>	_____ POLS 261
_____ <b>GEOG 152</b>	_____ <b>HIST 115</b>	_____ <b>HIST 181</b>	_____ POLS 262
_____ <b>GEOG 202</b>	_____ <b>HIST 117</b>	_____ <b>HIST 230</b>	_____ <b>POLS 270</b>

### Behavioral Science (total of 6 semester credits) **PSYC 151 is required**

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

### 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





# 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 AS degree in Accounting 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 24.

#### 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 97) 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 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

#### 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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 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              | • Agricultural Researcher/Developer         |
| • Rancher                   | • Agricultural Economist                    |
| • Forester                  | • Animal Management                         |
| • Forestry Technician       | • Agribusiness Manager                      |
| • Fish and Game Warden      | • Grain Merchandiser                        |
| • Animal Trainer            | • Food Safety Inspector                     |
| • Horticulturist            | • Agricultural Product Retailer/Salesperson |
| • Crop/Soil Conservationist | • High School Teacher                       |
| • Park Ranger               | • Agricultural Scientist                    |
| • Agronomist                | • Cereal Chemist                            |
| • Conservation Agent        | • Equine Management                         |
| • Floral Designer           |   |
| • Wildlife Manager          |   |
| • Plant Geneticist/Breeder  |   |

# Biology Pre-Major

## Associate in Science Degree

Department Chair/Faculty: Robert Weck  
Faculty: Jessica Baack, Corinne Carey, Michael Dyer, Brett Egger, Mike Marlen, Randi Papke, Cinnamon VanPutte

Dean: Amanda Starkey

Biology pre-majors may work toward degrees in organismal biology such as botany, microbiology, or zoology; environmental degrees such as ecology, forestry, or wildlife biology; professional fields such as pre-dentistry, pre-pharmacy, pre-medicine, or pre-veterinary; or education degrees such as elementary, secondary, or college science teaching.

### Important Transfer Information

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

#### If you **KNOW** where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### 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 97) 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 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

#### **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 97) 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 24.

**Please view additional transfer resources at**  
**[swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

#### 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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

#### **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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 of this catalog.
5. Apply for graduation by the date published in the college calendar.
6. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Web Master
- Database Administrator
- Computer Network Specialist
- Computer Programmer
- Computer Software Engineer
- Computer Systems Analyst
- Information Systems Manager
- Teacher/Professor
- Internet/Intranet Programmer
- Computer Operator





# Earth Science Pre-Major

## Associate in Science Degree

Department Chair: 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 investigating the interactions and interrelationships on our planet alone, but also attempts to relate the earth to the larger universe using the science of astronomy.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 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
- Tectonics
- 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 24.

#### **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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Entry-Level Manager
- Mid-Level Manager
- Sales Manager
- Financial Analyst
- Financial Consultant
- Bank Manager

# Engineering Pre-Major

## Associate in Engineering Science Degree

Department Chair/Faculty: Linda Dawkins,  
Faculty: David Collins Jr., Lee Brendel, Theodore Dolter, Steve Gentemann, Tim Grant, Keven Hansen, Mitchell Robertson, Carmen Shepard, John Shively, Jennifer Simonton

Dean: Amanda Starkey

This degree program is for students who are majoring in engineering and planning to transfer to a four-year college or university to complete a baccalaureate degree. AES students complete their general education requirements after they transfer. Students who are interested in pursuing the AES degree should consult with an academic advisor and the transfer institution. Note that different engineering specialties require a unique set of courses.

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Engineering Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### 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 99) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 where you plan to transfer.**

1. Fulfill the General Education and other institutional requirements for the Associate in Engineering Science Degree listed on page 99 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
  - 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 263 – Analytical Mechanics – Statics
  - ENGR 264 – Analytical Mechanics – Dynamics
  - ENGR 271 – Electrical Circuits
  - 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 99) 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 98 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 65 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

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

- Aerospace Engineer
- Agricultural Engineer
- Automotive Engineer
- Biomedical Engineer
- Chemical Engineer
- Electrical/Electronics Engineer
- Industrial Designer
- Materials Engineer
- Mechanical Engineer
- Metallurgical Engineer
- Mining Engineer
- Nuclear Engineer
- Petroleum Engineer
- Surveyor



# Exercise Science Pre-Major

## Associate in Science Degree

Department Chair: Robert Weck  
Faculty: Garry Ladd, Scott Wolf

Dean: Amanda Starkey

Exercise science is the study and application of scientific principles of human movement. As the nation addresses health issues associated with physical inactivity, employment opportunities in exercise science, fitness and wellness are expected to grow at a faster than average rate. The Exercise Science pre-major will provide students with opportunities to acquire the knowledge, skills, abilities and values that are essential for competency as a professional in the field of personal training and upper division baccalaureate study in exercise science.

### Important Transfer Information

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

#### If you KNOW where you are transferring:

- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### 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 97) 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 24.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 206 – Principles of Coaching
  - PE 208 – Sport First Aid
  - PE 180 – Personal Trainer Certification Prep
5. Fulfill all other Associate in Science Degree requirements listed on page 96 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: Paul Wreford

Geography is the study of pattern and place on the earth's surface, that is, how the earth's surface is organized and used, and how its natural and cultural landscapes fuse into the powerful context of place. In 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.

### 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 24.

**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 97) 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 24.

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

1. Fulfill the General Education and other institutional requirements for the Associate in Science Degree listed on page 97 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
5. Fulfill all other Associate in Science Degree requirements listed on page 96 of this catalog.
6. Apply for graduation by the date published in the college calendar.
7. Earn at least 64 **transferable** credits with a minimum cumulative grade point average of 2.00 to graduate from SWIC. **Many** transfer institutions require a higher GPA for admission to the institution and/or specific majors.

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

### Career Opportunities

Geography majors and minors find work in the following areas:

- Resource Management
- Geographic Information Systems
- Urban and Regional Planning
- Other Fields in Business, Education, Government and Industry

# Health Science/Safety Education Pre-Major

## Associate in Science Degree

Department Chair: Robert Weck  
Faculty: Garry Ladd, Scott Wolf

Dean: Amanda Starkey

The Health Science/Safety Education major is designed to emphasize the importance of adopting healthy lifestyles through informed choice by empowering students to distinguish between behaviors that foster and those that hinder well-being. Students will be prepared primarily for careers in the public health sector.

### Important Transfer Information

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

#### **If you KNOW where you are transferring:**

- Transfer requirements vary by receiving institution.
- Plan your Associate in Science and transfer requirements with a SWIC counselor and use the transfer guide of the four-year institution you plan to attend.
- Refer to "Recommended Steps and Timeline to Transfer to Four-Year Institutions" on page 24.

#### **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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 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, John Shively, 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 24.

#### **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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 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.

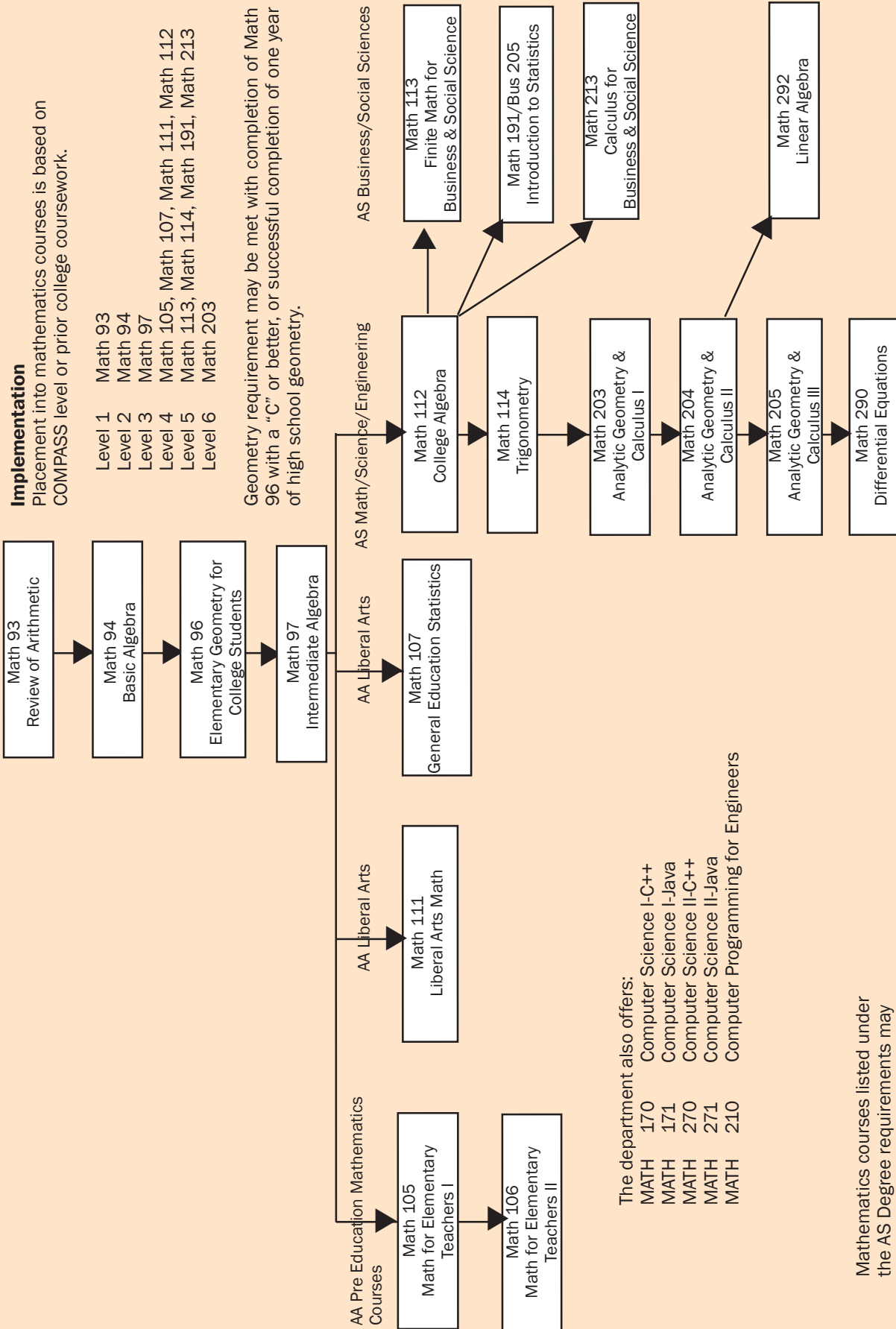
Note: Enrollment in many transfer classes is based on your score on the assessment placement test and/or your fulfillment of course prerequisites.

### 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



# 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 24.

#### 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 97) 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 24.

**Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

### 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 97) 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 24.

**Please view additional transfer resources at  
[swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

### 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 97) 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 24.

**Please view additional transfer resources at  
[swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

### 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 97) 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 24.

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

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 96 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.

## 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 97 of this catalog. General Education course **preferences** may vary by transfer institution.

# 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 24.

### 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 96) 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 24.

**Please view additional transfer resources at  
[swic.edu/counseling/transfer/](http://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 97 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 96 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 24.

#### 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 97) 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 24.

Please view additional transfer resources at [swic.edu/counseling/transfer/](http://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 97 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. Fulfill all other Associate in Science Degree requirements listed on page 96 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

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# *Employment*

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*Associate in Applied Science  
Degrees and Certificates*



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
      - Armed Private Security Certificate
      - Unarmed Private Security Certificate
      - Police Academy Certificate
  - Automotive Collision Repair Technology Program
    - Automotive Collision Repair Technology AAS
      - Automotive Refinishing Certificate
      - Mechanical Systems Certificate
      - Non-Structural Repair Certificate
      - Structural Repair Certificate
  - Aviation Maintenance Technology Program
    - Aviation Maintenance Technology AAS
      - Airframe & Powerplant Certificate
      - Airframe Certificate
      - Powerplant Certificate
  - Aviation Management AAS
  - Aviation Pilot Training Program
    - Aviation Pilot Training AAS
      - Aviation Pilot Training Certificate
      - Private Pilot Certificate
  - Commercial Maintenance Mechanics Program
    - Commercial Maintenance Mechanics AAS
      - Commercial Maintenance Mechanics Certificate
  - Computer-Aided Drafting Program
    - Computer-Aided Drafting AAS
      - Computer-Aided Drafting Certificate
  - Computer Information Systems Program
    - Computer Information Systems AAS
    - Computer Management Information Systems AAS
    - Database Development and Management AAS
    - Software Development AAS
    - Tech Support/Help Desk AAS
      - C# Programming Certificate
      - C++ Programming Certificate
      - Database Programming Certificate
      - Java Programming Certificate
      - Programming Certificate
      - Visual Basic Programming Certificate
  - Construction Apprenticeship Training Program
    - Construction Bricklayer AAS
      - Bricklayer Apprentice Certificate
    - Construction Carpentry AAS
      - Carpentry Apprentice Certificate
    - Construction Cement Mason AAS
      - Construction Cement Mason Certificate
  - Construction Electrical Specialist AAS
    - Construction Electrical Lineman Certificate
    - Construction Electrical Residential Certificate
    - Construction Electrical Telecom Certificate
    - Construction Electrical Wireman Certificate
  - Construction Ironworker AAS
    - Ironworker Apprentice Certificate
  - Construction Painting and Decorating AAS
    - Painting and Decorating Apprentice Certificate
  - Construction Sheetmetal AAS
    - Construction Sheetmetal Apprentice Certificate
  - Construction Management Technology Program
    - Construction Management Technology AAS
      - Building Performance Certificate
      - Building Info Mod 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 Design and Management AAS
    - Electronics Technology AAS
      - Electronics Technology Certificate
      - Automated Control Electronics Certificate
      - Microcomputer Hardware Maintenance Certificate
    - Industrial Electricity AAS
      - Electrical Technology Certificate
      - Industrial Electricity Certificate
  - Electronic Publishing Program
    - Electronic Publishing AAS
      - Graphic Design Certificate
  - Emergency Medical Technician Certificate
  - Fire Science Program
    - Fire Science AAS
      - Confined Space Rescue Operations Certificate
      - Fire Apparatus Engineer Certificate
      - Fire Fighter I & II Certificate
      - Fire Service Instructor I Certificate
      - Fire Service Instructor II Certificate
      - Fire Service Officer I Certificate
      - Fire Service Officer II Certificate
      - 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 Design Certificate
- Health Information Technology AAS
- ☐ Heating, Ventilation, Air Conditioning and Refrigeration Program
  - Heating, Ventilation, Air Conditioning and Refrigeration AAS
    - HVAR Certificate
- ☐ Horticulture Program
  - Horticulture AAS
    - 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 Accelerated 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
- ☐ Paramedic/Paramedicine Program
  - Paramedic/Paramedicine AAS
    - Paramedic/Paramedicine Certificate
- ☐ Paraprofessional Education Program
  - Paraprofessional Education AAS
    - Paraprofessional Education Certificate
- Physical Therapist Assistant AAS
- ☐ Precision Machining Technology Program
  - Precision Machining Technology AAS
    - Precision Machining Technology Certificate
    - CNC Machining Certificate
    - Mastercam Certificate
    - Solid Works Certificate
    - Advanced CNC Programming Certificate
- Radiologic Technology AAS
- Respiratory Care AAS
- ☐ Sign Language Studies: Interpreter Program
  - Sign Language Studies: Interpreter AAS
    - Sign Language/Basic Communication Certificate
  - 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: Medical Assistant, Medical Laboratory Technology, Health Information 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, 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

## Mission Success:

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

## College Success Strategies:

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

## Apply for Graduation:

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

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



# General Education Course Classifications for the Associate in Applied Science Degree

Refer to the blue AAS program pages for the specific course requirements for each of the AAS degrees. This page is a reference for general education requirements listed as: Communications, Humanities, Social/Behavioral Science, Human Well-Being, or Human Relations elective.

## Communications (total of 6 semester credits)

\_\_\_\_\_ ENG 101 **is required for all Associate degrees**

_____ CHIN 101	_____ FILM 105	_____ JOUR 101	_____ SPAN 202
_____ CHIN 102	_____ FREN 101	_____ JOUR 110	_____ SPCH 151
_____ ENG 102	_____ FREN 102	_____ MCOM 201	_____ SPCH 155
_____ ENG 103	_____ FREN 201	_____ OAT 261	_____ SPCH 170
_____ ENG 105	_____ FREN 202	_____ RUSS 101	_____ SPCH 180
_____ ENG 106	_____ GERM 101	_____ RUS 102	_____ SPCH 190
_____ ENG 107	_____ GERM 102	_____ SPAN 101	_____ SPCH 200
_____ ENG 108	_____ GERM 201	_____ SPAN 102	_____ SPCH 213
_____ ENG 207	_____ GERM 202	_____ SPAN 201	

## Humanities and Social/Behavioral Sciences (total of at least 6 semester credits)

### Humanities

_____ ART 101	_____ LIT 113	_____ <b>LIT 215</b>	_____ PHIL 151
_____ ART 102	_____ <b>LIT 117</b>	_____ LIT 219	_____ PHIL 152
_____ ART 103	_____ LIT 120	_____ LIT 251	_____ PHIL 153
_____ ART 104	_____ LIT 125	_____ LIT 252	_____ PHIL 154
_____ ART 105	_____ LIT 133	_____ LIT 290	_____ PHIL 155
_____ ART 106	_____ LIT 134	_____ LIT 291	_____ PHIL 156
_____ <b>ART 110</b>	_____ LIT 201	_____ LIT 293	_____ PHIL 160
_____ ED 293	_____ LIT 202	_____ MUS 101	_____ PHIL 171
_____ FILM 115	_____ LIT 205	_____ MUS 102	_____ SPCH 120
_____ FILM 215	_____ LIT 208	_____ MUS 103	_____ SPCH 220
_____ HIST 286	_____ LIT 213	_____ MUS 110	
_____ HUM 200	_____ LIT 214	_____ PHIL 150	

### Social/Behavioral Sciences

_____ ANTH 150	_____ HIST 115	_____ POLS 261	_____ <b>PSYC 265</b>
_____ ANTH 160	_____ HIST 117	_____ POLS 262	_____ PSYC 266
_____ ANTH 175	_____ HIST 118	_____ POLS 270	_____ <b>PSYC 267</b>
_____ <b>ANTH 210</b>	_____ HIST 151	_____ POLS 273	_____ PSYC 270
_____ ANTH 250	_____ HIST 152	_____ POLS 289	_____ PSYC 280
_____ <b>ECON 115</b>	_____ HIST 160	_____ POLS 290	_____ <b>PSYC 277</b>
_____ <b>ECON 201</b>	_____ HIST 161	_____ POLS 292	_____ PSYC 288
_____ ECON 202	_____ <b>HIST 180</b>	_____ PSYC 151	_____ <b>PSYC 295</b>
_____ ED 252	_____ <b>HIST 181</b>	_____ <b>PSYC 200</b>	_____ <b>SOC 153</b>
_____ GEOG 143	_____ <b>HIST 230</b>	_____ PSYC 210	_____ <b>SOC 203</b>
_____ <b>GEOG 151</b>	_____ HIST 232	_____ PSYC 225	_____ <b>SOC 210</b>
_____ GEOG 152	_____ HIST 234	_____ PSYC 250	_____ <b>SOC 222</b>
_____ GEOG 202	_____ HIST 250	_____ PSYC 251	_____ <b>SOC 230</b>
_____ GEOG 240	_____ HIST 282	_____ PSYC 252	_____ <b>SOC 255</b>
_____ GEOG 241	_____ HIST 288	_____ PSYC 253	_____ <b>SOC 259</b>
_____ HIST 101	_____ <b>HIST 292</b>	_____ PSYC 254	_____ <b>SOC 265</b>
_____ HIST 102	_____ <b>POLS 150</b>	_____ PSYC 259	
_____ HIST 114	_____ POLS 240	_____ PSYC 260	

### Human Well-Being (total of 2 semester credits)

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

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/](http://swic.edu/ACCTAAS/).



[facebook.com/swic.aas.amm](https://facebook.com/swic.aas.amm)

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (049A)

#### First Year

Fall Semester		Semester Credits
BUS 101	Introduction to Business	3
MGMT 102	Business Mathematics	3
ACCT 110	Financial Accounting	4
CIS 185	Introduction to Information Technology OR CIS/OAT Electives*	3
ENG 101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
ACCT 111	Managerial Accounting	4
MGMT 213	Human Relations in the Workplace	3
ECON 201	Principles of Economics I (Macro)	3
SPCH 151	Fundamentals of Public Speaking	3
OAT 175	Electronic Spreadsheets	3
<b>Total Semester Credits</b>		<b>16</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
ACCT 211	Intermediate Accounting	3
BUS 215	Business Law I	3
MGMT 206	Individual & Business Income Tax	3
	Human Well-Being Elective	2
PSYC 151	General Psychology	3
ACCT 106	Introduction to Quickbooks	3
<b>Total Semester Credits</b>		<b>17</b>

#### Spring Semester

MGMT 241	Fundamentals of Finance	3
ACCT 210	Cost Accounting	3
ACCT 212	Certified Bookkeeper Review	3
MGMT 214	Principles of Management	3
MGMT 240	Ethics in the Workplace	1
	General Education Elective	1
	Specified Elective	3
<b>Total Semester Credits</b>		<b>17</b>

#### 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
OAT 180	Word Processing
OAT 185	Database Applications
CIS 160	Internet Basics
CIS 164	Internet Essentials
CIS 181	Operating Systems

### 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

Visit the Occupational Outlook Handbook website for job market information: <http://www.bls.gov/oco/>.

### Phi Beta Lambda-Abe Small Chapter

Phi Beta Lambda is a nonprofit educational association of students preparing for careers in business. All SWIC students are welcome to join. Contact the Business Division at 618-235-2700, ext. 5313, for more information.

# Administration of Justice

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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0029)

### First Year

Fall Semester	Semester Credits
AOJ 100 Intro to Administration of Justice	3
AOJ 105 Police Administration	3
AOJ 151 Policing: Methods and Ethics	3
ENG 101 Rhetoric & Composition I	3
PSYC 151 General Psychology	3
AOJ Approved Elective*	3
<b>Total Semester Credits</b>	<b>18</b>

Spring Semester	Semester Credits
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
<b>Total Semester Credits</b>	<b>15</b>

## Apply for Graduation Now

### Second Year

Fall Semester	Semester Credits
AOJ 203 Criminal Law & Admin of Justice	3
AOJ 251 Rules of Criminal Evidence	3
SPCH 151 Fundamentals of Public Speaking	3
Sociology Course***	3
CIS Electives <b>OR</b>	3
Approved Computer Course	
<b>Total Semester Credits</b>	<b>15</b>

Spring Semester	Semester Credits
EMS 105 First Responder-EMS**	4
AOJ 255 Criminal Investigation Case Preparation	3
AOJ 290 Police Report Writing	3
AOJ Elective*	3
Approved Elective****	4
<b>Total Semester Credits</b>	<b>17</b>
<b>Total Program Credits</b>	<b>65</b>

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.

+Pending ICCB approval

\*\*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 153 Juvenile Delinquency	3
AOJ 203 Criminal Law & Admin of Justice	3
AOJ 251 Rules of Criminal Evidence	3
AOJ 255 Criminal Investigation Case Preparation	3
ENG 101 Rhetoric & Composition I	3
Elective	3
<b>Total Credits</b>	<b>27</b>

Prerequisites may be required for some courses. Refer to the *Course Description Guide* beginning on page 255.



## Administration of Justice (continued)

### 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](http://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.

AOJ	104	Police Officer Proficiencies	3
AOJ	150	Police Officer's Patrol Functions	3
AOJ	152	The Police Function & Human Behavior	3
AOJ	201	Law for Patrol Officers	5
AOJ	206	Police Traffic & Crash Management	2
AOJ	257	Patrol Investigations	3
FS	280	Haz Mat Awareness	.5
PE	160	Physical Fitness I	1
<b>Total Credits</b>			<b>20.5</b>

### 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.

AOJ	144	Security Officer Certification	2
AOJ	145	Introduction to Firearms	1

### Unarmed Private Security Certificate (029C)

This course prepares graduates for employment as unarmed security guards/officers. It is approved by the Illinois Department of Professional Regulation.

AOJ	144	Security Officer Certification	2
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### 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: claud.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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (0081)

#### First Year

Fall Semester			Semester Credits
ACRT	111	Non-Structural Repair I	5
ACRT	131	Automotive Refinishing I	4
ENG	101	Rhetoric & Composition I	3
CIS	120	Introduction to the PC	1
CIS	125	Operating Systems/PC	1
SPCH	155	Interpersonal Communication	3
<b>Total Semester Credits</b>			<b>17</b>

Spring Semester			Semester Credits
ACRT	121	Automotive Damage Analysis	5
ACRT	122	MIG Welding	4
GT	105	Intro to Technical Math <b>OR</b>	3
MATH	112	College Algebra <b>OR</b> higher level Math	
HLTH	151	Health <b>OR</b>	2
HLTH	152	First Aid-Medical Self Help	
ACRT	201	Automotive Repair – Internship	4
<b>Total Semester Credits</b>			<b>18</b>

### Apply for Graduation Now

#### Second Year

Fall Semester			Semester Credits
ACRT	141	Steering and Suspension I	2
ACRT	112	Non-structural Repair II	5
Social Science Course			3
ACRT Option Courses*			2
WLDT	253	GTAW/GMAW/FCAW/PAC	4
<b>Total Semester Credits</b>			<b>16</b>

Spring Semester			Semester Credits
ACRT	142	Steering & Suspension II	3
ACRT	132	Automotive Refinishing II	3
Human Relations Course			3
ACRT	299	Problems in Automotive Repair	3
ACRT Option Courses*			4
<b>Total Semester Credits</b>			<b>16</b>
<b>Total Program Credits</b>			<b>67</b>

\*ACRT Option courses are limited to ACRT program course prefixes only.

All students must complete graduation degree requirements listed at the beginning of the blue pages in this catalog.

### Non-Structural Repair Certificate (081A)

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
<b>Total Credits</b>			<b>22</b>

### 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
<b>Total Credits</b>			<b>24</b>

### 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
<b>Total Credits</b>			<b>15</b>

### 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
<b>Total Credits</b>			<b>12</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

The programs will provide a solid foundation for Automotive Collision Repair Technicians through the application of core knowledge and development of required skills. A graduate of the Automotive Collision Repair Technology program is prepared to work as a(n):

- Repair Technician
- 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 the student to take the FAA written, oral and practical tests in the General, Airframe, and Powerplant courses. Upon successful completion of the FAA tests, the FAA will issue a FAA Airframe and/or Powerplant License.

This program offers a one-year or two-year format. The one-year format allows 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)

Core Courses	Semester Credits
AVMT 121 Instrument and Navigation Systems	3
AVMT 122 Fuel Systems, Inspection & Aircraft Rigging	3
AVMT 126 Aircraft Non-metallic Structures	3
AVMT 127 Aircraft Metallic Structures	3
AVMT 131 Aircraft Electrical Systems	3
AVMT 132 Charging Systems & Environmental Systems	3
AVMT 136 Aircraft Fluid Power Systems	3
AVMT 137 Landing Gear Systems	3
AVMT 140 Materials, Processes & Fabrication	3
AVMT 145 Basic Electricity & Technology	3
AVMT 150 Fundamentals & Operations	3
AVMT 155 Regulations & Science	3
AVMT 157 Turbine Engines	3
AVMT 158 Ignition and Starting Systems	3
AVMT 171 Aircraft Powerplant Systems & Components	3
AVMT 172 Aircraft Fuel Metering Systems	3
AVMT 176 Aircraft Propellers	3
AVMT 177 Aircraft Powerplant Systems	3
AVMT 186 Reciprocating Engine Overhaul	3
AVMT 187 Reciprocating Engine Maintenance	3
<b>Total Program Credits</b>	<b>60</b>

### General Education Courses

ENG 101 Rhetoric & Composition I	3
Human Well-Being Elective(s)	2
Communications Elective	3
Human Relations Elective	3
Humanities <b>AND/OR</b> Social Science Elective	3
General Education Elective	1
<b>Total Credits</b>	<b>15</b>

## Airframe & Powerplant Certificate (009A)

AVMT 121 Instrument and Navigation Systems	3
AVMT 122 Fuel Systems, Inspection & Aircraft Rigging	3
AVMT 126 Aircraft Non-metallic Structures	3
AVMT 127 Aircraft Metallic Structures	3
AVMT 131 Aircraft Electrical Systems	3
AVMT 132 Charging Systems & Environmental Systems	3
AVMT 136 Aircraft Fluid Power Systems	3
AVMT 137 Landing Gear Systems	3
AVMT 140 Materials, Processes & Fabrication	3
AVMT 145 Basic Electricity & Technology	3
AVMT 150 Fundamentals & Operations	3
AVMT 155 Regulations & Science	3
AVMT 157 Turbine Engines	3
AVMT 158 Ignition and Starting Systems	3
AVMT 171 Aircraft Powerplant Systems & Components	3
AVMT 172 Aircraft Fuel Metering Systems	3
AVMT 176 Aircraft Propellers	3
AVMT 177 Aircraft Powerplant Systems	3
AVMT 186 Reciprocating Engine Overhaul	3
AVMT 187 Reciprocating Engine Maintenance	3
<b>Total Credits</b>	<b>60</b>

## Airframe Certificate (009B)

AVMT 121 Instrument and Navigation Systems	3
AVMT 122 Fuel Systems, Inspection & Aircraft Rigging	3
AVMT 126 Aircraft Non-metallic Structures	3
AVMT 127 Aircraft Metallic Structures	3
AVMT 131 Aircraft Electrical Systems	3
AVMT 132 Charging Systems & Environmental Systems	3
AVMT 136 Aircraft Fluid Power Systems	3
AVMT 137 Landing Gear Systems	3
AVMT 140 Materials, Processes & Fabrication	3
AVMT 145 Basic Electricity & Technology	3
AVMT 150 Fundamentals & Operations	3
AVMT 155 Regulations & Science	3
<b>Total Credits</b>	<b>36</b>

## Powerplant Certificate (009C)

AVMT 140 Materials, Processes & Fabrication	3
AVMT 145 Basic Electricity & Technology	3
AVMT 150 Fundamentals & Operations	3
AVMT 155 Regulations & Science	3
AVMT 157 Turbine Engines	3
AVMT 158 Ignition and Starting Systems	3
AVMT 171 Aircraft Powerplant Systems & Components	3
AVMT 172 Aircraft Fuel Metering Systems	3
AVMT 176 Aircraft Propellers	3
AVMT 177 Aircraft Powerplant Systems	3
AVMT 186 Reciprocating Engine Overhaul	3
AVMT 187 Reciprocating Engine Maintenance	3
<b>Total Credits</b>	<b>36</b>

Students must earn a grade of "C" or better in all AVMT courses to meet degree and certificate requirements.

## Aviation Maintenance Technology (continued)

### Test Prep Courses

Although these courses do not count toward the AVMT Associate in Applied Science Degree or one of the certificates, individuals with sufficient aviation industry experience to obtain a sign-off from the FAA to take the written examination for the Aircraft Mechanic Airframe or Powerplant certificate may find them beneficial as they prepare for the exams.

AVMT 106	FAA Test Prep – Airframe	4
AVMT 107	FAA Test Prep – General	4
AVMT 108	FAA Test Prep – Powerplant	4

### Avionics Courses

These courses are not part of the FAA approved Airframe and Powerplant Certificates, but are sometimes beneficial to those working in aviation fields.

AVE 131	Intro to Avionics Installation	3
AVE 141	Avionics Installation Trends	3

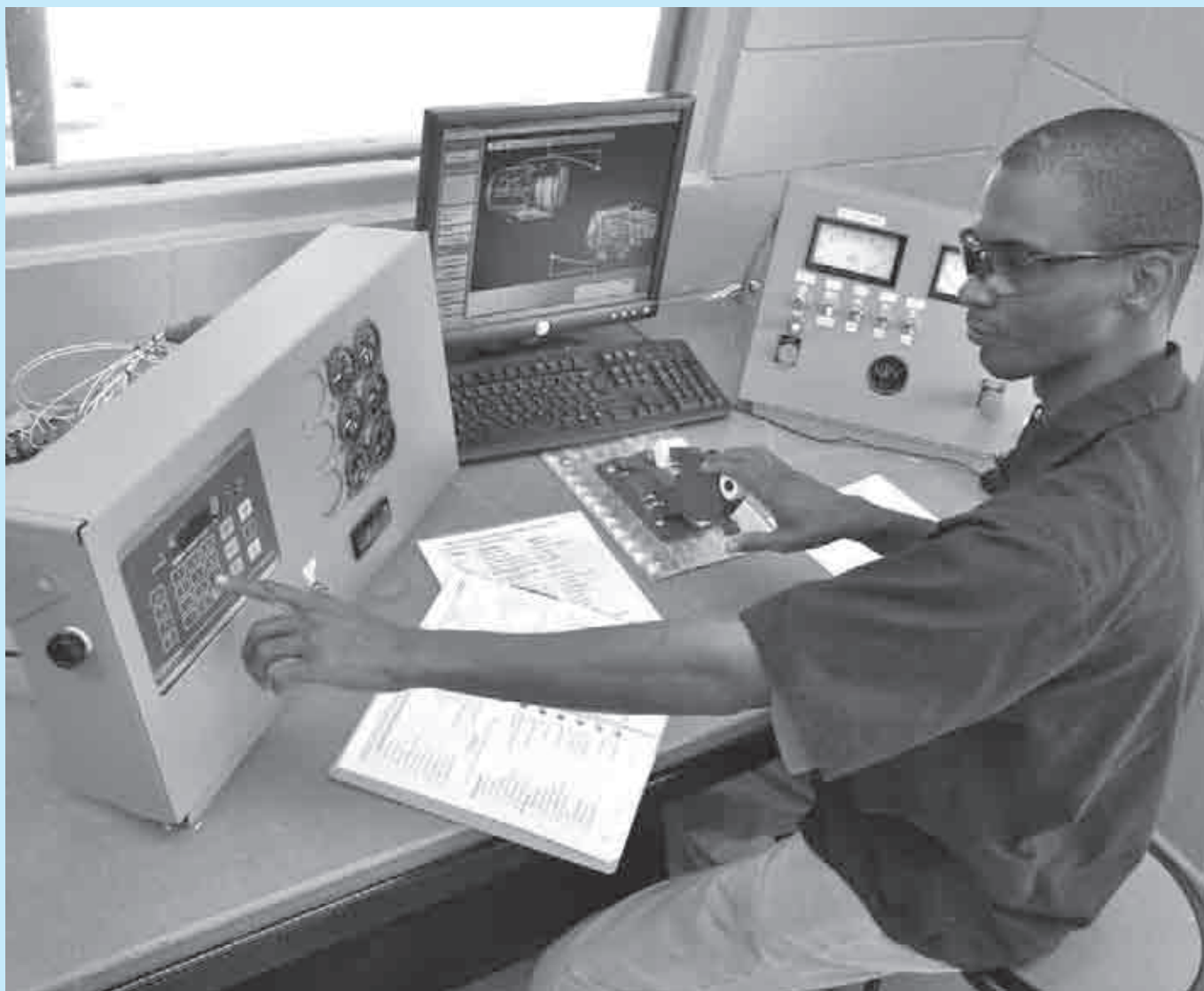
Other courses that may be of interest to AVMT students are: AVE 151, AVE 152, AVE 201, AVE 299, EET 260 and EET 264.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

The FAA license is necessary for the student to pursue career opportunities as a(n):

- Powerplant Mechanic
- Airframe Mechanic
- Combination Airframe and Powerplant Mechanic (A&P Mechanic)





# Aviation Management

Coordinator/Faculty: Keith Mueller

Dean: Amanda Starkey

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 Southern Illinois University Bachelor of Science Degree in Aviation Management at Southern Illinois University Carbondale. Students have the opportunity to enroll at the SIUC campus or at satellite locations.

**Contact the program coordinator or an academic counselor for additional information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Aviation Management Associate in Applied Science Degree (0008)

### First Year

Fall Semester	Semester Credits
AVIA 101 Private Pilot Flight Theory	3
AVIA 108 Aviation History	3
AVIA 122 Aircraft Systems and Components	2
AVIA 260 Aviation Meteorology	3
ENG 101 Rhetoric & Composition I	3
CIS 120 Introduction to the PC	1
<b>Total Semester Credits</b>	<b>15</b>

Spring Semester	Semester Credits
AVIA 131 Air Traffic Control Systems	3
AVIA 141 Federal Aviation Regulations	3
AVIA 160 Aviation Management I	3
ENG 103 Technical Communication Writing <b>OR</b> Communications Elective	3
MGMT 213 Human Relations in the Workplace	3
CIS Elective	1
<b>Total Semester Credits</b>	<b>16</b>

Summer Semester	Semester Credits
PSYC 151 General Psychology	3
<b>Total Semester Credits</b>	<b>3</b>

## Apply for Graduation Now

Second Year	Semester Credits
Fall Semester	
AVIA 105 Introduction to Civil Aviation	3
AVIA 261 Aviation Management II	3
BUS 215 Business Law I	3
ES 101 Earth Science	4
MGMT 217 Human Resource Management	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
AVIA 266 Airport Planning and Management	3
AVIA 280 Internship	3
Human Relations Elective	3
Human Well-Being Elective	2
Math*	4
<b>Total Semester Credits</b>	<b>15</b>
<b>Total Program Credits</b>	<b>64</b>

\*GT 105 or MATH 112 – please check for transferability.



# 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Aviation Pilot Training Associate in Applied Science Degree (0012)

### First year

Fall Semester		Semester Credits
AVIA 101	Private Pilot Flight Theory	3
AVIA 102	Flight Training Private Part I	2
AVIA 103	Simulator Private	1
AVIA 260	Aviation Meteorology	3
ENG 101	Rhetoric & Composition I	3
AVIA 122	Aircraft Systems and Components	2
<b>Total Semester Credits</b>		<b>14</b>

Spring Semester		Semester Credits
AVIA 104	Flight Training Private Part II	3
AVIA 201	Instrument Flight Theory	3
ENG 103	Technical Communication <b>OR</b> Communication Elective	3
AVIA 153	Simulator Intermediate	1
AVIA 131	Air Traffic Control Systems	3
GT 105	Tech Math <b>OR</b> Math 112	4
<b>Total Semester Credits</b>		<b>17</b>

Summer Semester		Semester Credits
AVIA 202	Flight Training Instrument	3
AVIA 203	Simulator Instrument	1
AVIA 151	Commercial Pilot Flight Theory	3
<b>Total Semester Credits</b>		<b>7</b>

## Apply for Graduation Now

Second Year		Semester Credits
Fall Semester		
Humanities <b>OR</b> Social Science Elective		3
AVIA 154	Flight Training Commercial Part I	3
AVIA 133	Human Factors in Aviation	3
AVIA Electives		6
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester		Semester Credits
AVIA 155	Flight Training Commercial II	2
AVIA 269	Multi-Engine Flight Theory	1
AVIA 270	Flight Training Multi-Engine	1
AVIA Elective		4
Human Well-Being Elective		2
Human Relations Elective		3
<b>Total Semester Credits</b>		<b>13</b>
<b>Total Program Credits</b>		<b>66</b>

**ALL FEDERAL AND STATE VETERAN STUDENTS SHOULD CONSULT WITH THE SWIC VETERANS SERVICES OFFICE BEFORE ENROLLING IN ANY AVIATION COURSES.**

## Aviation Pilot Training Certificate (012A)

Fall Semester		Semester Credits
AVIA 101	Private Pilot Flight Theory	3
AVIA 102	Flight Training Private Part I	2
AVIA 103	Simulator Private	1
AVIA 104	Flight Training Private Part II	3
AVIA 260	Aviation Meteorology	3
<b>Total Credits</b>		<b>12</b>

Spring Semester		Semester Credits
AVIA 133	Human Factors in Aviation	3
AVIA 151	Commercial Pilot Flight Theory	3
AVIA 153	Simulator Intermediate	1
AVIA 154	Flight Training Commercial I	3
AVIA 201	Instrument Flight Theory	3
AVIA 269	Multi-Engine Flight Theory	1
<b>Total Credits</b>		<b>14</b>

Summer Semester		Semester Credits
AVIA 155	Flight Training Commercial II	2
AVIA 202	Flight Training Instrument	3
AVIA 203	Simulator Instrument	1
AVIA 270	Flight Training Multi-Engine	1
<b>Total Credits</b>		<b>7</b>
<b>Total Semester Credits</b>		<b>33</b>

## Aviation Pilot Training (continued)

### Private Pilot Certificate (012F)

An individual certificate is available for Private Pilot. A certificate will be issued upon completion of:

AVIA	101	Private Pilot Flight Theory	3
AVIA	102	Flight Training Private Part I	2
AVIA	103	Simulator Private	1
AVIA	104	Flight Training Private Part II	3
AVIA	260	Aviation Meteorology	3
<b>Total Credits</b>			<b>12</b>

Notice: Check class schedule for aviation fees in effect at the time of your registration.

Flight courses AVIA 102, 104, 154, 155, 202, 252, 254, 255, 270 and 292 are not taught by SWIC, but are available for course credit for the AAS degree. Flight courses are offered by area training facilities.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

A graduate of the Aviation Pilot Training program is prepared to work as a(n):

- Airplane Pilot, Commercial
- Airplane Pilot, Private
- Corporate Pilot
- Flight Instructor
- Agricultural Pilot
- 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, HVAC and electricity. Commercial maintenance mechanics maintain and repair a variety of equipment used in many different facilities such as hospitals, hotels, office buildings, schools and commercial businesses. Because commercial facilities cannot hire specialists for each trade, commercial maintenance technicians are hired to keep the facilities running.

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (053K)

Program Prerequisite	Semester Credits
PMT 100 Precision Machining Introduction	.5

### First Year

Fall Semester	Semester Credits
PMT 101 Intro to the Machine Trades	4
EET 101 Intro to Electricity/Electronics	3
IML 120 Mechanical Blueprint Reading I	3
GT 104 Math for Electronics	4
HLTH 151 Personal Health and Wellness	2
<b>Total Semester Credits</b>	<b>16.5</b>

Spring Semester	Semester Credits
EET 111 Electrical Circuits	3
HVAR 100 Fitting, Fusion and Fabrication	4
HVAR 103 Basic Electrical Controls & Systems	4
ENG 101 Rhetoric & Composition I	3
Social Science Course	3
<b>Total Semester Credits</b>	<b>17</b>

## Apply for Graduation Now

### Second Year

Fall Semester	Semester Credits
HVAR 101 Refrig. & A.C. Principles I	4
CMT 103 Construction Materials & Methods I	3
HVAR 202 Commercial Refrigeration I	4
IDP 116 Industrial Pipefitter A	4
Communication Course	3
<b>Total Semester Credits</b>	<b>18</b>

### Summer semester

EET 131 Electrical Wiring Principles	3
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### Spring Semester

Spring Semester			Semester Credits
IDP	126	Industrial Pipefitter B	4
HVAR	153	Heating Fundamentals	4
HVAR	205	Commercial Ice makers and Water Treatment	3
EET	238	Special Purpose Electrical Devices and Wiring	3
Human Relations Course			3
Total Semester Credits			17

<b>Total Program Credits</b>	<b>71.5</b>
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## Commercial Maintenance Mechanics

### Certificate (054K)

EET 101 Intro to Electricity and Electronics	3
EET 111 Electrical Circuits	3
EET 131 Electrical Wiring Principles	3
EET 238 Special Purpose Electrical Devices and Wiring	3
HVAR 100 Fitting, Fusion and Fabrication	4
HVAR 101 Refrig. & A.C. Principles I	4
HVAR 103 Basic Electrical Controls & Systems	4
HVAR 153 Heating Fundamentals	4
HVAR 202 Commercial Refrigeration I	4
HVAR 205 Commercial Ice makers & Water Treatment	3
IDP 116 Industrial Pipefitter A	4
GT 104 Math for Electronics	4
<b>Total Credits</b>	<b>43</b>

## 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 Condition 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 or the roads we drive on, all started as concepts. The role of the computer-aided drafter is to communicate by way of pictorial drawings the concepts of engineers and architects.

The CAD program is Curriculum Certified through the American Design Drafting Association International. This certification provides recognition in the areas of design drafting and signifies to employers that the SWIC CAD program meets the standards established and approved by an international organization for designers, drafters, architects, illustrators and technical artists.

Students who wish to complete the mechanical specialization are encouraged to complete the Certified Drafter Mechanical exam after completing the first four drafting courses in the program (CAD 120 Introductory CAD, CAD 101 Basic Drafting, CAD 102 Intermediate Drafting and CAD 200 Assembly Drawings). Professional certification through the 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 work force. ADDA membership is not required in order to take the test or become a Certified Drafter. For more information about ADDA, visit [www.adda.org](http://www.adda.org).

The CAD program offers a specialization in General CAD, Architectural Drafting **OR** Machine Drafting areas. After the first year of completed 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 Architectural Drafting specialization must complete the first year as it is proposed, then complete the CAD courses as listed under Architecture (201, 202, 203, 210, 225, 230) for 16 of the 26 credits required. To satisfy the remaining (10 credits for architecture) requirements, the student may choose from any of the courses listed for that specialization. For the General CAD, the student may take courses from the Architecture or Machine specializations.

**See the program coordinator or an academic counselor for more information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0035)

### First Year

Fall Semester			Semester Credits
CAD	120	Introductory CAD	3
CAD	101	Basic Drafting	4
ENG	101	Rhetoric & Composition I	3
GT	106	Technical Mathematics I*	3
Humanities or Social Science Course			3
<b>Total Semester Credits</b>			<b>16</b>

Spring Semester			Semester Credits
CAD	102	Intermediate Drafting	4
CAD	220	Advanced CAD I	3
GT	107	Technical Mathematics II**	3
CAD	225	Microstation CAD	3
SPCH	151	Fundamentals of Public Speaking <b>OR</b>	3
SPCH	155	Interpersonal Communication	
<b>Total Semester Credits</b>			<b>16</b>

Summer Semester			Semester Credits
CAD	200	Assembly Drawings <b>OR</b>	2
CAD	201	Introduction to Architectural Drafting	
CAD	292	Supervised Internship III***	3
<b>Total Semester Credits</b>			<b>5</b>

## Apply for Graduation Now

### Second Year

Fall Semester			Semester Credits
General CAD, Architecture <b>OR</b> Machine Specialization			14
Human Well-Being Course			2
<b>Total Semester Credits</b>			<b>16</b>

Spring Semester			Semester Credits
General CAD, Architecture <b>OR</b> Machine Specialization			12
Human Relations Course			3
<b>Total Semester Credits</b>			<b>15</b>

## Computer-Aided Drafting Specializations\*\*\*\*

### General

CAD	202	Structures Drafting (Required)	3
CAD	203	Civ Eng Drafting (Required)	3
CAD	204	Manufacturing Drafting (Required)	3
CAD	206	E & I Drafting (Required)	3
CAD	208	Pipe Drafting (Required)	3
CAD	210	HVAC/EL/Plumb Drafting (Required)	3
CAD	221	Advanced CAD II (Required)	3
CAD	222	Machine CAD Post Assessment (Required)	1
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	2
CAD	230	3D Architectural CAD (Required)	2
CAD	231	Arch CAD Post Assessment (Required)	1
CAD	290	Supervised Internship I (Offered Fall)	1-6
CAD	291	Supervised Internship II (Offered Spring)	1-6
CAD	292	Supervised Internship III (Offered Summer)	1-6

## Computer-Aided Drafting (continued)

### Architecture

CAD	202	Structures Drafting (Required)	3
CAD	203	Civ Eng Drafting (Required)	3
CAD	210	HVAC/EL/Plumb Drafting (Required)	3
CAD	230	3D Architectural CAD (Required)	2
CAD	231	Arch CAD Post Assessment (Required)	1
CAD	290	Supervised Internship I (Offered Fall)	1-6
CAD	291	Supervised Internship II (Offered Spring)	1-6
CAD	292	Supervised Internship III (Offered Summer)	1-6
CMT	100	Introduction to Construction	3
CMT	102	Construction Blueprints & Specifica	3
CMT	103	Construction Materials & Methods I	3
CMT	152	Construction Materials & Methods II	3
CMT	200	Adv Blueprint Read For Bldg Trades I	3
CMT	270	Green Building Methods	3
ENGR	251	Surveying	4

*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.*

### Machine

CAD	204	Manufacturing Drafting (Required)	3
CAD	206	E & I Drafting (Required)	3
CAD	208	Pipe Drafting (Required)	3
CAD	221	Advanced CAD II (Required)	3
CAD	222	Machine CAD Post Assessment (Required)	1
CAD	226	Intro to Geo Dim & Tolerance (GD&T)	2
CAD	290	Supervised Internship I (Offered Fall)	1-6
CAD	291	Supervised Internship II (Offered Spring)	1-6
CAD	292	Supervised Internship III (Offered Summer)	1-6
EET	101	Intro to Electricity and Electronics	3
EET	200	Digital Electronic Circuits	3
EET	231	Introduction to Robotics	4
EET	243	National Electrical Code	3
IML	120	Mechanical Blueprint Reading I	4
IML	121	Mechanical Blueprint Reading II	4
PMT	100	Precision Machining Introduction	.5
PMT	101	Intro to the Machine Trades	4
PMT	102	Intermediate Machining	4
PMT	111	CNC Milling	4
PMT	112	CNC Turning	3
PMT	114	Metallurgy I (Industrial)	2
PMT	221	Intro to Mastercam	4
PMT	231	Intro to Solid Works	4
PMT	232	Advanced Solid Works	4
WLDT	101	Introduction to Welding	6
WLDT	106	Weld Fabrication Blueprint Reading	3
WLDT	107	Advanced Blueprint Reading	2

*Twenty-six semester credits of CAD specialization courses must be completed for the Machine CAD degree. Only two CAD Supervised Internship courses may be taken to fulfill specialization requirements.*

### Certificate (035D)

CAD	120	Introductory CAD	3
CAD	101	Basic Drafting	4
CAD	102	Intermediate Drafting	4
CAD	220	Advanced CAD I	3
CAD	221	Advanced CAD II	3
CAD	225	MicroStation CAD	3
GT	106	Technical Mathematics I*	3
GT	107	Technical Mathematics II**	3
CAD	230	3D Architectural CAD	2
Any Architecture OR Machine Specialization courses			7-8
<b>Total Credits</b>			<b>35-36</b>

\*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.



# Computer Information Systems

**For more computer classes, see:**

Electronic Publishing Specialist  
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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree Computer Information Systems (0010)

### First Year

Fall Semester			Semester Credits
MATH	107	or higher	4
CIS	180	Introduction to Programming	3
CIS	181	Operating System/Windows	3
CIS	185	Introduction to Information Technology	3
ENG	101	Rhetoric & Composition I	3
Human Well-Being Elective			2
<b>Total Semester Credits</b>			<b>18</b>

### First Year

Spring Semester			Semester Credits
CIS	164	Internet Essentials	3
CIS	174	HTML	3
CIS	184	Visual Basic Programming I	3
OAT	175	Electronic Spreadsheet	3
NETW	101	Introduction to Networking	3
SPCH	155	Interpersonal Communications <b>OR</b>	3
SPCH	151	Fundamentals of Public Speaking	3
<b>Total Semester Credits</b>			<b>18</b>

## Apply for Graduation Now

### Second Year

Fall Semester			Semester Credits
EET	256	Preparation for A+ Certification	3
CIS	195	Database Management I	3
CIS	246	Systems Development & Design I	3
CIS	252	C# Programming	3
OAT	185	Database Applications	3
CIS Approved Electives			3
<b>Total Semester Credits</b>			<b>18</b>

### Second Year

Spring Semester			Semester Credits
ECON	201	Principles of Economics I (Macro)	3
CIS	275	SQL	3
CIS	297	Information Technology Internship	3
CIS Approved Electives			3
Humanities or Social Science Elective			3
<b>Total Semester Credits</b>			<b>15</b>

### Total Program Credits

**69**

### CIS Electives

CIS	165	Game Programming I	3
CIS	177	JavaScript Programming I	3
CIS	179	Computer User Support	3
CIS	187	Java Programming I	3
CIS	212	Introduction to XML	3
CIS	241	Visual Basic for Applications	3
CIS	250	C++ Programming I	3
CIS	260	C++ Programming II	3
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3
CIS	284	Visual Basic Programming II	3
CIS	287	Java Programming II	3
CIS	288	JSP	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Computer Information Systems (0010) by completing at least 27 semester 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.

## Computer Information Systems (continued)

### 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 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
<b>Total Semester Credits</b>		<b>18</b>

#### First Year

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
<b>Total Semester Credits</b>		<b>18</b>

### 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
<b>Total Semester Credits</b>		<b>18</b>

#### Second Year

Spring Semester		Semester Credits
ECON	201 Principles of Economics I (Macro)	3
NETW	188 Server I	3
CIS	297 Information Technology Internship	3
CIS Approved Electives		3
Humanities or Social Science Elective		3
<b>Total Semester Credits</b>		<b>15</b>

#### Total Program Credits

**69**

#### CIS Electives

		Semester Credits
CIS	148 Document Management	2
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 255.

### 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



## Computer Information Systems (continued)

### Database Development & Management (010B)

The Computer Information Systems – Database Development & Management program offers an Associate in Applied Science degree to prepare students to be database developers and managers.

Application Database Developers perform tasks that involve construction, documentation, installation or maintenance of database systems. Database managers work with database management systems software and determine ways to organize and store data. They also set up computer databases and test and coordinate changes to them.

#### First Year

Fall Semester		Semester Credits
CIS	125 Operating System Basics/Windows	1
CIS	160 Internet Basics	1
CIS	180 Introduction to Programming	3
CIS	185 Introduction to Information Technology	3
CIS	195 Database Management I	3
ENG	101 Rhetoric & Composition I	3
OAT	185 Database Applications	3
<b>Total Semester Credits</b>		<b>17</b>

#### First Year

Spring Semester		Semester credits
CIS	184 Visual Basic Programming I	3
CIS	246 Systems Development & Design I	3
CIS	275 SQL	3
MATH	107 or higher	4
SPCH	151 Fundamentals of Public Speaking	3
Human Well-Being Elective		2
<b>Total Semester Credits</b>		<b>18</b>

### Apply for Graduation Now

#### Second Year

Fall semester		Semester Credits
CIS	252 C# Programming I	3
CIS	281 Database Programming	3
CIS	283 Database Administration	3
ECON	201 Principles of Economics I (Macro)	3
Humanities or Social Science Elective		3
<b>Total Semester Credits</b>		<b>15</b>

#### Second Year

Spring Semester		Semester Credits
CIS	263 Data Access	3
CIS	282 Database Application Development	3
CIS	297 Information Technology Internship	3
CIS Approved Electives		6
<b>Total Semester Credits</b>		<b>15</b>

**Total Program Credits** 65

CIS Electives		Semester Credits
CIS	174 HTML	3
CIS	187 Java Programming I	3
CIS	212 Introduction to XML	3
CIS	241 Visual Basic for Applications	3
CIS	250 C++ Programming I	3
CIS	260 C++ Programming II	3
CIS	262 C# Programming II	3
CIS	264 ASP	3
CIS	284 Visual Basic Programming II	3
CIS	287 Java Programming II	3
CIS	288 JSP	3
NETW	101 Introduction to Networking	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Database Development & Management (010B) by completing at least 27 semester 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			Semester Credits
MATH	112	College Algebra or higher	4
CIS	125	Operating System Basics/Windows	1
CIS	160	Internet Basics	1
CIS	180	Introduction to Programming	3
CIS	185	Introduction to Information Technology	3
CIS	195	Database Management I	3
ENG	101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>			<b>18</b>

### First Year

Spring Semester			Semester Credits
CIS	174	HTML	3
CIS	184	Visual Basic Programming I	3
CIS	246	Systems Development & Design I	3
ECON	201	Principles of Economics I (Macro)	3
SPCH	151	Fundamentals of Public Speaking	3
Human Well-Being Elective			2
<b>Total Semester Credits</b>			<b>17</b>

## Apply for Graduation Now

### Second Year

Fall Semester			Semester Credits
CIS	252	C# Programming I	3
CIS	275	SQL	3
CIS Approved Electives			6
Humanities or Social Science Elective			3
<b>Total Semester Credits</b>			<b>15</b>

### Second Year

Spring Semester			Semester Credits
CIS	262	C# Programming II	3
CIS	263	Data Access	3
CIS	264	ASP	3
CIS Approved Electives			3
CIS	297	Information Technology Internship	3
<b>Total Semester Credits</b>			<b>15</b>

**Total Program Credits** **65**

CIS Electives			Semester Credits
CIS	165	Game Programming I	3
CIS	177	JavaScript Programming I	3
CIS	187	Java Programming I	3
CIS	212	Introduction to XML	3
CIS	241	Visual Basic for Applications	3
CIS	250	C++ Programming I	3
CIS	260	C++ Programming II	3
CIS	281	Database Programming	3
CIS	282	Database Application Development	3
CIS	284	Visual Basic Programming II	3
CIS	287	Java Programming II	3
CIS	288	JSP	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in CIS-Software Development (010C) by completing at least 27 semester 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 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		Semester Credits
CIS	180 Introduction to Programming	3
Must be taken before taking a programming course		

### First Year

Fall Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
SPCH	151	Fundamentals of Public Speaking	3
PHIL	151	Introductory Logic	3
CIS	185	Introduction to Information Technology	3
HIST	250	20th Century Western Civilization	3
IAI Literature			3
<b>Total Semester Credits</b>			<b>18</b>

### First Year

Spring Semester			Semester credits
CIS	184	Visual Basic Programming I	3
MATH	213	Calculus for Business & Social Sciences	4
ECON	201	Principles of Economics I (Macro)	3
IAI Lab Science (Physical Sciences)			4
ENG	102	Rhetoric & Composition II	3
<b>Total Semester Credits</b>			<b>17</b>

## Apply for Graduation Now

## Computer Information Systems (continued)

### Second Year

Fall Semester		Semester Credits
CIS 250	C++ Programming I	3
ECON 202	Principles of Economics I (Micro)	3
IAI Lab Science	(Life Science)	4
BUS 205	Economic and Business Statistics	4
CIS 246	Systems Development & Design I	3
<b>Total Semester Credits</b>		<b>17</b>

### Second Year

Spring Semester		Semester Credits
ACCT 110	Financial Accounting	4
CIS 187	Java Programming I	3
CIS 252	C# Programming I	3
Human Well-Being elective		2
POL 150	Introduction to American Government	3
IAI Fine Arts		3
<b>Total Semester Credits</b>		<b>18</b>

**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 255.

## Career Opportunities

A graduate of the Computer Management Information Systems program is prepared for advanced study or employment in the information technology profession. The courses in the degree will apply toward the first two years of a baccalaureate degree at some four-year institutions. The Associate in Applied Science program prepares students for work as a:

- Software Developer
- Computer Programmer
- Software Engineer
- Computer Specialist
- Computer Support Specialist

## CERTIFICATES

### Database Programming Certificate (010D)

Approximately 20 percent of all new information technology positions will require database development skills. The Database Programming Certificate will provide the skills required for database development.

OAT 185	Database Applications	3
CIS 195	Database Management I	3
CIS 241	Visual Basic for Applications	3
CIS 275	SQL	3
CIS 281	Database Programming	3
CIS 282	Database Application Development	3
CIS 283	Database Administration	3
<b>Total Credits</b>		<b>21</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### C++ Programming Certificate (010E)

The C++ Programming Certificate will prepare students for employment as C++ programmers.

CIS 250	C++ Programming I	3
CIS 260	C++ Programming II	3
<b>Total Credits</b>		<b>6</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Visual Basic Programming Certificate (010F)

The Visual Basic Programming Certificate will prepare students for employment as Visual Basic programmers.

CIS 184	Visual Basic Programming I	3
CIS 284	Visual Basic Programming II	3
<b>Total Credits</b>		<b>6</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### C# Programming Certificate (010J)

The C# Programming Certificate will prepare students for employment as C# programmers.

CIS 252	C# Programming I	3
CIS 262	C# Programming II	3
<b>Total Credits</b>		<b>6</b>

### JAVA Programming Certificate (011F)

The JAVA Programming Certificate will prepare students for employment as JAVA programmers.

CIS 187	JAVA Programming I	3
CIS 287	JAVA Programming II	3
<b>Total Credits</b>		<b>6</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.



# 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Construction Bricklayer

### Associate in Applied Science Degree (039C) and Bricklayer Apprentice Certificate (040C)

#### First Year

Fall Semester		Semester Credits
BLA 118	Construction Bricklayer Apprentice I*	4
BLA 128	Construction Bricklayer Apprentice II*	4
CMT 102	Construction Blueprints & Specifications	3
CMT 103	Construction Materials & Methods I	3
ENG 101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>		<b>17</b>

#### 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
<b>Total Semester Credits</b>	<b>17</b>

## 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 <b>OR</b> Social Science Course	3
<b>Total Semester Credits</b>		<b>17</b>

#### Spring Semester

	Semester Credits
CIS 120 Introduction to PC	1
CIS 125 Operating System Basics	1
HLTH 152 First Aid-Medical Self Help <b>OR</b>	2
HLTH 151 Health	
CMT 257 Construction Planning & Scheduling	3
Technical Elective**	3
Human Relations Course	3
<b>Total Semester Credits</b>	<b>13</b>
<b>Total Program Credits</b>	<b>64</b>

\*A Bricklayer Apprentice Certificate will be given after the completion of the six starred courses.

\*\*Any course with a CAD, CMT, EET, HVAR, IDP, IML, PMT, or WLDT prefix.

## Construction Carpentry

### Associate in Applied Science Degree (039G) and Carpentry Apprenticeship Certificate (040G)

#### First Year

Fall Semester		Semester Credits
CCA 115	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
<b>Total Semester Credits</b>		<b>14</b>



## 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
<b>Total Semester Credits</b>	<b>15</b>

### Apply for Graduation Now

Second Year	Semester Credits
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 Course	3
Humanities <b>OR</b> Social Science Course	3
<b>Total Semester Credits</b>	<b>18</b>

Spring Semester	Semester Credits
CCA 275 Construction Carpentry Apprentice VII*	4
CCA 285 Construction Carpentry Apprentice VIII*	4
CCA 290 Construction Carpentry Internship III	4
HLTH 152 First Aid-Medical Self Help <b>OR</b>	2
HLTH 151 Health	
Human Relations Course	3
<b>Total Semester Credits</b>	<b>17</b>
<b>Total Program Credits</b>	<b>64</b>

\*A Carpentry apprentice certificate will be given after the completion of the eight starred courses.

## Construction Cement Mason Associate in Applied Science Degree (039A) and Construction Cement Mason Certificate (040A)

First Year	Semester Credits
Fall Semester	Semester Credits
CMA 113 Construction Cement Mason Apprentice I*	4
CMT 244 Occupational Safety & Health I	3
CMT 102 Construction Blueprints & Specifications	3
CMT 103 Construction Materials & Methods I	3
ENG 101 Rhetoric & Composition I	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
CMA 123 Construction Cement Mason Apprentice. II*	4
MGMT 221 Fundamental of Labor Relations	3
CMT 152 Construction Materials & Methods II	3
CMT 153 Construction Estimating - Cost Accounting	3
Communications Course	3
<b>Total Semester Credits</b>	<b>16</b>

### Apply for Graduation Now

Second Year	Semester Credits
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 <b>OR</b> Social Science Course	3
<b>Total Semester Credits</b>	<b>17</b>

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 <b>OR</b>	2
HLTH 151 Health	
Human Relations Course	3
<b>Total Semester Credits</b>	<b>16</b>
<b>Total Program Credits</b>	<b>65</b>

\*A Construction Cement Mason Apprentice Certificate will be given after the completion of the six starred courses.

## Construction Electrical Specialist\*\*\* Associate in Applied Science Degree (039E)

First Year	Semester Credits
Fall Semester	Semester Credits
IEW Certificate Courses**	8
CMT 258 Contracts & Claims	3
ENG 101 Rhetoric & Composition I	3
<b>Total Semester Credits</b>	<b>14</b>

Spring Semester	Semester Credits
IEW Certificate Courses**	8
MGMT 221 Fundamentals of Labor Relations	3
Communications Course	3
CIS Elective (requires coordinator approval)	3
<b>Total Semester Credits</b>	<b>17</b>

### Apply for Graduation Now

Second Year	Semester Credits
Fall Semester	Semester Credits
IEW Certificate Courses**	8
HLTH 152 First Aid-Medical Self Help <b>OR</b>	2
HLTH 151 Health	
Human Relations Course	3
CMT 257 Construction Planning & Scheduling	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
IEW Certificate Courses**	8
CMT 103 Construction Materials & Methods I	3
CMT 153 Construction Estimating-Cost Accounting I	3
Humanities <b>OR</b> Social Science Course	3
<b>Total Semester Credits</b>	<b>17</b>

<b>Total Credits</b>	<b>64</b>
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\*\*\*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)

IEW	111	IBEW Electrician Inside Wireman I*	4
IEW	112	IBEW Electrician Inside Wireman II*	4
IEW	113	IBEW Electrician Inside Wireman III	4
IEW	114	IBEW Electrician Inside Wireman IV	4
IEW	211	IBEW Electrician Inside Wireman V	4
IEW	212	IBEW Electrician Inside Wireman VI	4
IEW	213	IBEW Electrician Inside Wireman VII	4
IEW	214	IBEW Electrician Inside Wireman VIII	4
IEW	215	IBEW Electrician Inside Wireman IX	4
IEW	216	IBEW Electrician Inside Wireman X	4
IEW	118	IBEW Elec. Wireman Internship I	4
IEW	218	IBEW Elec. Wireman Internship II	4
<b>Total Credits</b>			<b>48</b>

### Construction Electrical Residential (040H)

IEW	131	IBEW Electrician Residential I	4
IEW	132	IBEW Electrician Residential II	4
IEW	233	IBEW Electrician Residential III	4
IEW	234	IBEW Electrician Residential IV	4
IEW	235	IBEW Electrician Residential V	4
IEW	236	IBEW Electrician Residential VI	4
IEW	138	IBEW Elec Residential Internship I	4
IEW	238	IBEW Elec Residential Internship II	4
<b>Total Semester Credits</b>			<b>32</b>

### Construction Electrical Telecom (040I)

IEW	151	IBEW Electrician Installer/Tech I	4
IEW	152	IBEW Electrician Installer/Tech II	4
IEW	153	IBEW Electrician Installer/Tech III	4
IEW	154	IBEW Electrician Installer/Tech IV	4
IEW	251	IBEW Electrician Installer/Tech V	4
IEW	252	IBEW Electrician Installer/Tech VI	4
IEW	157	IBEW Elec Install/Tech Internship I	4
IEW	257	IBEW Elec Install/Tech Internship II	4
<b>Total Semester Credits</b>			<b>32</b>

### Construction Electrical Lineman (040J)

IEW	141	IBEW Electrician Lineman I	4
IEW	142	IBEW Electrician Lineman II	4
IEW	241	IBEW Electrician Lineman III	4
IEW	242	IBEW Electrician Lineman IV	4
IEW	243	IBEW Electrician Lineman V	4
IEW	244	IBEW Electrician Lineman VI	4
IEW	145	IBEW Elec Lineman Internship I	4
IEW	245	IBEW Elec Lineman Internship II	4
<b>Total Semester Credits</b>			<b>32</b>

\* All IEW courses are approved for the AAS Degree **except** IEW 111 and IEW 112

\*\* Students may only enroll in courses listed in their chosen certificate

### Construction Ironworker

### Associate in Applied Science Degree (039D) and Ironworker Apprentice Certificate (040D)

#### First Year

Fall Semester		Semester Credits
IWA	119 Construction Ironworker Apprentice I*	4
MGMT	213 Human Relations in the Workplace	3
ACCT	105 Basic Accounting Procedures	3
Technical Elective		2
CIS	120 Introduction to the PC <b>AND</b>	1
CIS	160 Internet Basics <b>OR</b>	1
Higher Level CIS courses with approval of coordinators		
<b>Total Semester Credits</b>		<b>14</b>

#### Spring Semester

Spring Semester		Semester Credits
IWA	129 Construction Ironworker Apprentice II*	4
IWA	139 Construction Ironworker Apprentice III*	4
CMT	244 Occupational Safety & Health	3
ENG	101 Rhetoric & Composition I	3
<b>Total Semester Credits</b>		<b>14</b>

#### Summer Semester

Summer Semester		Semester Credits
ENGR	251 Surveying	3
IWA	249 Construction Ironworker Apprentice IV*	4
<b>Total Semester Credits</b>		<b>7</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
IWA	259 Construction Ironworker Apprentice V*	4
IWA	269 Construction Ironworker Apprentice VI*	4
HLTH	152 First Aid-Medical Self Help <b>OR</b>	2
HLTH	151 Health	
Communications Course		3
Humanities <b>OR</b> Social Science Course		3
<b>Total Semester Credits</b>		<b>16</b>

#### Spring Semester

Spring Semester		Semester Credits
IWA	279 Construction Ironworker Apprentice VII*	4
IWA	289 Construction Ironworker Apprentice VIII*	4
BUS	101 Introduction to Business	3
Human Relations Course		3
<b>Total Semester Credits</b>		<b>14</b>
<b>Total Program Credits</b>		<b>65</b>

\*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
<b>Total Semester Credits</b>	<b>17</b>

Spring Semester	Semester Credits
PDA 137 Painting & Decorating Apprentice III*	4
PDA 257 Painting & Decorating Apprentice V*	4
ACCT 105 Basic Accounting Procedures	3
MGMT 213 Human Relations in the Workplace	3
CMT 153 Construction Estimating - Cost Accounting	3
<b>Total Semester Credits</b>	<b>17</b>

#### 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 <b>OR</b> Social Science Course	3
<b>Total Semester Credits</b>	<b>13</b>

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 <b>OR</b>	2
HLTH 151 Health	
Communications Course	3
<b>Total Semester Credits</b>	<b>13</b>
<b>Total Program Credits</b>	<b>60</b>

\*A Painting & Decorating Apprentice Certificate will be given after the completion of the six starred courses.

### Construction Sheetmetal Associate in Applied Science Degree (039B) and Sheetmetal Apprentice Certificate (040B)

#### First Year

Fall Semester	Semester Credits
SMA 114 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
<b>Total Semester Credits</b>	<b>17</b>

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
<b>Total Semester Credits</b>	<b>17</b>

#### 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 <b>OR</b> Social Science Course	3
<b>Total Semester Credits</b>	<b>17</b>

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 <b>OR</b>	2
HLTH 151 Health	
Human Relations Course	3
<b>Total Semester Credits</b>	<b>13</b>
<b>Total Program Credits</b>	<b>64</b>

\*A Sheetmetal Apprentice Certificate will be given after the completion of the eight starred courses.

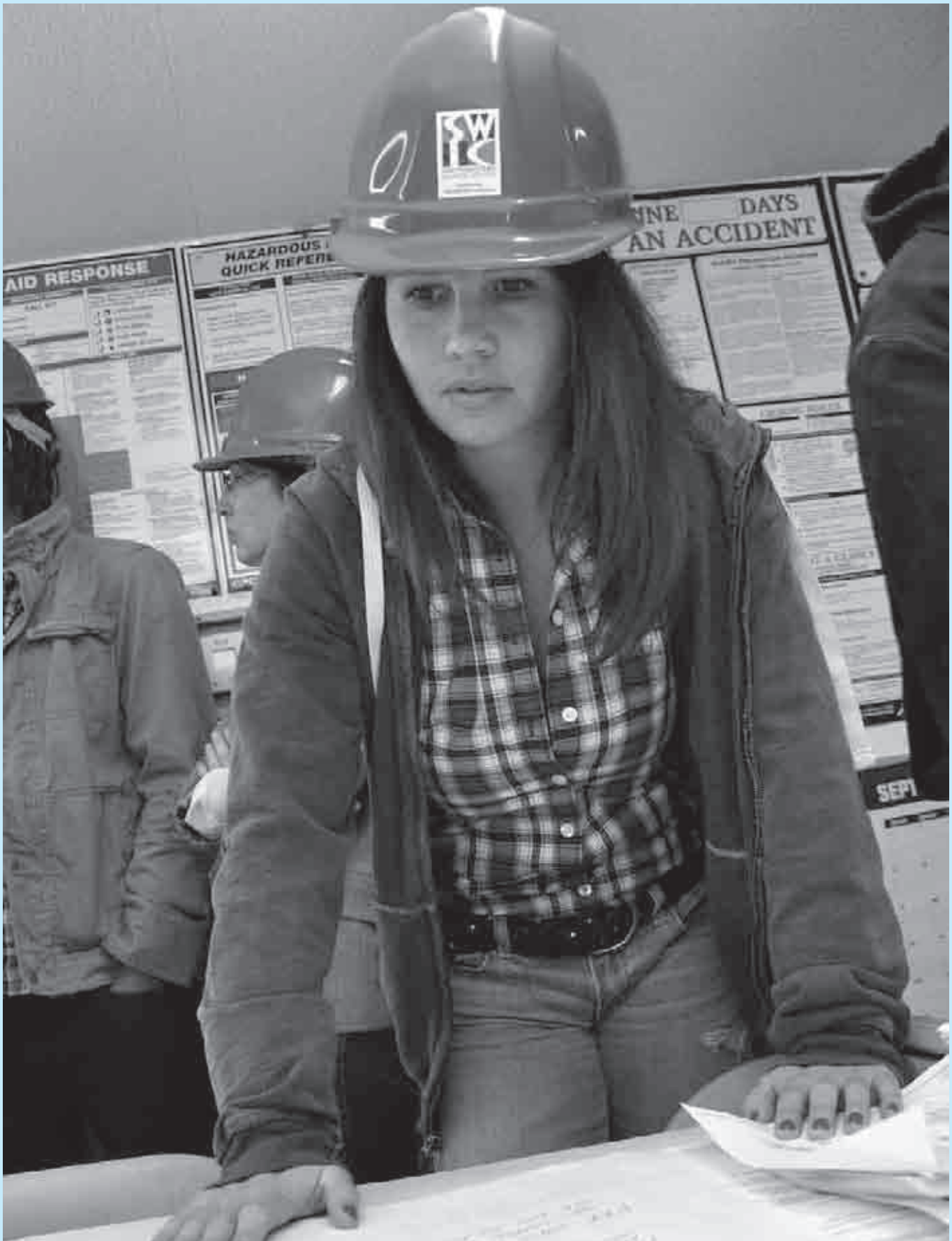
Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

Completing an apprenticeship in building trades is not a dead-end goal. Building trades offer many opportunities for the Associate 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0039)

### First Year

Fall Semester	Semester Credits
CMT 100 Introduction to Construction	3
CMT 103 Construction Materials & Methods I	3
CMT 270 Green Building Methods	3
GT 105 Introduction to Technical Math <b>OR</b> MATH 112	4
ENG 101 Rhetoric & Composition I	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
CMT 102 Construction Blueprints & Specifications	3
CMT 152 Construction Materials & Methods II	3
CMT 205 International Building Code	3
ECON 115 Economics	3
ENG 103 Technical Communication <b>OR</b> ENG 102 <b>OR</b>	3
SPCH 151 Fundamentals of Public Speaking	
<b>Total Semester Credits</b>	<b>15</b>

Summer Semester	Semester Credits
CMT Approved Elective*	3-4
HLTH 152 First Aid-Medical Self Help	2
<b>Total Semester Credits</b>	<b>5-6</b>

## Apply for Graduation Now

### Second Year

Fall Semester	Semester Credits
CMT Approved Elective*	3-4
ENGR 251 Surveying	3
CMT 153 Construction Estimating - Cost Accounting	3
CMT 258 Contracts and Claims	3
MGMT 214 Principles of Management	3
<b>Total Semester Credits</b>	<b>15-16</b>

Spring Semester	Semester Credits
CMT Approved Elective*	3-4
CMT 244 Occupational Safety and Health I	3
CMT 257 Construction Planning and Scheduling	3
CMT 268 Project Administration	3
PHIL 152 Ethics	3
<b>Total Semester Credits</b>	<b>15-16</b>
<b>Total Program Credits</b>	<b>66-69</b>

### \*CMT Approved Electives:

ANY Construction Management Technology course  
Also PHYS 151 College Physics I  
Any Computer-Aided Drafting courses with coordinator approval

## CMT Certificate (0040)

### 33-semester-credit minimum requirement

**The certificate program will take three semesters to complete.**

A certificate program in construction technology is primarily for in-service training of persons employed in the construction field. Students acquire further formal training in their occupation.

CMT 100 Introduction to Construction	3
CMT 102 Construction Blueprint & Specifications	3
CMT 103 Construction Materials and Methods I	3
CMT 152 Construction Materials and Methods II	3
CMT 153 Construction Estimating - Cost Accounting	3
CMT 244 Occupational Safety & Health I	3
CMT 205 International Building Code	3
CMT 257 Construction Planning & Scheduling*	3
CMT 258 Contracts and Claims	3
CMT 268 Project Administration	3
CMT 270 Green Building Methods	3
ENGR 251 Surveying	3
<b>Total Credits</b>	<b>33</b>

\*Or selected option approved by coordinator

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## 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, draftsman, building trades and architectural technicians.

CMT 102 Construction Blueprint & Specifications	3
CMT 103 Construction Materials & Methods I	3
CMT 270 Green Building Methods	3
CMT 271 Alternative Energy Sources	3
CMT 272 LEED Certification Preparation	3
<b>Total Credits</b>	<b>15</b>

## Construction Management Technology (continued)

### 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.

CMT 147	Energy Auditor	4
CMT 148	Weatherization Specialist	4
CMT 149	Weatherization II	4
<b>Total Credits</b>		<b>12</b>

### 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.

CMT 280	BIM I: Model Articulation	4
CMT 281	BIM II: Pre-Construction	4
CMT 282	BIM III: Construction	4
<b>Total Credits</b>		<b>12</b>

### Building Trades (036C)\*\*\*

CMT 145	Building Trades Craft Survey I	4
CMT 146	Building Trades Craft Survey II	4
<b>Total Credits</b>		<b>8</b>

\*Or selected option approved by coordinator

\*\*\*Pending ICCB approval



### Career Opportunities

A graduate of the Construction Management Technology program is prepared to work as a(n):

- Construction Manager
- Project Manager
- Job-Site Superintendent
- Foreman
- Field Engineer
- Estimator/Scheduler
- Facilities Manager
- Energy Auditor

# 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 Service Management certification programs provide specific foundations to help prepare for a particular job in the industry or to enhance present job skills. One certificate offers a food service concentration while another offers a food service and management combination. The third certificate concentrates on food preparation.

SWIC Culinary Arts and Food Management is accredited by the American Culinary Federation Education Foundation Inc. Accrediting Commission and is a member of 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (066A)

Program Prerequisite	Semester Credits
CUL 116 Food Service Sanitation (or valid Food Handler's Certificate)	1

#### First Year

Fall Semester	Semester Credits
CUL 101 Introduction to Culinary Arts	1
ENG 101 Rhetoric & Composition I	3
MGMT 102 Business Math	3
CUL 115 Table Service	2
CUL 110 Professional Food Preparation I	5
CIS 120 Intro to the PC	1
OAT 132 Electronic Spreadsheet Basics	1
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
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
<b>Total Semester Credits</b>	<b>18</b>

### Apply for Graduation Now

#### Second Year

Fall Semester	Semester Credits
SOC 153 Introductory Sociology	3
CUL 123 Legal Aspects of Food Service Management	3
CUL 228 Culinary Nutrition for Food Service	3
CUL 209 Hospitality Management	3
CUL 114 Garde Manger	3
Humanities <b>AND/OR</b> Social Science	3
<b>Total Semester Credits</b>	<b>18</b>

Spring Semester	Semester Credits
CUL 206 Menu Development & Pricing	3
CUL 212 Food Service Purchasing	3
BUS 101 Introduction to Business	3
MKT 126 Introduction to Marketing	3
CUL 230 Internship I	3
CUL Elective	3
<b>Total Semester Credits</b>	<b>18</b>

**Total Program Credits** 71

Students must meet all institutional requirements for the Associate in Applied Science Degree.

CUL Electives	Semester Credits
CUL 112 Advanced Professional Cooking	3
CUL 113 Soups, Stocks and Sauces	3
CUL 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

### Certificates

#### Food Service Certificate (066B)\*

CUL 116 Food Service Sanitation <b>OR</b> Valid Food Handler's Certificate	1
CUL 101 Introduction to Culinary Arts	1
CUL 110 Professional Food Preparation I	5
CIS 120 Introduction to the PC	1
OAT 132 Electronic Spreadsheet Basics	1
CUL 111 Professional Food Preparation II	5
CUL 112 Advanced Professional Cooking	3
CUL 209 Hospitality Management	3
CUL 228 Culinary Nutrition for Food Service	3
<b>Total Credits</b>	<b>23</b>

## Culinary Arts and Food Management (continued)



### Food Service and Management Certificate (066C)\*

Food Service Certificate (066B)	23
CUL 212 Food Service Purchasing	3
CUL 230 Internship I	3
CUL 231 Internship II	3
CUL 123 Legal Aspects of Food Service Management	3
CUL Elective	3
<b>Total Credits</b>	<b>38</b>

### Culinary Arts Certificate (066D)\*

CUL 116 Food Service Sanitation OR Valid Food Handler's Certificate	1
CUL 101 Introduction to Culinary Arts	1
CUL 110 Professional Food Preparation I	5
CUL 111 Professional Food Preparation II	5
CUL 112 Advanced Professional Cooking	3
CUL 127 Baking & Pastry	2
CUL 209 Hospitality Management	3
CUL 228 Culinary Nutrition for Food Service	3
<b>Total Credits</b>	<b>23</b>

\*Pending ICCB Approval

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

A graduate of the Culinary Arts and Food Management program is prepared to work as a:

- 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: Paul Wreford

This program is designed to prepare students to work with young children in various early childhood settings. Students will receive instruction in theories of child development, developmentally appropriate practice, adapting for children with special needs, and establishing relationships with parents. (Also see the Early Childhood Education transfer option in Associate in Arts program area.) **See the program coordinator or an academic counselor for more information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0073)

### First Year

Fall Semester		Semester Credits
ECE	110 Intro to Early Childhood Education	3
ECE	112 Growth & Development of Children	3
ENG	101 Rhetoric & Composition I	3
SOC	153 Introduction to Sociology	3
MGMT	102 Business Mathematics <b>OR</b>	3-5
MATH	097 Intermediate Algebra or higher	
<b>Total Semester Credits</b>		<b>15-17</b>

Spring Semester		Semester Credits
ECE	114 Child Health Maintenance	3
ENG	102 Rhetoric & Composition II	3
HLTH	151 Health	2
PSYC	151 General Psychology	3
ECE	250 Child, Family and Community	3
Lab Science Course		4
<b>Total Semester Credits</b>		<b>18</b>

## Apply for Graduation Now

### Second Year

Fall Semester		Semester Credits
ED	260 Introduction to Educational Technology	3
ECE	116 Children with Special Needs	3
ECE	118 Early Childhood Practicum I	3
ECE	121 Early Childhood Curriculum	3
LIT	293 Children's Literature	3
Humanities Course		3
<b>Total Semester Credits</b>		<b>18</b>

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
<b>Total Semester Credits</b>		<b>15</b>
<b>Total Program Credits</b>		<b>66-68</b>

\*Students who hold current First-Aid and CPR certificates in the semester they plan to graduate can obtain a waiver out of HLTH 152 from the program coordinator.

## Certificate (0072)

Fall Semester		Semester Credits
ECE	110 Intro to Early Childhood Education	3
ECE	112 Growth & Development of Children	3
ECE	114 Child Health Maintenance	3
ENG	101 Rhetoric & Composition I	3
PSYC	151 General Psychology	3
SOC	153 Introduction to Sociology	3
<b>Total Semester Credits</b>		<b>18</b>

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
<b>Total Semester Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>33</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## Early Childhood Education Electives

ECE	122 Infant and Toddler Care
ECE	200 ECE Leadership & Supervision
ECE	210 Understanding & Guiding Behavior of Young Children
Any ECE 299 Special Topics course	

## Career Opportunities

A graduate of the Early Childhood Education program can find employment as:

- Public School Individual/Classroom aide
- Early Childhood Special Education Aide
- Headstart Teacher
- Child Care Worker (certificate with one year experience or Associate in Applied Science Degree).
- Child Care Director (Associate of Applied Science Degree)

# Electrical/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 Electronics
- Microcomputer Hardware Repair

Coordinator/Faculty: Thomas Zach, ext. 7456 or 5432;  
email: [thomas.zach@swic.edu](mailto:thomas.zach@swic.edu)

Electrical and electronic devices, circuits, equipment and systems play a major role in countless aspects of the world in which we live and work. Computers, cell phones, home appliances, heating/cooling systems, cars, lighting, hospital equipment, industrial and manufacturing systems, alternative energy systems, and an almost endless list of other items, all use some form of electronic circuitry and electrical power to perform their various functions. In many respects, electricity 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.

## Electrical/Electronics Technology Programs (continued)

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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Electronics Technology Associate in Applied Science Degree (0017)

#### First Year

Fall Semester		Semester Credits
EET	101	Intro to Electricity/Electronics 3
GT	104	Math for Electricity and Electronics 4
ENG	101	Rhetoric & Composition I 3
Humanities <b>OR</b> Social Science Course		3
Human Relations Elective		3
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
EET	111	Electrical Circuits 3
EET	121	Electronic Devices and Circuits 4
EET	131	Electrical Wiring Principles 3
EET	200	Digital Electronic Circuits I 3
ENG	103	Technical Communication <b>OR</b> 3
ENG	102	Rhetoric & Composition II <b>OR</b>
SPCH	151	Fundamentals of Public Speaking
<b>Total Semester Credits</b>		<b>16</b>

Summer Semester		Semester Credits
EET	250	Microcomputer Maintenance - Beginning 3
Human Well-Being		2
<b>Total Semester Credits</b>		<b>5</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
EET	205	Digital Electronic Circuits II 4
EET	210	Introduction to Microprocessors 4
EET	232	Instrumentation Fundamentals 4
EET	260	Communications Electronics I 3
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester		Semester Credits
EET	225	Microprocessor Interfacing 4
EET	231	Introduction to Robotics 4
EET	269	Electrical and Electronics Capstone 2
EET Elective		3-4
EET or Approved Elective		3-4
<b>Total Semester Credits</b>		<b>16-18</b>

<b>Total Program Credits</b>	<b>68-70</b>
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Electronics Technology Electives		Semester Credits
EET	102	Electrical/Electronics Computer Applications 2
EET	201	Wind & Solar Power Installation and Maintenance 2
EET	234	Instrumentation Systems 4
EET	235	Programmable Logic Controllers 4
EET	238	Special Purpose Electrical Devices & Wiring 3
EET	240	AC/DC Motors & Generators 4
EET	241	Electrical Power, Motors & Controls 3
EET	242	Electrical Control Systems I 4
EET	243	National Electrical Code 3
EET	244	Electrical Control Systems II 4
EET	246	Electrical Power Distribution (Ind) 4
EET	247	CD Crane controls 4
EET	252	Microcomputer Maintenance - Intermediate 3
EET	255	Microcomputer Maintenance - Advanced 3
EET	256	Preparation for A+ Certification 3
EET	264	FCC General License Preparation 3
EET	265	Communication Electronics II 3
EET	267	Communication Electronics III 3
AVE	131	Introduction to Avionics Installation 3
AVE	141	Avionics Installation Trends 3
AVE	151	Avionics Communications 4
AVE	152	Avionics Digital Systems 4
AVE	201	Avionics Maintenance 4
EET	280	Variable Speed Drives* 2
EET	290	Supervised Internship I 2-4
EET	291	Supervised Internship II 2-4
EET	292	Supervised Internship III 2-4
EET	293	Supervised Internship IV 2-4
EET	298	Electrical Print Reading* 2
EET	299	Special Topics Electricity/Electronics .5-4

## Electrical/Electronics Technology Programs (continued)

### Electronics Technology Certificate (0018)

EET	101	Intro to Electricity & Electronics	3
EET	111	Electrical Circuits	3
EET	121	Electronic Devices and Circuits	4
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
EET	205	Digital Electronics II	4
EET	210	Introduction to Microprocessors	4
GT	104	Math for Electricity and Electronics	4
<b>Total Semester Credits</b>			<b>28</b>

### Automated Manufacturing Electronics (017B)\*\*

EET	225	Microprocessor Interfacing	4
EET	231	Introduction to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	235	Programmable Logic Controllers	4
EET	280	Variable Speed Drives*	2
<b>Total Semester Credits</b>			<b>22</b>

### Microcomputer Hardware Maintenance (017C)\*\*

EET	250	Microcomputer Maintenance - Beginning	3
EET	252	Microcomputer Maintenance - Interm.	3
EET	255	Microcomputer Maintenance - Advanced	3
NETW	101	Introduction to Networking	3
<b>Total Semester Credits</b>			<b>12</b>

\*\*Entry in the certificate programs Automated Manufacturing Electronics or Microcomputer Hardware Maintenance will require prerequisite 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 Electronics 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

Fall Semester			Semester Credits
EET	101	Intro to Electricity & Electronics	3
GT	104	Math for Electricity and Electronics	4
ENG	101	Rhetoric & Composition I	3
Humanities <b>OR</b> Social Science Course			3
Human Relations Elective			3
<b>Total Semester Credits</b>			<b>16</b>

Spring Semester			Semester Credits
EET	111	Electrical Circuits	3
EET	200	Digital Electronic Circuits	3
EET	131	Electrical Wiring Principles	3
IML	119	Mechanical Systems	4
ENG	103	Technical Communication <b>OR</b>	3
ENG	102	Rhetoric & Composition II <b>OR</b>	
SPCH	151	Fundamentals of Public Speaking	
<b>Total Semester Credits</b>			<b>16</b>

Summer Semester			Semester Credits
EET	242	Electrical Control Systems I	4
Human Well-Being			2
<b>Total Semester Credits</b>			<b>6</b>

### Apply for Graduation Now

#### Second Year

Fall Semester			Semester Credits
EET	121	Electronic Devices and Circuits	4
EET	240	AC/DC Motors and Generators	4
EET	244	Electrical Control Systems II	4
EET	235	Programmable Logic Controllers	4
<b>Total Semester Credits</b>			<b>16</b>

Spring Semester			Semester Credits
EET	246	Electrical Power Distribution (Ind.)	4
EET	247	DC Crane Controls	4
EET	269	Electrical and Electronics Capstone	2
EET Elective			3-4
EET or Approved Elective			3
<b>Total Semester Credits</b>			<b>16-17</b>

**Total Program Credits 70-71**

\*Pending ICCB Approval



## Electrical/Electronics Technology Programs (continued)

Industrial Electricity Electives			Semester Credits
EET	102	Electrical/Electronics Computer Applications	2
EET	201	Wind & Solar Power Installation and Maintenance	2
EET	205	Digital Electronic Circuits II	4
EET	210	Introduction to Microprocessors	4
EET	225	Microprocessor Interfacing	4
EET	231	Introduction to Robotics	4
EET	232	Instrumentation Fundamentals	4
EET	234	Instrumentation Systems	4
EET	238	Special Purpose Devices and Wiring	3
EET	243	National Electrical Code	3
EET	250	Microcomputer Maintenance – Beginning	3
EET	252	Microcomputer Maintenance – Intermediate	3
EET	255	Microcomputer Maintenance – Advanced	3
EET	260	Communication Electronics I	3
EET	264	FCC General License Preparation	3
EET	265	Communication Electronics II	3
EET	267	Communication Electronics III	3
EET	280	Variable Speed Drives*	2
EET	290	Supervised Internship I	2-4
EET	291	Supervised Internship II	2-4
EET	292	Supervised Internship III	2-4
EET	293	Supervised Internship IV	2-4
EET	298	Electrical Print Reading*	2
EET	299	Special Topics Electricity/Electronics	.5-4

\*Pending ICCB Approval

### Industrial Electricity Certificate (0054)

EET	101	Intro to Electricity and Electronics	3
EET	111	Electrical Circuits	3
EET	121	Electronic Devices and Circuits	4
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronics Circuits I	3
EET	240	AC/DC Motors & Generators	4
EET	242	Electrical Control Systems I	4
EET	244	Electrical Control Systems II	4
EET	246	Electrical Power Distribution	4
GT	104	Math for Electricity and Electronics	4
<b>Total Credits</b>			<b>36</b>

### Electrical Technology Certificate (053J)

EET	101	Intro to Electricity & Electronics	3
EET	111	Electrical Circuits	3
EET	121	Electronic Devices and Circuits	4
EET	131	Electrical Wiring Principles	3
EET	200	Digital Electronic Circuits	3
GT	104	Math for Electronics	4
EET	238	Special Purpose Electrical Devices & Wiring	3
EET	241	Electrical Power, Motors and Controls	3
EET	243	National Electrical Code Interpretation	3
<b>Total Credits</b>			<b>29</b>

\*Pending ICCB Approval

## Career Opportunities

A graduate of the Industrial Electrician program is prepared to work in any of the following areas:

### Industrial Electrician Program

- 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 (EDM) Associate in Applied Science Degree (0061)

### First Year

Fall Semester			Semester Credits
EET	101	Intro to Electricity & Electronics	3
ENG	101	Rhetoric & Composition I	3
GT	104	Math for Electronics	4
CAD	120	Introductory CAD	3
Humanities or Social Science Elective			3
<b>Total Semester Credits</b>			<b>16</b>

### Spring Semester

			Semester Credits
EET	111	Electrical Circuits	3
EET	131	Electrical Wiring Practices	3
ENG	102	Rhetoric & Composition II	3
CAD	101	Basic Drafting	4
CMT	244	Occupational Safety & Health	3
<b>Total Semester Credits</b>			<b>16</b>

## Apply for Graduation Now

### Summer Semester

			Semester Credits
Human Relations			3
Human Well-Being Elective			2
<b>Total Semester Credits</b>			<b>5</b>

### Second Year

Fall Semester			Semester Credits
ENG	103	Technical Communication	3
EDM	211	Electrical Code Calculations	3
EDM	212	Electrical Construction	
Materials & Methods			3
EDM	213	Electrical Design I	3
CMT	257	Construction Planning & Scheduling	3
<b>Total Semester Credits</b>			<b>15</b>

## Electrical/Electronics Technology Programs (continued)

Spring Semester			Semester Credits
EDM	221	Electrical Lighting Systems Design	3
EDM	222	Electrical Estimating	3
EDM	223	Electrical Design II	3
EDM	224	Low Voltage Systems	3
CMT	258	Contracts & Claims	3
EET	269	Electrical and Electronics Technology Capstone	2
<b>Total Semester Credits</b>			<b>17</b>
<b>Total Program Credits</b>			<b>69</b>

### 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)

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

To satisfy general educational requirements, additional elective courses are made available to complete the Associate in Applied Science Degree program. These consist of many courses outside the Electrical/Electronic Technology program that are, in some measure, relative to this field of study and will enhance the training and experiences of the degree holder. Following is a sampling of Approved Electives, but this is by no means a complete list. Acceptance of any Approved Elective not on this list will be made by the dean or program coordinator. Electrical/Electronic Technology 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	169 Industrial Pneumatics



# Electronic Publishing

## For more computer classes, see:

Computer Information Systems  
Graphic Communications  
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 Electronic Publishing Associate in Applied Science Degree will prepare students to conceptualize project ideas and translate them into industry acceptable art. Students will learn to use Adobe Creative Suite including PhotoShop, Illustrator, InDesign and Acrobat. They will also gain a good understanding of the correct use of typography, color, fonts and layout. Additionally, the program will teach the graduate to prepare work that can be displayed on Web pages.

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Electronic Publishing (0074)

### Associate in Applied Science Degree

#### First Year

Fall Semester			Semester Credits
ART	111	Basic Design	3
CIS	125	Operating System Basics	1
CIS	164	Internet Essentials	3
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
ENG	101	Rhetoric & Composition I	3
		Human Well-Being	2
<b>Total Semester Credits</b>			<b>18</b>

#### First Year

Spring Semester			Semester Credits
ART	232	Graphic Communications I	3
CIS	174	HTML	3
CIS	257	Electronic Publishing	3
CIS	272	Advanced Photoshop	3
		English <b>OR</b> Journalism Elective <b>OR</b> SPCH 151	3
		Communications/Humanities/Social Science/ Human Well-Being Elective*	1-3
<b>Total Semester Credits</b>			<b>16-18</b>

## Apply for Graduation Now

## Second Year

Fall Semester			Semester Credits
CIS	147	Fonts & Type	2
CIS	148	Document Management	1
CIS	176	Web Development I	3
CIS	210	Web Design and Usability	3
CIS	173	Graphics and Animation	3
		Electronic Publishing Elective	3
		Humanities <b>OR</b> Social Science Elective *	3
<b>Total Semester Credits</b>			<b>18</b>

## Second Year

Spring Semester			Semester Credits
ART	240	Digital Imaging I	3
CIS	259	Advanced Graphics Applications	3
CIS	296	Web and Graphics Internship	3
		Electronic Publishing Elective	3
		Humanities <b>OR</b> Social Science Elective*	3
<b>Total Semester Credits</b>			<b>15</b>

**Total Program Credits** **67-69**

## Electronic Publishing Electives:

ART	213	Color Theory	3
BUS	280	Intellectual Property Law	3
CIS	185	Introduction to Information Technology	3
MKT	126	Introduction to Marketing	3
MKT	242	Marketing Communications	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 requirement for Human Relations course work.

## 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 desktop publishing software will be used to design and create a variety of publications.

ART	111	Basic Design	3
ART	232	Graphic Communications I	3
CIS	147	Fonts & Type	2
CIS	148	Document Management	1
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	174	HTML	3
CIS	257	Electronic Publishing	3
CIS	259	Advanced Graphics Applications	3
CIS	272	Advanced Photoshop	3
<b>Total Semester Credits</b>			<b>27</b>

## Electronic Publishing (continued)

### Accelerated Degree Option

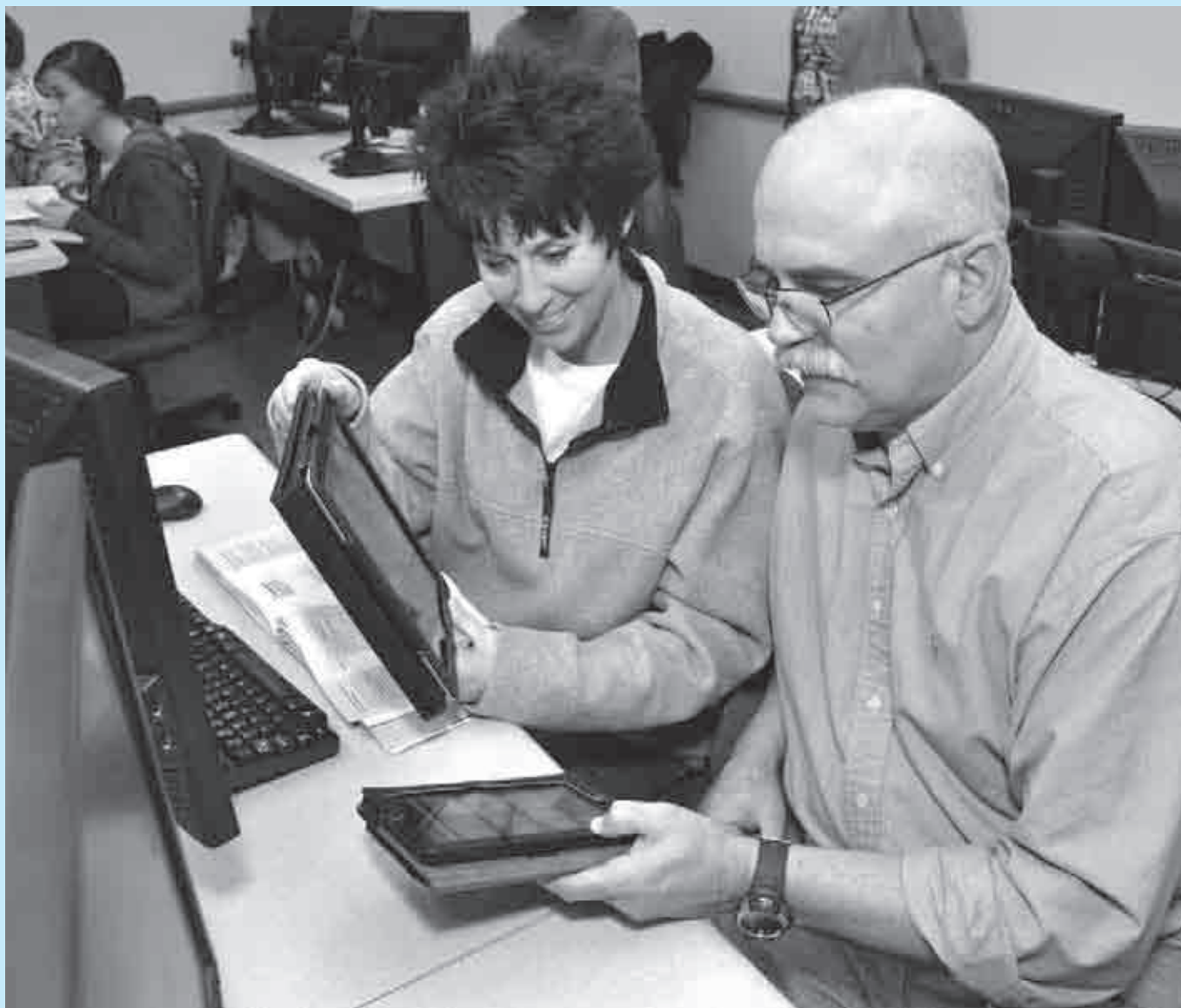
Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Electronic Publishing Associate in Applied Science Degree by completing at least 27 semester credits of program-related course work. A plan of specific courses required for the degree must be obtained 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 255.

### Career Opportunities

Electronic Publishing students may find positions in the following areas:

- Graphic Design/Art
- Advertising
- Educational Institutions
- Public Relations
- Web Design
- Printing Companies
- Newspapers
- Corporations with in-house Art Production





# Emergency Medical Technician (068C)

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](http://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:

- 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](http://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.
- The EMS 110 course is offered at the Belleville, Red Bud, and Sam Wolf Granite City campuses as well as off-campus locations.
- 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.

- 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 approximately \$87, with 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. 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
- 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-\$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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (0057)

#### First Year

Fall Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
SOC	153	Introductory Sociology	3
FS	101	Principles of Emergency Services	3
FS	102	Fire Behavior and Combustion	3
FS	110	Fire Prevention	3
Human Well-Being Elective(s)			3
<b>Total Semester Credits</b>			<b>18</b>

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
<b>Total Semester Credits</b>			<b>15</b>

### Apply for Graduation Now

### 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
<b>Total Semester Credits</b>			<b>16</b>

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
<b>Total Semester Credits</b>			<b>17</b>

### OR

### Second Year – Fire-Rescue Specialist Option

Fall Semester			Semester Credits
FS	100	Fire Fighter A	4
FS	115	Fire Fighter B	3
FS	120	Fire Service Vehicle Operator	1
FS	130	Fire Fighter C	2
FS	160	Technical Rescue Awareness	.5
FS	181	Haz Mat First Responder	1.5
FS	205	Fire Apparatus Engineer	3
<b>Total Semester Credits</b>			<b>15</b>

Spring Semester			Semester Credits
Fire Science Approved Electives**			18
<b>Total Semester Credits</b>			<b>18</b>

<b>Total Program Credits</b>	<b>66</b>
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\*\*\*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

## Fire Science (continued)

All students must complete graduation degree requirements listed in the front of the blue section for an Associate in Applied Science Degree including the requirement for Human Relations course work.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

An AAS graduate of the Fire Science program is prepared to work as a:

- Fire Fighter
- Fire Inspector
- Public Safety Officer
- Industrial Fire Brigade Member

### Certificates

The following Fire Science certificate options are only open to active fire department members, rescue team members or emergency medical service providers. The approval of the program coordinator and official sponsorship by the student's fire department or employer may be required for enrollment.

#### Fire Fighter I & II (057A)

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
<b>Total Credits</b>			<b>12</b>

#### Fire Apparatus Engineer (057C)

FS	120	Fire Service Vehicle Operator	1
FS	205	Fire Apparatus Engineer	3
<b>Total Credits</b>			<b>4</b>

#### Fire Service Instructor I (057D)

FS	200	Fire Service Instructor I	3
<b>Total Credits</b>			<b>3</b>

#### Fire Service Officer I (057E)

FS	200	Fire Service Instructor I	3
FS	201	Fire Officer I	5
<b>Total Credits</b>			<b>8</b>

#### Fire Service Instructor II (057F)

FS	210	Fire Service Instructor II	3
<b>Total Credits</b>			<b>3</b>

#### Fire Service Officer II (057G)

FS	210	Fire Service Instructor II	3
FS	211	Fire Officer II	3
<b>Total Credits</b>			<b>6</b>

#### Haz Mat First Responder (057H)

FS	181	Hazardous Materials First Responder	1.5
<b>Total Credits</b>			<b>1.5</b>

#### Vehicle Rescue Operations (057J)

FS	160	Technical Rescue Awareness	.5
FS	260	Vehicle Rescue Operations	3
<b>Total Credits</b>			<b>3.5</b>

#### Rope Rescue Operations (057L)

FS	160	Technical Rescue Awareness	.5
FS	262	Vertical Rescue Operations	3
<b>Total Credits</b>			<b>3.5</b>

#### Rope Rescue Technician (057M)

FS	160	Technical Rescue Awareness	.5
FS	262	Vertical Rescue Operations	3
FS	263	Vertical Rescue Technician	3
<b>Total Credits</b>			<b>6.5</b>

#### Confined Space Rescue Operations (057N)

FS	160	Technical Rescue Awareness	.5
FS	264	Confined Space Rescue Operations	3
<b>Total Credits</b>			<b>3.5</b>

#### Trench Rescue Operations (057P)

FS	160	Technical Rescue Awareness	.5
FS	266	Trench Rescue Operations	2
<b>Total Credits</b>			<b>2.5</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.



# Graphic Communications

**For more computer classes, see:**

Computer Information Systems

Electronic Publishing

Network Design 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.

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Graphic Communications (0140)

#### Associate in Applied Science Degree

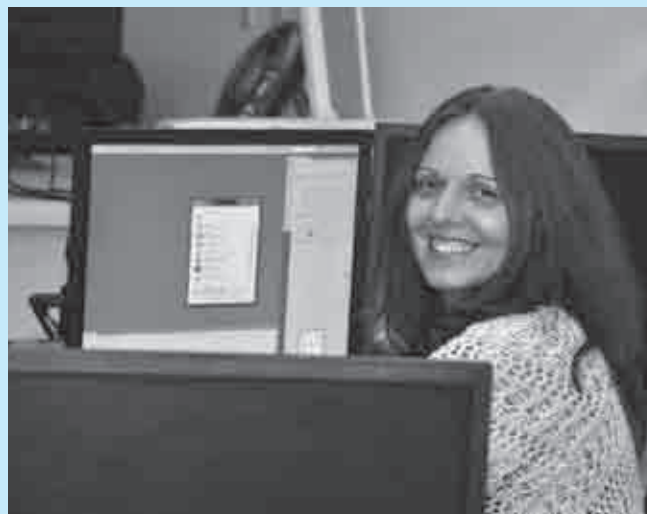
##### First Year

Fall Semester			Semester Credits
ART	111	Basic Design I	3
CIS	125	Operating System Basics	1
CIS	155	Basic Web Page Design	1
CIS	164	Internet Essentials	3
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
ENG	101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>			<b>17</b>

##### First Year

Spring Semester			Semester Credits
ART	232	Graphic Communications I	3
CIS	173	Graphics and Animation/Flash	3
CIS	174	HTML	3
CIS	257	Electronic Publishing/InDesign	3
CIS	272	Advanced Photoshop	3
English <b>OR</b> Journalism Elective <b>OR</b> SPCH 151			3
<b>Total Semester Credits</b>			<b>18</b>

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#### Second Year

Fall Semester			Semester Credits
ART	240	Digital Imaging	3
CIS	147	Fonts & Type	2
CIS	148	Document Management	1
CIS	176	Web Development I/Dreamweaver	3
Graphic Communications Elective			3
Humanities <b>OR</b> Social Science Elective*			3
Human Well-Being			2
<b>Total Semester Credits</b>			<b>17</b>

#### Second Year

Spring Semester			Semester Credits
CIS	210	Web Design and Usability	3
CIS	259	Advanced Graphics Applications	3
CIS	296	Web & Graphics Internship	3
Graphic Communications Elective			3
Humanities <b>OR</b> Social Science Elective			3
Communications/Humanities/Social Science/			
Human Well-Being Elective*			1-3
<b>Total Semester Credits</b>			<b>16-18</b>

**Total Program Credits 68-70**

#### Graphic Communications Electives:

ART	233	Graphic Communications II	3
BUS	280	Intellectual Property Law	3
CIS	185	Intro 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 255.



## Graphic Communications (continued)

### 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.

ART	111	Basic Design	3
ART	232	Graphic Communications I	3
CIS	147	Fonts & Type	2
CIS	148	Document Management	1
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	174	HTML	3
CIS	257	Electronic Publishing	3
CIS	259	Advanced Graphics Applications	3
CIS	272	Advanced Photoshop	3
<b>Total Semester Credits</b>			<b>27</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn a Graphic Communications Associate in Applied Science Degree by completing at least 27 semester 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 255.

### 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

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](http://www.hicareers.com) and/or [www.ahima.org](http://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, 2013 to April 1, 2014
- Completion of biology, algebra and keyboarding/typing in high school or college are required to apply

## 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 (AHIMA) 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](http://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.
2. The HIT courses are only offered at the Belleville Campus during the day. Some courses may be delivered in an online or hybrid method.

## Health Information Technology (continued)

3. 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 [swic.edu/hit-faq](http://swic.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/](http://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, OAT 146/130 & 131 & 132, approved electives\*\*, BIOL 158, SPCH 151, PSYC 151, Human Relations Course\*. See Course Description Guide (yellow pages of catalog) for course prerequisite requirements. All HIT-prefixed courses must be completed before or during semesters indicated, unless permission is given by the program coordinator.

### Associate in Applied Science Degree (0023)

#### First Year

Fall Semester				Semester Credits
BIOL	157	Human Anatomy and Physiology I		5
ENG	101	Rhetoric & Composition I		3
HIT	101	Health Information Intro		2
HIT	110	Health Information Nomenclature I		2
OAT	146	Computer Applications for the Office <b>OR</b>		3
OAT	130	Word Processing Basics <b>AND</b>		1
OAT	131	Database Basics <b>AND</b>		1
OAT	132	Electronic Spreadsheet		1
Approved Elective**				3
<b>Total Semester Credits</b>				<b>18</b>

Spring Semester				Semester Credits
BIOL	158	Human Anatomy and Physiology II		5
HIT	151	Pathophysiology		3
HIT	160	Health Data Management		2
HIT	161	Microcomputer Applications in HIT		3
HIT	170	Health Information Nomenclature II		2
SPCH	151	Fundamentals of Public Speaking		3
<b>Total Semester Credits</b>				<b>18</b>

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#### Second Year

Fall semester				Semester Credits
PSYC	151	General Psychology		3
HIT	200	Health Care Delivery		4
HIT	210	Health Statistics		3
HIT	220	Classification Systems I		4
HIT	230	PPE: Professional Practice I (summer/fall)		2
HIT	245	Pharmacology for the HIT (summer/fall)		2
<b>Total Semester Credits</b>				<b>18</b>

Spring Semester				Semester Credits
HIT	250	Legal Aspects of HIT		2
HIT	260	PPE: Professional Practice II		3
HIT	270	Health Information Management		4
HIT	240	Classification Systems II		2
HIT	290	HI Capstone		1
Human Relations Course*				3
<b>Total Semester Credits</b>				<b>15</b>



\*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.

### 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 HVAR industry. The industry is changing and trained personnel are in great demand.

Students may earn an Associate in Applied Science Degree in HVAR or an HVAR Certificate. In addition to the AAS Degree that can be earned at SWIC, students may continue their education at Ferris State University and earn an engineering degree in HVAR. The Capstone Program is another option available through Southern Illinois University Carbondale. All students entering the AAS Degree program are required to take an assessment placement test prior to entering the program.

**Contact the program coordinator or academic counselor for more information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (0037)

#### First Year

Fall Semester		Semester Credits
ENG 101	Rhetoric & Composition I	3
HVAR 100	Fitting, Fusion and Fabrication	4
HVAR 101	Refrigeration & Air Conditioning Principles I	4
HVAR 103	Basic Electrical Controls & Systems	4
Human Relations Course		3
<b>Total Semester Credits</b>		<b>18</b>

Spring Semester		Semester Credits
GT 105	Introduction to Technical Math <b>OR</b>	4
MATH 112	College Algebra <b>OR</b> higher level Math	
HVAR 152	Advanced Refrigeration & A.C. Principles	4
HVAR 153	Heating Fundamentals	4
HVAR 201	Psychrometrics & Load Calculations	4
<b>Total Semester Credits</b>		<b>16</b>

Summer Semester		Semester Credits
HVAR 256	Advanced Elect. Controls & Systems*	4
HVAR 203	High Efficiency Heating Systems* <b>OR</b>	2
HVAR 280	Commercial Cooking Equipment I	
<b>Total Semester Credits</b>		<b>6</b>

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#### Second Year

Fall Semester		Semester Credits
HVAR 202	Commercial Refrigeration I	4
HVAR 208	Intro to HVAR Computer Applications	1.5
HVAR 211	Distribution Panels & Elect. Building Wiring	3
ENG 103	Technical Communication <b>OR</b> Communications Course	3
HLTH 151	Personal Health and Wellness <b>OR</b>	2
HLTH 152	First Aid-Medical Self-Help	
Humanities <b>AND/OR</b> Social Science Course		3
<b>Total Semester Credits</b>		<b>16.5</b>

Spring Semester		Semester Credits
HVAR 251	Commercial Refrigeration II	4
HVAR 252	Air Conditioning and Heating Sys. Design	4
HVAR 253	Licensing & Certification Prep**	3
HVAR 258	Natl Electrical Code Interpretation	3
HVAR 260	Refrigerant Transition/Recovery Cert.	.5
HVAR 262	Air Delivery Systems Mtls. & Mthds.	1
<b>Total Semester Credits</b>		<b>15.5</b>

**Total Program Credits 72**

\*HVAR 256 and HVAR 203 are only offered as summer courses.

\*\*HVAR 253 is only offered in the spring semester.

## Heating, Ventilation, Air Conditioning and Refrigeration (continued)

### HVAR Certificate (0038)

HVAR 100	Fitting, Fusion and Fabrication	4
HVAR 101	Refrig & A.C. Principles I	4
HVAR 103	Basic Elect. Controls and Systems	4
HVAR 152	Advanced Refrig. & A.C. Principles	4
HVAR 153	Heating Fundamentals	4
HVAR 201	Psychrometrics & Load Calculations	4
HVAR 202	Commercial Refrigeration I	4
HVAR 203	High Efficiency Heating Systems** OR	2
HVAR 280	Commercial Cooking Equipment I	
HVAR 251	Commercial Refrigeration II	4
HVAR 252	Air Conditioning & Heating Sys. Design	4
HVAR 256	Advanced Electrical Controls	4
HVAR 258	Natl Electrical Code Interpretation	3
HVAR 260	Refrigerant Transition/Recovery Cert	.5
<b>Total Credits</b>		<b>45.5</b>

### 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

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 255.



# 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.

All degree and certificate students must take assessment placement test before entering the program.

**See the program coordinator or an academic counselor for more information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0005)

**Courses common to all options**

### First Year

Fall Semester	Semester Credits
BIOL 101 Principles of Biology I <b>OR</b>	4
BIOL 151 Fundamental Botany	
ENG 101 Rhetoric & Composition I	3
HORT 102 Intro to Horticulture	3
HORT 132 Garden Center & Nursery Mgmt	4
HORT Option Courses and HORT Electives	2-3
<b>Total Semester Credits</b>	<b>16-17</b>

Spring Semester	Semester Credits
MGMT 102 Business Mathematics <b>OR</b>	3-4
ACCT 105 Basic Accounting Procedures <b>OR</b>	
ACCT 110 Financial Accounting	
HORT 152 Greenhouse Management	4
HORT 136 Identification & Use of Ornamentals	3
HORT Option Courses and HORT Electives	3-7
<b>Total Semester Credits</b>	<b>13-18</b>

Summer Semester	Semester Credits
HLTH 151 Personal Health and Wellness <b>OR</b>	2
HLTH 152 First Aid-Medical Self Help	
HORT 135 Turf Management	4
HORT 287 Supervised Intern Employment	2
<b>Total Semester Credits</b>	<b>8</b>

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## Second Year

Fall Semester	Semester Credits
HORT 215 Horticultural Diagnostics	3
HORT 288 Supervised Intern Employment	4
ENG 103 Technical Communication <b>OR</b>	3
Communications Elective	
HORT Option Courses and HORT Electives	6-7
<b>Total Semester Credits</b>	<b>16-17</b>

Spring Semester	Semester Credits
HORT 226 Landscaping	3
HORT 298 Horticultural Project	2
Humanities <b>OR</b> Social Science Elective	3
HORT Option Courses and HORT Electives	5-6
Human Relations Elective	3
<b>Total Semester Credits</b>	<b>16-17</b>

**Total Program Credits 69-77**

**Options available: please select one of the following options**

### General Horticulture

HORT 112 Media & Fertility	6
HORT 165 Floral Design I	2
HORT 195 Indoor Plant Culture and Gardening	3
HORT 120 Container Gardening	2
HORT Electives	3

### Turf Management

HORT 112 Media & Fertility	6
HORT 235 Advanced Turf Management	3
HORT Electives	7

### Floral Design

HORT 165 Floral Design	3
HORT 168 Floral Shop Management	3
HORT 195 Indoor Plant Culture and Gardening	3
HORT 265 Advanced Floral Design	3
HORT 120 Container Gardening	2
HORT Electives	2

### Nursery and Landscaping

HORT 112 Media & Fertility	6
HORT 228 Computer-Aided Landscaping	3
HORT 237 Arboriculture	3
HORT 275 Grounds Maintenance	4

### Greenhouse

HORT 112 Media & Fertility	6
HORT 195 Indoor Plant Culture and Gardening	3
HORT 252 Advanced Greenhouse Management	3
HORT 120 Container Gardening	2
HORT Electives	2

### Fruits and Vegetables

HORT 112 Media & Fertility	6
HORT 175 Home Gardening	3
HORT 242 Fruit Production	3
HORT 262 Small Fruit Production	2
HORT 280 Vegetable Gardening	2



## Horticulture (continued)

### Horticulture Certificate (0006)

This program is designed for students who want to acquire skills and knowledge to enter the horticultural business after approximately one year of college.

HORT 102	Intro to Horticulture	3
BIOL 101	Principles of Biology I <b>OR</b>	4
BIOL 151	Fundamental Botany	
MGMT 102	Business Mathematics <b>OR</b>	3
ACCT 105	Basic Accounting Procedures	
ENG 101	Rhetoric & Composition I	3
HORT 112	Media & Fertility	6
Horticulture courses chosen from the two-year Associate in Applied Science Degree program		9
<b>Total Credits</b>		<b>28</b>

### Floral Design Certificate (006A)

ENG 101	Rhetoric & Composition I	3
MGMT 102	Business Mathematics <b>OR</b>	3
ACCT 105	Basic Accounting Procedures	
HORT 102	Intro to Horticulture	3
HORT 165	Floral Design	3
HORT 168	Floral Shop Management	3
HORT 195	Indoor Plant Culture and Gardening	3
HORT 265	Advanced Floral Design	3
HORT 120	Container Gardening	2
HORT Electives		5
<b>Total Credits</b>		<b>28</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

A graduate of the Horticulture program is prepared to work as a:

- Landscape Designer
- Golf Course Superintendent
- Grounds Superintendent for a school, college, park, industrial complex or municipality
- Turf Manager for 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: Paul Wreford

This program is designed for students as preparation for advanced study or employment in the human services profession. The Associate in Applied Science program prepares students for paraprofessional employment in the human services field. Students have the option of taking courses in a variety of areas or specializing in youth care, elder care, criminal justice social services or rehabilitation services.

Many of the courses in this program will also apply toward the first two years of a baccalaureate degree in social work or in a related human services field. Due to differences in four-year institutional program requirements, students are encouraged to consult the program coordinator or an academic counselor for transfer information.

For those already employed in the human services field, courses apply toward continuing education requirements.

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree in Human Services Technology (0078)

### First Year

Fall Semester	Semester Credits
BIOL 105 Human Biology	4
ENG 101 Rhetoric & Composition I	3
HMS 100 Introduction to Human Services	3
PSYC 151 General Psychology	3
SOC 153 Introductory Sociology	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
ENG 102 Rhetoric & Composition II	3
HMS 200 Human Services Applications	3
PHIL 152 Ethics	3
SOC 203 Social Problems	3
SPCH 155 Interpersonal Communication	3
HLTH 152 First Aid—Medical Self Help	2
<b>Total Semester Credits</b>	<b>17</b>

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### Second Year

Fall Semester	Semester Credits
HMS 250 Human Services Seminar	3
MGMT 102 Business Math	3
SOC 230 Race and Ethnicity <b>OR</b>	3
ECON 201 Principals of Economics I (Macro) <b>OR</b>	
LIT 215 Multicultural American Literature <b>OR</b>	
PSYC 295 Social Psychology <b>OR</b>	
SOC 255 The Family	
Approved Electives*	6
<b>Total Semester Credits</b>	<b>15</b>

Spring Semester	Semester Credits
HMS 280 Human Services Practicum	4
POLS 150 Intro to American Government	3
SOC 265 Aging and Society	3
Approved Electives*	6
<b>Total Semester Credits</b>	<b>16</b>

<b>Total Program Credits</b>	<b>64</b>
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\* 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
<b>Total Credits</b>	<b>16</b>

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 255.

### Career Opportunities

The Associate in Applied Science program prepares students for employment as entry-level, paraprofessional human services workers. Human services workers are employed by public and private social service agencies and organizations in many specialized areas such as:

- Youth Care
- Elder Care
- Criminal Justice
- Rehabilitation Services

# Industrial Maintenance Mechanics

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 work force as an entry-level mechanic in an industrial facility. Students will learn multiple disciplines which include machining, pipefitting, mechanical, welding and electricity. Industrial maintenance mechanics maintain and repair a variety of equipment used in many different plants such as steel mills, oil refineries, power plants, and food and beverages industries. Because factories and other facilities cannot afford to have machinery out of service for long periods, industrial maintenance mechanics are there to keep the equipment maintained and running.

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (053D)

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
<b>Total Semester Credits</b>	<b>17.5</b>

Spring Semester	Semester Credits
EET 101 Intro to Electricity/Electronics	3
IML 119 Mechanical Systems	4
IML 133 Industrial Rigging	4
ENG 101 Rhetoric & Composition I	3
Social Science Course	3
<b>Total Semester Credits</b>	<b>17</b>

Summer Semester	Semester Credits
WLDT 115 Industrial Welder I	4

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### Second Year

Fall Semester	Semester Credits
EET 111 Electrical Circuits	3
EET 131 Electrical Wiring Principles	3
EET 200 Digital Electronic Circuits I	3
IDP 276 Industrial Hydraulics I	4
Communications Course	3
<b>Total Semester Credits</b>	<b>16</b>

Spring Semester	Semester Credits
IDP 116 Industrial Pipefitter A	4
EET 235 Programmable Logic Controllers	4
EET 241 Electrical Power, Motors and Controls	4
Human Relations Course	3
<b>Total Semester Credits</b>	<b>15</b>

<b>Total Program Credits</b>	<b>69.5</b>
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## Industrial Maintenance Mechanics

### Certificate (054D)

PMT 114 Industrial Metallurgy I	2
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
WLDT 115 Industrial Welder I	4
GT 104 Math for Electricity and Electronics	4
<b>Total Credits</b>	<b>29</b>



## Industrial Maintenance Mechanics (continued)

### 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
<b>Total Credits</b>	<b>16</b>

### 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (053E)

#### First Year

Fall Semester		Semester Credits
IDP	116 Industrial Pipefitter A	4
GT	105 Intro to Technical Math <b>OR</b>	4
MATH	112 College Algebra <b>OR</b> higher level Math	
IML	120 Mechanical Blueprint Reading I	3
ENG	101 Rhetoric & Composition I	3
HLTH	151 Health	2
<b>Total Semester Credits</b>		<b>16</b>

#### Spring Semester

Spring Semester		Semester Credits
IDP	126 Industrial Pipefitter B	4
PMT	114 Industrial Metallurgy I	2
Communication Course		3
Social Science Course		3
Approved Elective		2
<b>Total Semester Credits</b>		<b>14</b>

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#### Second Year

Fall Semester		Semester Credits
IDP	136 Industrial Pipefitter C	4
WLDT	115 Industrial Welder I	4
Technical Elective*		8
<b>Total Semester Credits</b>		<b>16</b>

#### Spring Semester

Spring Semester		Semester Credits
IDP	146 Industrial Pipefitter D	4
IDP	276 Industrial Hydraulics I	4
Human Relations Course		3
Technical Elective* <b>OR</b> approved Elective		4
<b>Total Semester Credits</b>		<b>15</b>

**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)

PMT	114 Industrial Metallurgy I	2
IDP	116 Industrial Pipefitter A	4
IDP	126 Industrial Pipefitter B	4
IDP	136 Industrial Pipefitter C	4
IDP	146 Industrial Pipefitter D	4
IDP	276 Industrial Hydraulics I	4
WLDT	115 Industrial Welder I	4
GT	105 Intro to Technical Math	4
<b>Total Credits</b>		<b>30</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

Graduating students can find employment in manufacturing plants and on construction sites. A graduate of the Industrial Pipefitting program is prepared to work as a(n):

- Industrial Pipefitter
- Plumber
- Steamfitter
- Sprinklerfitter



# Management

Coordinator/Faculty: Sue Taylor, ext. 5434

Faculty: Tom Bilyeu

Dean: Janet Fontenot

The Management Associate in Applied Science Degree program focuses on skills needed to develop and manage a small business. Since the mid-1990's, 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](http://swic.edu/mgmt).



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## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree(049B)

#### First Year

Fall Semester			Semester Credits
BUS	101	Introduction to Business	3
MGMT	102	Business Mathematics	3
ACCT	110	Financial Accounting	4
MKT	126	Introduction to Marketing	3
ENG	101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>			<b>16</b>

#### Spring Semester

			Semester Credits
ACCT	106	Intro to Quickbooks	3
ACCT	111	Managerial Accounting	4
MKT	226	Online Marketing	3
MGMT	219	Small Business Management <b>OR</b>	3
MGMT	201 <b>AND</b> MGMT 202 <b>AND</b> MGMT 203		
SPCH	151	Fundamentals of Public Speaking	3
<b>Total Semester Credits</b>			<b>16</b>

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#### Second Year

Fall Semester			Semester Credits
MGMT	213	Human Relations in the Workplace	3
MGMT	204	Entrepreneurship Case Analysis	3
MGMT	241	Fundamentals of Finance	3
OAT	261	Business Communications	3
PSYC	151	General Psychology	3
ECON	201	Principles of Economics I (Macro)	3
<b>Total Semester Credits</b>			<b>18</b>

#### Spring Semester

			Semester Credits
BUS	215	Business Law I	3
MGMT	217	Human Resource Management	3
MGMT	214	Principles of Management	3
MGMT	240	Ethics in the Workplace	1
MKT	242	Marketing Communications <b>OR</b>	3
MKT	243	Basic Selling Techniques <b>OR</b>	
MKT	228	Social Media Tools	
MGMT	270	Business Planning	3
Human Well-Being			2
<b>Total Semester Credits</b>			<b>18</b>

#### Total Program Credits

**68**

### 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.

### Management Certificate (049C)

The Management certificate allows students outside of the business area to gain recognition for completing a core course of study in management. The certificate will benefit students in two-year non-business programs as well as four-year students who wish to obtain a background in management.

MGMT	213	Human Relations in the Workplace	3
MGMT	214	Principles of Management	3
MGMT	217	Human Resource Management	3
MGMT	219	Small Business Management	3
MKT	126	Introduction to Marketing	3
MGMT	240	Ethics in the Workplace	1
<b>Total Credits</b>			<b>16</b>

Course availability varies from semester to semester. Ask your counselor or the Business Division for a master course schedule.



**Entrepreneur Certificate (049D)**

The Entrepreneur Certificate is designed to meet the needs of people who are interested in opening a business but want further guidance. The certificate consists of three one-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. Participants in the program will also discuss what to expect in the first year of operation. Upon successful completion of the Business Plan Basics course, the student will have a basic plan to start his or her own small business.

MGMT	201	Entrepreneur Basics	1
MGMT	202	Entrepreneur: First Year	1
MGMT	203	Business Plan Basics	1
<b>Total Credits</b>			<b>3</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

**Career Opportunities**

A successful graduate of the Management AAS program is prepared to work in administrative and entry-level supervisory positions in a small business. Graduates with an interest in starting a business have the knowledge to prepare a detailed business plan. For more job market information, go to the Bureau of Labor Statistics website at <http://www.bls.gov/oco/>.

**Phi Beta Lambda – Abe Small Chapter**

Phi Beta Lambda is a nonprofit educational association of students preparing for careers in business. All students are welcome to join. Contact the Business Division at 618-235-2700, ext. 5313, for more information.

# Marketing

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](http://swic.edu/mkt).



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## Important Information

The following semester sequence is designed as a guide for students enrolled full-time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (0031)

#### First Year

Fall Semester			Semester Credits
BUS	101	Introduction to Business	3
MGMT	102	Business Mathematics	3
MKT	126	Introduction to Marketing	3
SPCH	151	Fundamentals of Public Speaking	3
ENG	101	Rhetoric & Composition I	3
CIS	155	Basic Web Page Design	1
<b>Total Semester Credits</b>			<b>16</b>

#### Spring Semester

			Semester Credits
CIS	161	HTML Basics	1
CIS	172	Photoshop	3
OAT	185	Access	3
OAT	261	Business Communication	3
MKT	226	Online Marketing	3
MKT	231	Consumer & Market Behavior**	3
Human Well-Being			2
<b>Total Semester Credits</b>			<b>18</b>

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#### Second Year

Fall Semester			Semester Credits
ACCT	105	Basic Accounting Procedures OR	3
ACCT	110	Financial Accounting	4
MGMT	214	Principles of Management	3
MGMT	240	Ethics in the Workplace	1
MKT	242	Marketing Communications	3
MKT	227	SEO/Web Analytics for Marketing	3
Humanities or Social Science Elective			3
<b>Total Semester Credits</b>			<b>16-17</b>

#### Spring Semester

			Semester Credits
BUS	215	Business Law I	3
ECON	201	Principles of Economics I (Macro)	3
MKT	229	Marketing Plans**	3
MKT	243	Basic Selling Techniques	3
MKT	228	Social Media Tools	2
MGMT	213	Human Relations in the Workplace	3
<b>Total Semester Credits</b>			<b>17</b>

#### Total Program Credits

**67-68**

\*\*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.

## Marketing (continued)



### Certificate (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.

MKT	126	Introduction to Marketing	3
MKT	226	Online Marketing	3
MKT	227	SEO/Web Analytics for Marketing	3
MKT	228	Social Media Tools	3
MKT	231	Consumer & Market Behavior**	3
MKT	242	Marketing Communications	3
MKT	229	Marketing Plans**	3
MGMT	240	Ethics in the Workplace	1
<b>Total Credits</b>			<b>22</b>

### eMarketing Certificate (031F)

CIS	155	Basic Web Page Design	1
CIS	161	HTML Basics	1
MKT	226	Online Marketing	3
MKT	228	Social Media Tools	3
MKT	227	SEO/Web Analytics for Marketing	3
<b>Total Credits</b>			<b>11</b>

\*\*Denotes course available on limited schedule. Contact the Business Division or visit the program website for a Master Course Schedule.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

A successful graduate of the Marketing program is prepared to work as a:

- Sales Representative
- Merchandiser
- Customer Service Representative
- Retail Manager
- Marketing professional in a small business

For more job market information, go to the Bureau of Labor Statistics website at <http://www.bls.gov/oco/>.

### Phi Beta Lambda – Abe Small Chapter

Phi Beta Lambda is a nonprofit educational association of students preparing for careers in business. All students are welcome to join. Contact the Business Division at 618-235-2700, ext. 5313, for more information.



# Massage Therapy

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](http://www.amtamassage.org), or the U.S. Department of Labor Outlook handbook at [www.bls.gov/oco/](http://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 starts
- 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>.

*\*Pending ICCB approval*

## 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, Illinois.

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 PTs and PTAs:

There is also an accelerated MT certificate for graduates of accredited physical therapist or PT Assistant programs which begin each summer semester. Students must demonstrate proof of a PT/PTA degree from an accredited school by submission of a college transcript or a current PT/PTA license. The accelerated MT certificate can be completed by December. The summer semester requires classroom attendance 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:

- 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.**

## Massage Therapy (continued)

- 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 Sam Wolf Granite City Campus, 618-931-0600, ext. 7333.

### 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 and 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 this the program must follow requirements for graduation at the time they are admitted and must meet all course, program, degree and sequencing requirements as specified. Students are responsible for program policies as listed in each year's MT Student Handbook. Students who fail to meet program specific requirements will be dropped from the program and may be required to enroll again the following semester/year. **All courses for the massage therapy certificate must be completed within a two-year period.**
- F. Students will be required to complete a physical examination before beginning any clinical practicum.
- G. The MT program begins each fall and spring semester. 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.

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. Students have two years to complete the requirements to earn the MT certificate. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (027B)\* and Certificate (027A)\*

### FIRST YEAR

**Massage Therapy Certificate (027A)\* is the fall/spring/summer course listing**

#### First Year

Fall Semester			Semester Credits
MT	101	Therapeutic Massage I	5
MT	102	Body Structure and Function I	4
MT	160	Movement and Massage	5
MT	190	Clinical Practicum I	1
<b>Total Semester Credits</b>			<b>15</b>

#### Spring Semester

Spring Semester			Semester Credits
MT	201	Therapeutic Massage II	5
MT	202	Body Structure and Function II	4
MT	203	Complimentary Techniques	5
MT	210	Introduction to NMT	1.5
MT	270	Clinical Practicum II	1
<b>Total Semester Credits</b>			<b>16.5</b>

#### Summer Semester

Summer Semester			Semester Credits
MT	200	Business Practice in Massage Therapy	3
MT	220	Pathology for the Massage Therapist	2
MT	280	Clinical Practicum III	1
<b>Total Semester Credits</b>			<b>6</b>

**Total Certificate Credits 37.5**

### SECOND YEAR

**Required for AAS (027B)\* degree completion**

Fall Semester			Semester Credits
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
OAT	146	Computer Applications for the Office <b>OR</b>	3
OAT	130	Word Processing Basics <b>AND</b>	
OAT	131	Database Basics <b>AND</b>	
OAT	132	Electronic Spreadsheet	
PE	141	Yoga I <b>OR</b>	1
PE	145	Tai Chi	
Approved electives**			6.5
<b>Total Semester Credits</b>			<b>16.5</b>

*\*Pending ICCB Approval*

## Massage Therapy (continued)

Spring Semester	Semester Credits
SPCH 155 Interpersonal Communications	3
SOC 153 Introductory Sociology	3
MGMT 102 Business Mathematics	3
Approved electives*	7.5
<b>Total Semester Credits</b>	<b>16.5</b>

**Total Program Credits** 69

\*Pending ICCB approval

### \*\*Approved electives:

MT 210	Introduction to NMT	1.5
MT 211	NMT for LE	1.5
MT 212	NMT for the Torso & Pelvis	1.5
MT 213	NMT for the Upper Extremity	1.5
MT 214	NMT for the Cervical Spine & Cranium	1.5
MT 230	Stretching-Neck & Shoulders	1.5
MT 240	Stretching: Hips & Back*	1.5
MT 250	Stretching: Hands & Feet*	1.5
MT 285	Biodynamic Cranio Sacral Therapy	2.5
MT 287	Wellness & Body Mechanics*	1.5
MT 288	Fascial Anatomy*	1.5
BIOL 105	Human Biology	4
BIOL 106	Environmental Science	3
BIOL 157	Human Anatomy & Physiology I	5
BIOL 158	Human Anatomy & Physiology II	5
HRO 100	Medical Terminology	1
HLTH 152	First Aid-Medical Self Help	2
HLTH 154	Nutrition, Exercise and Weight Management	2
PE 115	Personal Defense Karate	1
PE 150	Intro to Exercise Science	3
MKT 126	Intro to Marketing	3
PSYC 210	Life-Span Development	3
PSYC 225	Human Sexuality	3
PSYC 252	Educational Psychology	3
PSYC 254	Death and Dying	3
PSYC 270	Health Psychology	3

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.

## Specialty Certificate

### Neuromuscular Therapy (027C)

Neuromuscular Therapy (NMT), American Version, is a treatment protocol for treating soft tissue and myofascial restrictions. It utilizes specific massage therapy techniques, stretching and home care to reduce/eliminate most neuromuscular pain patterns. These advanced massage techniques are used by licensed massage therapists, physical therapists and physical therapist assistants.

\*Pending ICCB Approval

	Semester Credits
MT 210 Introduction to NMT	1.5
MT 211 NMT for the LE	1.5
MT 212 NMT for the Torso and Pelvis	1.5
MT 213 NMT for the Upper Extremity	1.5
MT 214 NMT for the Cervical Spine & Cranium	1.5
<b>Total Semester Credits</b>	<b>7.5</b>

## 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.



# 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 (AAMA) website at [www.aama-ntl.org](http://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 or 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.

## 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 (CAAHEP), website: [www.caahep.org](http://www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). The program's curriculum is guided by the standards developed by the commission. Our accreditation status means SWIC has met the standards required of the profession and helps to assure the public that our curriculum will graduate competent clinicians. It also qualifies the college's MA graduates to sit for the MA certification examination.

## 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](http://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



## Medical Assistant (continued)

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, 2013 for the fall start and Sept. 1, 2013 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/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](http://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/nar/](http://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 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.

## Medical Assistant (continued)

### Important Information

The following semester sequence is designed as a guide for students enrolled full time. Students who are planning to attend part time must meet with the program coordinator to develop a schedule. Course prerequisites will affect course sequencing. Please refer to the Course Description Guide (yellow section) in this catalog for prerequisite requirements.

## Medical Assistant Associate in Applied Science Degree (0021) and Certificate (021A)

### First Year

**Medical Assistant Certificate (021A) is the fall/spring/summer course listing of the first year.**

Fall Semester		Semester Credits
MA 130	Medical Office Clinical Procedures I	2
MA 140	Medical Office Procedures	3.5
MA 142	MA Automation I	1.5
MA 145	Medical Law & Ethics	2
MA 150	Medical Pathology I	3
MA 170	Medical Lab Orientation I	2.5
MA 181	Cardiopulmonary Procedures	2
<b>Total Semester Credits</b>		<b>16.5</b>

Spring Semester		Semester Credits
MA 135	Health Care & Patient Communications	2
MA 141	Medical Insurance & Coding	2
MA 143	MA Automation II	2
MA 151	Medical Pathology II	4
MA 171	Medical Lab Orientation II	2
MA 180	Medical Office Clinical Procedures II	2
MA 182	Pharmacology and Administration Techniques	4
<b>Total Semester Credits</b>		<b>18</b>

Summer Semester		Semester Credits
MA 195	Office Practicum	4

### Second Year

**Required for AAS (0021) degree completion:**

Fall Semester		Semester Credits
ACCT 105	Basic Accounting Procedures <b>OR</b>	
ACCT 110	Financial Accounting	3
MGMT 214	Principles of Management	3
ENG 101	Rhetoric & Composition I	3
PSYC 151	General Psychology	3
BIOL 105	Human Biology	4
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
MGMT 213	Human Relations in the Workplace	3
MA 255	Medical Assistant Management Internship	3
SPCH 151	Fundamentals of Public Speaking <b>OR</b>	3
SPCH 155	Interpersonal Communication	
Human Relations Course*		3
Approved Electives***		2
<b>Total Semester Credits</b>		<b>14</b>

\* 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. 5332/7125  
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](http://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, 2014 to May 25, 2014

## 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 (CPC) exam offered by the American Academy of Professional Coders or the Certified Coding Associate (CCA) 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 Science programs. If not admitted, interested applicants must re-apply the following year. Refer to the Medical Billing & Coding Application Planning Guide for specific application requirements and to enhance your potential for admission into this competitive application process. Application Guides are located at [swic.edu/apply](http://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 practicum courses. Specific locations depend on the course type.

1. The general education courses can be taken at the Belleville, Red Bud or Sam Wolf Granite City campuses.
2. The HIT 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.

## Medical Billing & Coding (continued)

### 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](http://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/nar/](http://www.idph.state.il.us/nar/). To participate in the clinical portion of the program, admitted students with criminal convictions will be required to present an Illinois Department of Public Health waiver upon college request. Students may call 217-785-5133 to request a waiver application from IDPH. Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed. It is certain that without the waiver, the clinical sites will not permit direct patient contact and program completion will not be possible.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to discuss the matter with the program coordinator or coordinators' assistant prior to seeking admission.

## 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.

### 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.

### Medical Billing & Coding (021D) Certificate

First Year			Semester Credits
First Semester			
BIOL	157	Anatomy & Physiology I	5
MA	140	Medical Office Procedures	3.5
MA	142	MA Automation I	1.5
HIT	101	Health Information Intro	2
HIT	110	Health Information Nomenclature I	2
ACCT	105	Basic Accounting Procedures <b>OR</b>	3
ACCT	110	Financial Accounting	
<b>Total Semester Credits</b>			<b>17</b>

Second Semester			Semester Credits
BIOL	158	Anatomy & Physiology II	5
MA	141	Medical Insurance & Coding	2
MA	143	MA Automation II	2
HIT	151	Pathophysiology	3
HIT	170	Health Information Nomenclature II	2
HIT	250	Legal Aspects of HI	2
<b>Total Semester Credits</b>			<b>16</b>

Second Year			Semester Credits
Third Semester			
MA	192	Administrative Externship	2
HIT	220	Classification Systems I	4
<b>Total Semester Credits</b>			<b>6</b>

Fourth Semester			Semester Credits
HIT	240	Classification Systems II	2
MA	243	Clinical Coding Practicum	3
<b>Total Semester Credits</b>			<b>5</b>

<b>Total Program Credits</b>			<b>44</b>
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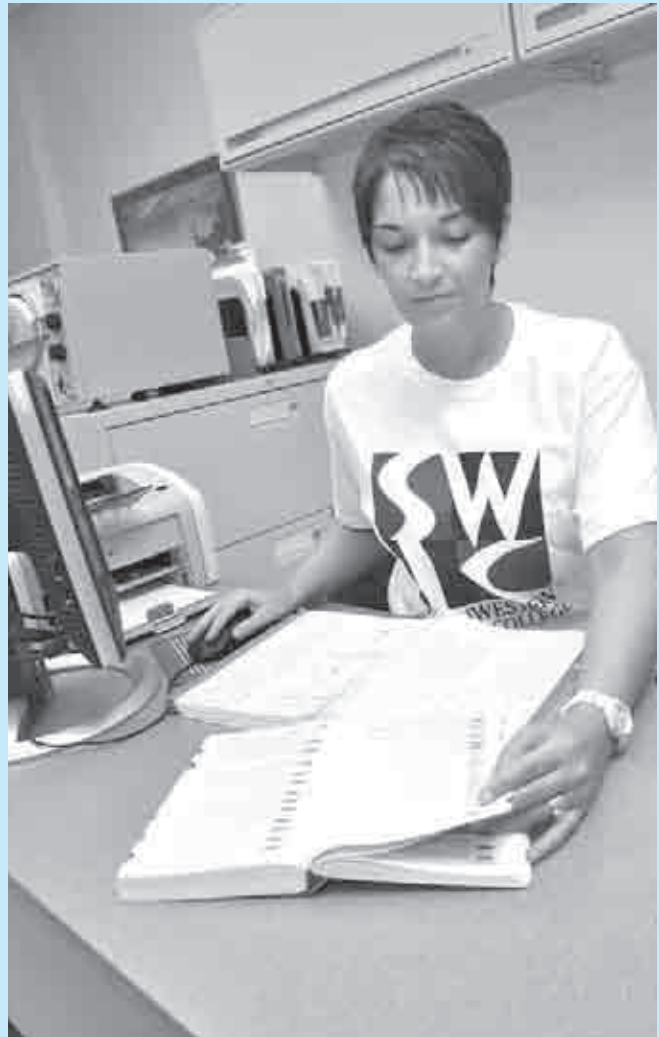


## Medical Billing & Coding (continued)

### 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](http://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, 2013 - Feb. 1, 2014
- 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.

## 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 of certification examination. The American Society for Clinical Pathology (ASCP) 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 (NAACLS), located at 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone 773-714-8880 or visit website: [www.naacls.org](http://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](http://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, 2014.

## 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.

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/mlt-faq](http://swic.edu/mlt-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.

### 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/](http://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 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.

## Medical Laboratory Technology (continued)

### Course Sequence

The program can be completed in four semesters and two summers. For information on course prerequisites, please refer to the Course Description Guide (yellow section) in this catalog. All MLT-prefix courses must be completed before or during semesters indicated, unless permission is given by the program coordinator.

### Associate in Applied Science Degree (0022)

#### First Year

Summer Semester		Semester Credits
MATH 112	College Algebra* OR	4
MATH 97	Intermediate Algebra ***	5
<b>Total Semester Credits</b>		<b>4-5</b>

Fall Semester		Semester Credits
BIOL 157	Human Anatomy and Physiology I	5
CHEM 105	General Chemistry I* OR	5
CHEM 101	Introductory Chemistry	
ENG 101	Rhetoric & Composition I	3
HRO 100	Medical Terminology	1
MLT 150	Introduction to Clinical Laboratory	2
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
BIOL 158	Human Anatomy and Physiology II	5
CHEM 106	General Chemistry II* OR	5
CHEM 103	Introductory Organic and Biological Chemistry	
MLT 250	Coagulation	2
SPCH 151	Fundamentals of Public Speaking	3
<b>Total Semester Credits</b>		<b>15</b>

Summer Semester		Semester Credits
MLT 200	Hematology	4

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
MLT 220	Serology	3
MLT 245	Clinical Practice I	3
MLT 260	Clinical Microscopy	3
MLT 270	Clinical Chemistry	4
Human Relations Course**		3
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
MLT 210	Applied Clinical Microbiology	5
MLT 240	Immunohematology	4
MLT 275	Clinical Practice II	3
PSYC 151	General Psychology	3
<b>Total Semester Credits</b>		<b>15</b>
<b>Total Program Credits</b>		<b>70-71</b>

\*Recommend enrolling in MATH 112, CHEM 105 and CHEM 106 if pursuing a bachelor's degree after completion of this AAS degree. MATH 112 is required if taking CHEM 105 and CHEM 106.

\*\*See front pages of AAS Degree requirements for the listing of Human Relations Course options.

\*\*\*MATH 97 is appropriate if completing CHEM 101 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.

First Semester		Semester Credits
HRO 100	Medical Terminology	1
MLT 100	Introduction to Phlebotomy Procedures	2
CIS 120	Introduction to the PC OR	1
CIS 125	Operating Systems/PC (Microsoft Windows)	
<b>Total Semester Credits</b>		<b>4</b>

Second Semester		Semester Credits
MLT 242	Clinical Phlebotomy	3
<b>Total Semester Credits</b>		<b>3</b>

### Career Opportunities

Completion of the Phlebotomy Certificate will prepare the graduate to work as a:

- Phlebotomist in a physician's office, hospital, clinic or independent laboratory



# Music Technology

Department Chair/Faculty: Ed Jacobs, ext. 5354  
 Coordinator: Daniel Mehrmann  
 Faculty: Adam Huckle, Andrew Jensen, Dan Mehrmann,  
 Diana Umali

Dean: Paul Wreford

The Associate of 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science (0096) Suggested Sequence

**Admission Requirement:** Sufficient score on the fundamental theory skills test or MUS 104. The classes are organized in the shown sequence to meet prerequisite requirements.

First Year			
Fall Semester			Semester Credits
MUS	150	Recording Engineer Musicianship I	3
MUS	154	Survey of Music Computer Technology	3
MUS	250	Basic Digital Recording Techniques	3
MUS	111	Class Instruction in Piano I	2
MUS	145	Recording Studio Orientation	3
ENG	101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>			<b>17</b>
Spring Semester			Semester Credits
MUS	151	Recording Engineer Musicianship II	3
MUS	155	Survey of Music Computer Technology II	3
MUS	251	Advanced Digital Recording	3
MUS	152	History of the Recording Industry	3
MUS	112	Class Instruction in Piano II	2
MUS	102	American Popular Music	3
<b>Total Semester Credits</b>			<b>17</b>

Second Year			
Fall Semester			Semester Credits
MUS	101	Music Appreciation <b>OR</b>	3
MUS	110	World Music	
MUS	252	Critical Listening for the Engineer	3
MUS	201	Business of Music	3
MUS	213	Class Instruction in Piano III <b>OR</b> Private Applied Music*	2
MKT	126	Intro to Marketing	3
Human Health/Well-Being			1-2
<b>Total Semester Credits</b>			<b>15-16</b>

Spring Semester			Semester Credits
SPCH	151	Fundamentals of Public Speaking	3
MUS	214	Class Instruction in Piano IV <b>OR</b> Private Applied Music*	2
MGMT	219	Small Business Mgmt	3
MUS	255	Music Technology Practicum**	3
Human Health/Well-Being			1-2
Human Relations Course			3
<b>Total Semester Credits</b>			<b>15-16</b>
<b>Total Program Credits</b>			<b>64-66</b>

\*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 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 course work 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.

MUS	145	Recording Studio Orientation	3
MUS	154	Survey of Music Computer Technology	3
MUS	155	Survey of Music Computer Technology II	3
MUS	250	Basic Digital Recording Techniques	3
MUS	251	Advanced Digital Recording	3
MUS	252	Critical Listening for the Engineer	3
<b>Total Credits</b>			<b>18</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## Career Opportunities

Completion of the Music Technology Certificate will prepare the graduate to work in the field of:

- Recording Engineer
- Audio Visual Technician
- Music Studio Assistant
- Music Business
- Music Merchandising

# Network Design and Administration (0007)

**For more computer classes, see:**

Computer Information Systems

Electronic Publishing

Graphic Communications

Office Administration 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Network Design and Administration (0007)

### First Year

Fall Semester			Semester Credits
NETW	101	Introduction to Networking	3
NETW	105	Data Assurance	1
CISC	131	Cisco Network Fundamentals	4
CISC	132	Cisco Routing Protocols & Concepts	4
ENG	101	Rhetoric & Composition I	3
		Human Well-Being Elective*	2
<b>Total Semester Credits</b>			<b>17</b>

### Spring Semester

			Semester Credits
CISC	133	Cisco LAN Switching & Wireless	4
CISC	134	Cisco Accessing the WAN	4
NETW	142	Network Design	3
		Humanities <b>OR</b> Social Science Elective*	3
		Communications Elective*	3
<b>Total Semester Credits</b>			<b>17</b>

### Second Year

Fall Semester			Semester Credits
NETW	188	Windows Server I	3
NETW	151	Telecommunications <b>OR</b>	
CISC	241	Cisco Voice over IP	3
MATH	107	or higher	4
		Approved Networking Electives	6-8
<b>Total Semester Credits</b>			<b>16-18</b>

### Spring Semester

			Semester Credits
NETW	271	Network Security	3
NETW	295	Networking Internship	3
		Humanities <b>OR</b> Social Science Elective*	3
		Approved Networking Electives	6-8
<b>Total Semester Credits</b>			<b>15-17</b>

### Total Program Credits

**65-69**

### Approved Networking Electives

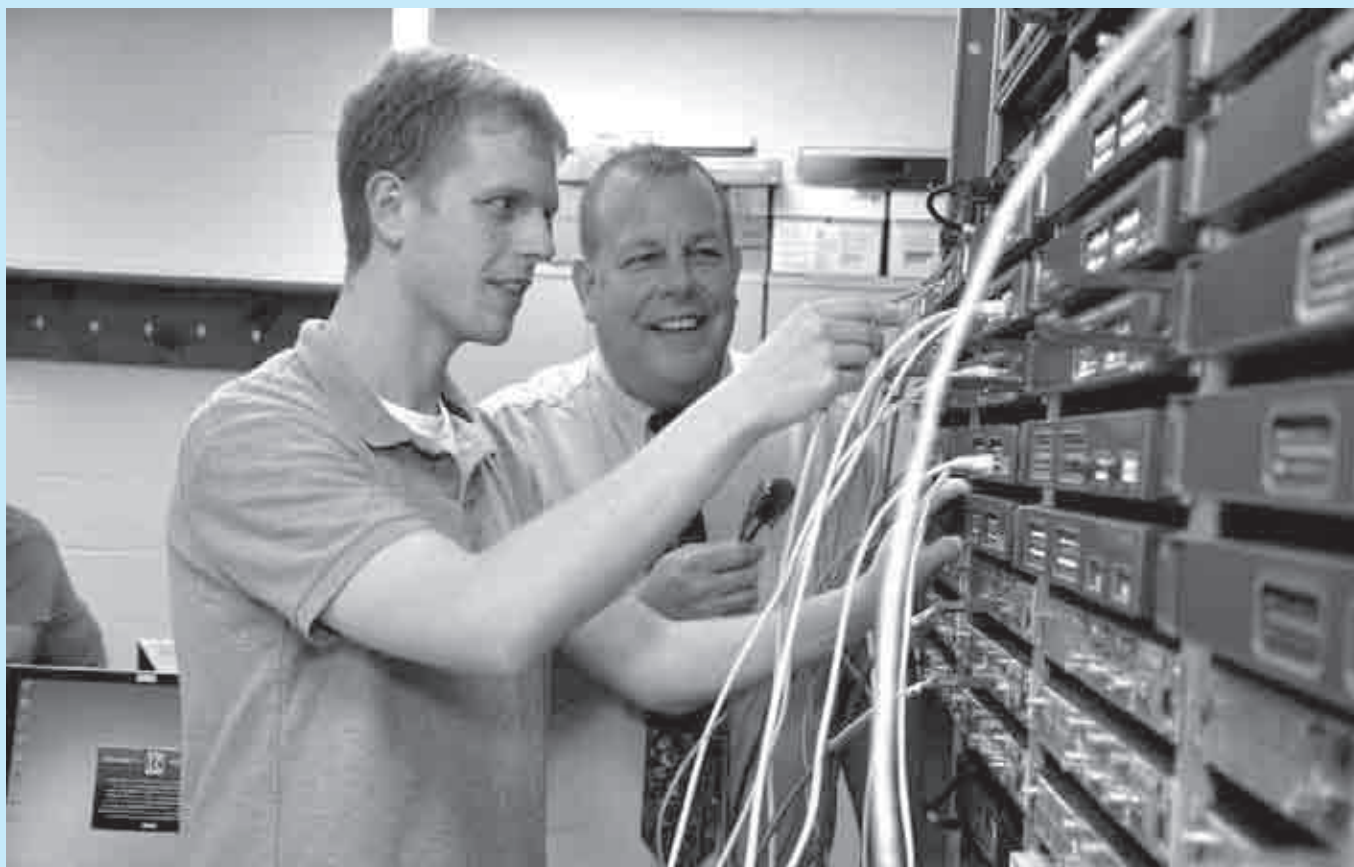
CIS	179	Computer User Support
CISC	187	Cisco CCNA Exam Preparation
CISC	201	Cisco CCNA Security
CISC	221	Cisco Advanced Routing Configuration
CISC	223	Cisco Multilayer Switching
CISC	241	Cisco Voice over IP
EET	256	Preparation for A+ Certification
NETW	182	Linux Operating System
NETW	191	TCP/IP
NETW	211	Digital Forensics
NETW	261	Emerging Network Technologies
NETW	288	Windows Server II

\*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 255.



### 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 255 and courses are listed alphabetically according to subject area.

CISC	131	Cisco Network Fundamentals	4
CISC	132	Cisco Routing Protocols & Concepts	4
CISC	133	Cisco LAN Switching & Wireless	4
CISC	134	Cisco Accessing the WAN	4
<b>Total Credits</b>			<b>16</b>

### 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 (025A)

Coordinators: Pat Falkenheim, 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 (CNA). 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](http://www.idph.state.il.us/nar/disconvictions.htm) or [swic.edu/cna](http://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 also meet any requirements of the clinical sites or may be dropped from the program.

## Nurse Assistant 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 curriculum at SWIC is to prepare students to:

1. Apply for the NCLEX-RN exam after successful completion of the program and to apply for licensure as registered professional nurses after successfully completing the NCLEX-RN.
2. Practice entry-level professional nursing 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, 2013
- Completion of biology, chemistry and algebra in high school or college is required within 10 years
- Supporting documentation deadline is Feb. 1, 2014
- Advanced placement for LPNs

## 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 National League for Nursing Accrediting Commission, located at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000.

## 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](http://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

## Nursing Education (continued)

program in those years when there are fewer applicants than spaces available by whatever means it deems necessary to assure both academic integrity and fairness in the selection process.

**In the event that there are more qualified applicants than spaces available in this program, those applicants residing outside District No. 522 or in a district that does not have a joint agreement with SWIC for this program, will not be eligible for consideration or admission.** Resident status is determined by address on file with Enrollment Services by April 1, 2014.

### 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 should see the Nursing Education director concerning other stipulations before beginning the articulation process and 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. CNAs should see the Nursing Education Director concerning other stipulations.

### Transfer Students

Transfer credit may be obtained by transfer from accredited/approved nursing programs provided program content and sequence are the same. Nursing courses over three years old will not be accepted for transfer. Anatomy and physiology and microbiology courses more than five years old will not be accepted for transfer. Transfer students must provide a letter from the previous nursing program which confirms their academic standing in that program. Any program failures will be considered one course failure in the SWIC program. Transfer students should see the Nursing 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 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 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 all 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](http://swic.edu/ne-faq) with reasonable accommodation if needed, and submit results of background check, drug screen, physical examination and the required immunizations. Any applicants or enrolled students are encouraged to 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 the 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 nursing for those having health care experience, 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.

### 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 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/](http://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 program director or 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 and receipts for the check must be attached to the NCLEX-RN application. Convictions of certain crimes may preclude ability to obtain RN licensure in Illinois. Information will be provided concerning this stipulation. For information contact the Nursing Education director at 618-235-2700, ext. 5268.

### 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" in all theory tests/quizzes 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. Students must pass at least one of the major nursing course content tests and complete any standardized testing and course assignments. A grade of "C" is the minimum grade acceptable for ALL courses in the nursing curriculum. Please refer to the current Nursing Student Handbook for most recent program policies.

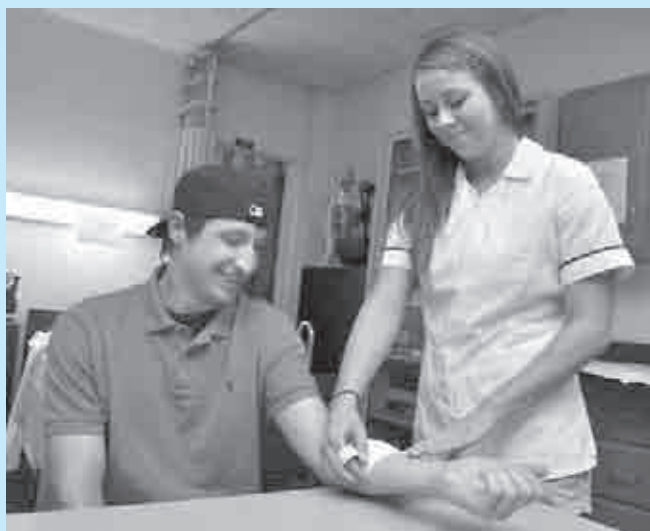
All students completing an AAS Degree must complete graduation degree requirements in the front section of the blue pages of this catalog as well as the requirements specified for Human Relations course work. Health requirements are satisfied by students successfully completing BIOL 157 and 158, PSYC 151 and this health sciences curriculum.

### Course Sequence

The program can be completed in four semesters and one summer; however, it is recommended that students who wish to maximize points on the application complete general education courses (HRO 100/160, HRO 150, BIOL 157 & 158, SOC 153, ENG 101 & 102, PSYC 151, and electives\*\*\*approved by the NE director) 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.



## Nursing Education (continued)



### Associate in Applied Science Degree (0025)

#### First Year

Fall Semester			Semester Credits
BIOL	157	Human Anatomy and Physiology I	5
SOC	153	Introductory Sociology	3
HRO	150	Fundamentals of Nutrition**	2
NE	102	Introduction to Nursing Procedures*/**	2
NE	103	Introduction to Nursing**	4
NE	104	Health Continuum I**	2
<b>Total Semester Credits</b>			<b>18</b>

Spring Semester			Semester Credits
BIOL	158	Human Anatomy and Physiology II	5
ENG	101	Rhetoric & Composition I	3
NE	105	Health Continuum II	2
NE	106	Health Continuum III	4
NE	108	Interference with Basic Human Needs I**	4
<b>Total Semester Credits</b>			<b>18</b>

### Apply for Graduation Now

#### Second Year

Fall Semester			Semester Credits
ENG	102	Rhetoric & Composition II	3
PSYC	151	General Psychology	3
NE	207	Interference with Basic Human Needs II	5.5
NE	209	Interference with Basic Human Needs III	5.5
<b>Total Semester Credits</b>			<b>17</b>

Spring Semester			Semester Credits
NE	210	Interference with Basic Human Needs IV	5.5
NE	211	Interference with Basic Human Needs V	5.5
Elective	100 or 200 level***		3
Elective	200 level***		3
<b>Total Semester Credits</b>			<b>17</b>

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.

\*\*\***Electives must be approved by the director.** Potential electives include: any math or science courses (except 299 course or if course was used as prerequisite); communication (excluding FILM, JOUR, MCOM, OAT listing), humanities, and Social Science course listing on the AAS Degree page (front of blue section) in the catalog.

### 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-BSN and RN-MSN programs. Information on RN-BSN articulation/dual enrollment is available in the Nursing Education office.

Dual admission with McKendree allows students to transfer seamlessly from the ADN to the BSN. Contact Counseling for more information.

### 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  
Electronic Publishing  
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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Administrative Assistant (032A)

### First Year

Fall Semester			Semester Credits
OAT	121	Introduction to Office Support	3
OAT	273	Document Processing III*	3
BUS	101	Introduction to Business	3
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology <b>OR</b>	3
SOC	153	Introductory Sociology	3
		Human Well-Being Elective	2
<b>Total Semester Credits</b>			<b>17</b>

Spring Semester			Semester Credits
ACCT	105	Basic Accounting Procedures <b>OR</b>	3
ACCT	110	Financial Accounting	4
OAT	122	Word Processing Applications I	3
OAT	155	Software Computations	3
ECON	201	Principles of Economics I (Macro)	3
OAT	156	Microsoft Office Suite I	3
SPCH	151	Fundamentals of Public Speaking	3
<b>Total Semester Credits</b>			<b>18-19</b>

## Apply for Graduation Now

### Second Year

Fall Semester			Semester Credits
OAT	180	Word Processing	3
OAT	256	Office Management	3
OAT	169	Automated Application/Transcription	3
OAT	276	Current Technology for Office Support	3
		Group I Elective	3
<b>Total Semester Credits</b>			<b>15</b>

Spring Semester			Semester Credits
OAT	260	Administrative Office Procedures	3
OAT	285	Microsoft Office Suite II	3
OAT	261	Business Communications	3
OAT	293	Office Admin. & Technology Internship	3
		Group I Elective	3
<b>Total Semester Credits</b>			<b>15</b>

**Total Program Credits 65-66**

Group I Electives (All Options)			
ACCT	106	Introduction to QuickBooks	3
OAT	172	Document Processing II	3
OAT	190	Web Design with Microsoft Office	3
OAT	225	Advanced Word Processing/Microsoft Word	3
MKT	126	Introduction to Marketing	3
CIS	164	Internet Essentials	3
CIS	181	Operating System Windows	3

\*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## Career Opportunities

A graduate of the Administrative Assistant program (032A) is prepared to work as a(n):

- Administrative Assistant
- Office Assistant
- Word/Information Processor
- Secretary

## Office Administration and Technology (continued)

### Legal Office Specialist (032B)

#### First Year

Fall Semester		Semester Credits
OAT	121 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 <b>OR</b>	3
SOC	153 Introductory Sociology	
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester		Semester Credits
BUS	101 Introduction to Business	3
ACCT	105 Basic Accounting Procedures <b>OR</b>	3
ACCT	110 Financial Accounting	4
OAT	122 Word Processing Applications I <b>OR</b>	3
OAT	180 Word Processing	
BUS	215 Business Law I <b>OR</b>	3
PARL	120 Introduction to Paralegal Studies	
SPCH	151 Fundamentals of Public Speaking	3
Human Well-Being Elective		2
<b>Total Semester Credits</b>		<b>17-18</b>

### 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
<b>Total Semester Credits</b>		<b>15</b>

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
<b>Total Semester Credits</b>		<b>18</b>

**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 255.

### Career Opportunities

A graduate of the Legal Office Specialist (032B) is prepared to work as a:

- Legal Office Specialist

### Accounting Office Specialist (032C)

#### First Year

Fall Semester		Semester Credits
OAT	121 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
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
BUS	101 Introduction to Business	3
ACCT	111 Managerial Accounting	4
OAT	122 Word Processing Applications I <b>OR</b>	3
OAT	180 Word Processing	
OAT	155 Software Computations	3
PSYC	151 General Psychology <b>OR</b>	3
SOC	153 Introductory Sociology	
Group I Elective		3
<b>Total Semester Credits</b>		<b>19</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
OAT	156 Microsoft Office Suite 1	3
OAT	169 Automated Application/Transcription	3
OAT	256 Office Management	3
ACCT	106 Introduction to Quickbooks	3
OAT	276 Current Technology for Office Support	3
Human Well-Being Elective		2
<b>Total Semester Credits</b>		<b>17</b>

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
<b>Total Semester Credits</b>		<b>18</b>

**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 255.

### Career Opportunities

A graduate of the Accounting Office Specialist program (032C) is prepared to work as an:

- Accounting Office Specialist

## Office Administration and Technology (continued)

### Medical Office Specialist (032D)

#### First Year

Fall Semester		Semester Credits
BIOL	101 Principles of Biology I	4
OAT	121 Introduction to Office Support	3
OAT	273 Document Processing III*	3
ENG	101 Rhetoric & Composition I	3
PSYC	151 General Psychology <b>OR</b>	3
SOC	153 Introductory Sociology	
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
BUS	101 Introduction to Business	3
ACCT	105 Basic Accounting Procedures <b>OR</b>	3
ACCT	110 Financial Accounting	4
OAT	122 Word Processing Applications I <b>OR</b>	3
OAT	180 Word Processing	
OAT	155 Software Computations	3
OAT	156 Microsoft Office Suite I	3
SPCH	151 Fundamentals of Public Speaking	3
<b>Total Semester Credits</b>		<b>18-19</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
OAT	285 Microsoft Office Suite II	3
OAT	169 Automated Application/Transcription	3
OAT	256 Office Management	3
OAT	276 Current Technology for Office Support	3
Human Well-Being Elective		2
HRO	100 Medical Terminology	1
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester		Semester Credits
OAT	260 Administrative Office Procedures	3
ECON	201 Principles of Economics I (Macro)	3
OAT	261 Business Communications	3
BUS	215 Business Law I	3
OAT	293 Office Admin. & Technology Internship	3
<b>Total Semester Credits</b>		<b>15</b>

**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.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

A graduate of the Medical Office Specialist program (032D) is prepared to work as a:

- Medical Office Specialist
- Medical Transcriptionist

### Office Technology Specialist (0069)

#### First Year

Fall Semester		Semester Credits
OAT	121 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
<b>Total Semester Credits</b>		<b>15</b>

Spring Semester		Semester Credits
BUS	101 Introduction to Business	3
OAT	180 Word Processing	3
OAT	175 Electronic Spreadsheet	3
OAT	185 Database Applications	3
Human Well-Being Elective		2
PSYC	151 General Psychology <b>OR</b>	3
SOC	153 Introductory Sociology	
<b>Total Semester Credits</b>		<b>17</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
ACCT	105 Basic Accounting Procedures <b>OR</b>	3
ACCT	110 Financial Accounting	4
OAT	256 Office Management	3
OAT	261 Business Communications	3
OAT	276 Current Technology for Office Support	3
OAT	165 Presentation Graphics	2
Group II Elective		3
<b>Total Semester Credits</b>		<b>17-18</b>

Spring Semester		Semester Credits
OAT	260 Administrative Office Procedures	3
OAT	293 Office Admin. & Technology Internship	3
SPCH	151 Fundamentals of Public Speaking	3
Group II Electives		6
<b>Total Semester Credits</b>		<b>15</b>

**Total Program Credits** 64-65

Group II Electives – All Options

OAT	225 Advanced Word Processing/Microsoft Word	3
OAT	230 Advanced Electronic Spreadsheet/Microsoft Excel	3
OAT	240 Advanced Database Applications/Microsoft Access	3
OAT	190 Web Design with Microsoft Office	3
OAT	122 Word Processing Applications I	3

\*Students who have not reached this level of proficiency must take OAT 171 and/or OAT 172 before taking this course.

Students must complete 64 hours to earn an Associate in Applied Science Degree.

### Career Opportunities

A graduate of the Office Technology Specialist program (0069) is prepared to work as an:

- Information Processor
- Software Specialist

## Office Administration and Technology (continued)

### Accelerated Degree Option

Anyone who has completed an associate or 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.

First Semester		Semester Credits
OAT 121	Introduction to Office Support	3
OAT 171	Keyboarding & Document Processing I OR	3
OAT 172	Document Processing II	
OAT 180	Word Processing	3
CIS 125	Operating System Basics	1
OAT 156	Microsoft Office Suite I	3
ENG 101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>		<b>16</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

#### Office Technology Assistant II (0033)

This certificate is a continuation of Office Technology Assistant I. It is designed to give students additional skills. Upon completion of the certificate, a student may continue in one of the OAT degree programs.

Second Semester		Semester Credits
Office Technology Assistant I Certificate		16
BUS 101	Introduction to Business	3
MGMT 102	Business Mathematics	3
OAT 172	Document Processing II OR	3
OAT 273	Document Processing III	
OAT 122	Word Processing Applications I	3
OAT 128	Microsoft Outlook	1
OAT 261	Business Communications	3
<b>Total Semester Credits</b>		<b>32</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

A graduate of the Office Technology Assistant program is prepared to work as a:

- Clerk Typist
- General Office Clerk
- General Office Assistant

### 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, business and organizations.

#### Program Prerequisite:

OAT 273	Keyboarding & Document Processing III	3
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First Semester		Semester Credits
MGMT 201	Entrepreneur Basics	1
MGMT 202	Entrepreneur: First Year	1
MGMT 203	Business Plan Basics	1
ACCT 110	Financial Accounting	4
OAT 180	Word Processing	3
OAT 175	Electronic Spreadsheet	3
OAT 165	Presentation Graphics	2
<b>Total Semester Credits</b>		<b>15</b>

Second Semester		Semester Credits
OAT 190	Web Design with Microsoft Office	3
OAT 261	Business Communications	3
CIS 257	Electronic Publishing	3
OAT 280	Virtual Office Technologies	3
OAT 128	Microsoft Outlook	1
MKT 128	Marketing & Social Media	1
Approved elective		3
<b>Total Semester Credits</b>		<b>17</b>

<b>Total Program Credits</b>		<b>32</b>
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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
OAT	172	Document Processing II	
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/Microsoft Word	3
OAT	230	Advanced Electronic Spreadsheet/Microsoft Excel	3
OAT	240	Advanced Database Applications/Microsoft Access	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 255.

### 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 255.

### Career Opportunities

A graduate of the Administrative Office Support Certificate program (0065) is prepared to work as a:

- Secretary
- Receptionist

### Office Support Technology Certificate (069A)

The Office Support Technology Certificate program provides the skills and knowledge necessary for entry-level office support positions in the automated office. Basic computer concepts and operation, basic word processing concepts and operation, and general office procedures are taught.

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/Microsoft Word	
OAT	185	Database Applications	
CIS	181	Operating Systems/Windows	
CIS	164	Internet Essentials	
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 255.

### Career Opportunities

A graduate of the Office Support Technology Certificate program (069A) is prepared to work as an:

- Office Assistant

# Paralegal Studies

Coordinator/Faculty: Elizabeth Jeane Dibble, ext. 5494  
Faculty: Christie Highlander

Dean: Janet Fontenot

The 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.

**See the program coordinator or an academic counselor for more information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0088)

### First Year

Fall Semester	Semester Credits
OAT 122 Word Processing Applications I <b>OR</b>	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 <b>OR</b>	3
SPCH 155 Interpersonal Communications	
<b>Total Semester Credits</b>	<b>15</b>

Spring Semester	Semester Credits
OAT 155 Software Computations <b>OR</b>	3
MGMT 102 Business Mathematics <b>OR</b>	
Math over 100 level	
PARL 240 Torts	3
PARL 274 Law Office Computer Applications	3
PARL 220 Legal Research and Writing I	3
OAT 156 Microsoft Office Suite I	3
Group I Electives	3
<b>Total Semester Credits</b>	<b>18</b>

## Apply for Graduation Now

### Second Year

Fall Semester	Semester Credits
POLS 150 Introduction to American Government <b>OR</b>	3
POLS 262 American Government	
OAT 261 Business Communications <b>OR</b>	3
ENG 102 Rhetoric & Composition II	
Human Well-Being Elective	2
PARL 225 Legal Research and Writing II	3
PARL 230 Civil Procedure	3
Group I Electives	3
<b>Total Semester Credits</b>	<b>17</b>

Spring Semester	Semester Credits
ECON 115 Introduction to Economics <b>OR</b>	3
ECON 201 Principles of Economics I (Macro) <b>OR</b>	
ECON 202 Principles of Economics II (Micro)	
OAT 275 Law Office Management	3
PARL 250 Litigation Support for Paralegals	3
PARL 290 Paralegal Field Project	3
PARL 235 E-discovery/E-Investigation	2
<b>Total Semester Credits</b>	<b>14</b>

**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 Intellectual Property Law	3

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.



## Paralegal Studies (continued)

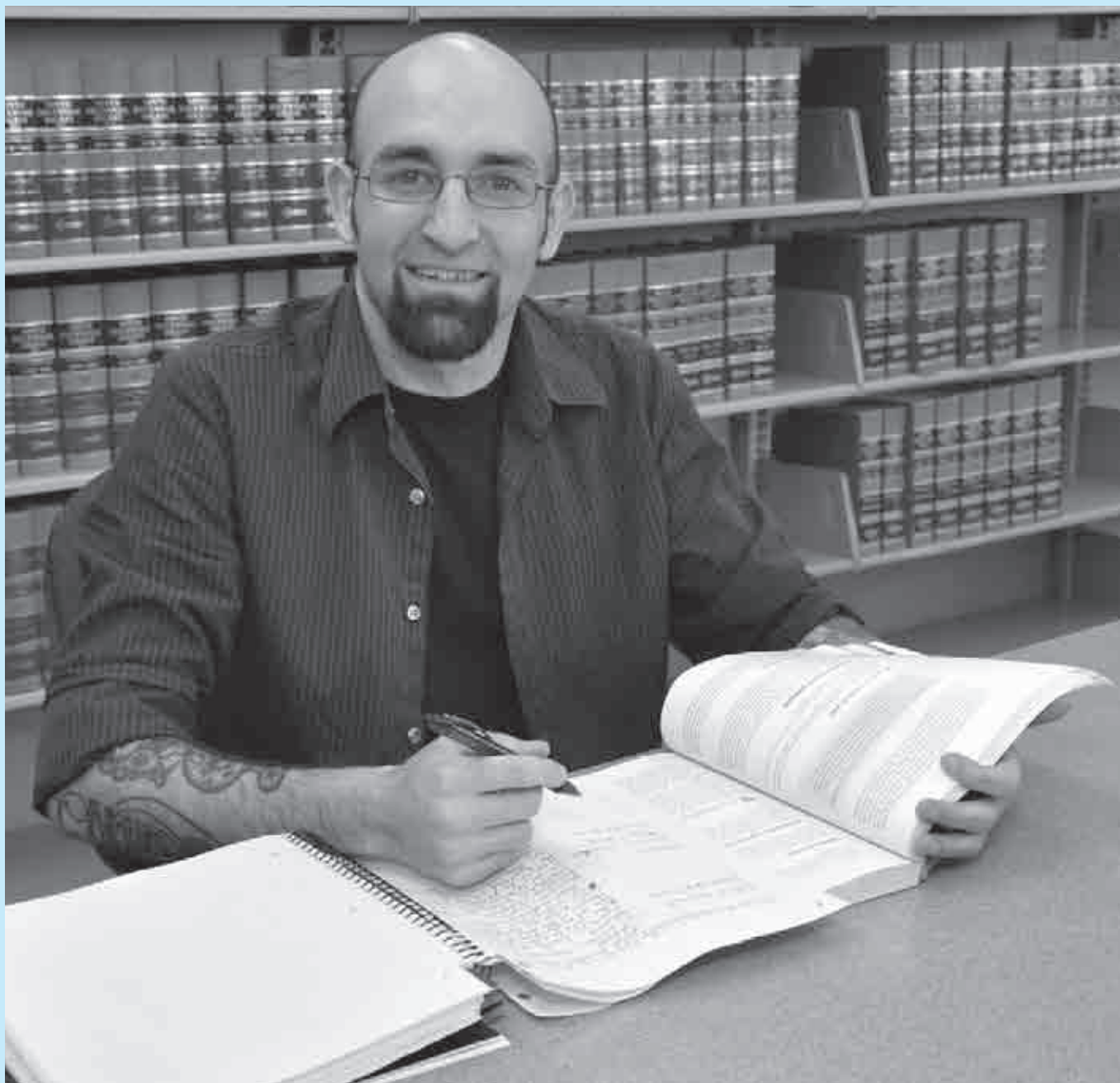
### Accelerated Degree Option

Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in 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 <http://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

## 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 (NREMT) or State EMT-Paramedic examination for licensure. Refer to Illinois Department of Public Health website at [www.idph.state.il.us](http://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'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:

A special application with coordinator approval is required prior to taking any of the Paramedic (EMS) Certificate courses.

Applications may be obtained by forwarding contact information (name, address, phone number, email) to Curt Schmittling, program coordinator ([curt.schmittling@swic.edu](mailto:curt.schmittling@swic.edu)) or by calling 618-235-2700, ext. 5343.

To be admitted to the Paramedic program, students are required to:

1. Be 18 years of age
2. Have graduated from high school or proof of GED
3. Complete the COMPASS placement test. This assessment identifies skill levels in math, reading and writing. Students must score high enough to be eligible for ENG 101 or greater and above MATH 94 to be admitted. If COMPASS results are too low, students must complete required developmental courses prior to program admission.

Information regarding the SWIC COMPASS Placement Test is available from any of the SWIC Counseling Centers. Call to arrange a meeting with a counselor or to obtain more information about the test: Belleville Campus 618-235-2700, ext. 5206; Red Bud Campus, 618-282-6682, ext. 8114; or Sam Wolf Granite City Campus, 618-931-0600, ext. 6633.

4. Complete BIOL 105 with a grade of "C" or better. Concurrent enrolled is allowed, but strongly discouraged.
5. Hold a current Illinois Emergency Medical Technician (EMT) license. Students who successfully complete EMS 110 are eligible to take the licensure exam, although due to licensure timelines, application procedures and ride time recommendations - students cannot take EMS 110 and begin the Paramedic courses immediately following. (For example, students who complete EMS 110 in the fall semester would not be licensed until mid-January, which is too late to begin the core Paramedic courses in the spring semester.)



## Paramedic/Paramedicine (continued)

See the Emergency Medical Technician pages in the blue section of this catalog for more information about becoming an EMT.

6. Provide proof of current CPR card Health Care Provider level.
7. Pass the Paramedic Entrance Exam (EMT knowledge math calculations)
8. Documented time either working or riding as a third person on an ambulance. The recommended target ambulance ride time is 500-1,000 hours prior to application. Students who have fulfilled this recommendation have been shown to be more successful and have a higher program completion rate.

Students may contact the program coordinator (curt.schmittling@swic.edu or 618-235-2700, ext. 5343) for ambulance service contact numbers and ride time forms to track their hours.

Official transcripts from all colleges and universities attended are required. Submit a minimum of 10 weeks prior to application to the Enrollment Services office. Submit a transcript evaluation form to transfer any credits earned from another institution.

### Selection of Applicants for Admission:

Applicants will be notified of their status regarding admission as quickly as possible given the number of applications received.

Acceptance into the program is required before a student is permitted to register for core Paramedic courses.

### 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.

Field Experience - scheduled during the program, typically between 12-72 hours per month. 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.

## Paramedic/Paramedicine (continued)

### 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/nar/](http://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 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)

BIOL	105	Human Biology	4
EMS	205	Paramedicine I	8.5
EMS	206	Paramedicine II	4.5
EMS	207	Paramedicine III	4
EMS	208	Paramedicine IV	5
EMS	210	Paramedic Clinical Practice I	2
EMS	211	Paramedic Clinical Practice II	1
EMS	212	Paramedic Clinical Practice III	1.5
EMS	213	Paramedic Clinical Practice IV	1.5
EMS	220	Paramedic Field Internship I	1
EMS	221	Paramedic Field Internship II	.5
EMS	222	Paramedic Field Internship III	.5
EMS	223	Paramedic Field Internship IV	1
EMS	224	Paramedic Field Internship V	2
FS	280	Hazardous Materials - Awareness	.5
FS	160	Tech Rescue Awareness	.5
<b>Total Credits</b>			<b>38</b>

All Paramedic Core Courses must be completed before or during semesters indicated below, unless permission is given by the program coordinator.

#### **Fall start – Paramedic Core Course Sequence**

*(Memorial Hospital)*

##### **Fall 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)

##### **Spring Semester**

- EMS 206 Paramedicine II (1/2 semester)
- EMS 207 Paramedicine III (1/2 semester)
- EMS 211 Paramedic Clinical Practice II (1/2 semester)
- EMS 212 Paramedic Clinical Practice III (1/2 semester)
- EMS 222 Field Experiences III (1/2 semester)
- EMS 221 Field Internship II
- FS 160 Tech Rescue Awareness  
(registered and taken with cohorts)

##### **Summer Semester**

- EMS 208 Paramedicine IV
- EMS 213 Paramedic Clinical Practice IV
- EMS 223 Field Internship IV

##### **Fall Semester**

- EMS 224 Field Internship V (1/2 semester)

## 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)

### Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Paramedicine Associate in Applied Science (0068)

### First Year

Fall Semester		Semester Credits
HRO 100	Medical Terminology	1
BIOL 105	Human Biology	4
ENG 101	Rhetoric & Composition I	3
PSYC 151	General Psychology	3
SPCH 151	Fundamentals of Public Speaking <b>OR</b>	
SPCH 155	Interpersonal Communications	3
	Human Relations Elective	3
<b>Total Semester Credits</b>		<b>17</b>



### First Year

Spring Semester		Semester Credits
EMS 205	Paramedicine I	8.5
EMS 210	Paramedic Clinical Practice I	2
EMS 220	Paramedic Field Internship I	1
FS 280	Hazardous Materials - Awareness	.5
HRO 120	Pharmacology	3
<b>Total Semester Credits</b>		<b>15</b>

## Apply for Graduation Now

### Second Year

Summer Semester		Semester Credits
EMS 206	Paramedicine II	4.5
EMS 211	Paramedic Clinical Practice II	1
EMS 221	Paramedic Field Internship II	.5
<b>Total Semester Credits</b>		<b>6</b>

### Second Year

Fall Semester		Semester Credits
EMS 207	Paramedicine III	4
EMS 208	Paramedicine IV	5
EMS 212	Paramedic Clinical Practice III	1.5
EMS 213	Paramedic Clinical Practice IV	1.5
EMS 222	Paramedic Field Internship III	.5
EMS 223	Paramedic Field Internship IV	1
FS 160	Technical Rescue Awareness	.5
	Approved Electives*	3
<b>Total Semester Credits</b>		<b>17</b>

### Second Year

Spring Semester		Semester Credits
EMS 224	Paramedic Field Internship V	2
PSYC 210	Life-Span Development <b>OR</b>	
PSYC 270	Health Psychology	3
	Approved Electives*	9
<b>Total Semester Credits</b>		<b>14</b>

### Total Program Credits

**69**

\* Electives must be selected from the following list of approved courses or be approved by the program coordinator.

## Paramedic/Paramedicine (continued)

Approved Electives		Semester Credits
BIOL	155/157 Human Anatomy and Physiology I	5
BIOL	156/158 Human Anatomy and Physiology II	5
PSYC	200 Applied Psychology	3
PSYC	210 Life-Span Development	3
PSYC	250 Child Development	3
PSYC	251 Adolescent Development	3
PSYC	252 Educational Psychology	3
PSYC	253 Adult Development & Aging	3
PSYC	254 Death and Dying	3
PSYC	259 Abnormal Psychology	3
PSYC	260 Psychology of Addictive Behaviors	3
PSYC	270 Health Psychology	3
PSYC	288 Biological Psychology	3
SPCH	170 Advanced Speech & Persuasion	3
SOC	210 Deviance, Crime & Society	3
SOC	265 Aging & Society	3
POLS	150 Intro to American Government	3
CHEM	101 Introductory Chemistry	3
PHYS	151 General Physics	5
MGMT	213 Personnel Management	3
MGMT	214 Principles of Management	3
MGMT	217 Human Resource Management	3
MGMT	240 Ethics in the Workplace	3
EMS	105 First Responder EMS	4
EMS	110 Emergency Medical Technician	7
EMS	115 Basic Recertification Topics	.5-5
EMS	116 EMT Certification Review	.5
EMS	299 Special Topics in EMS	.5-5
HRO	160 Medical Terminology	3
FS	260 Vehicle Rescue Operations	3
FS	262 Vertical Rescue Operations	3
FS	263 Vertical Rescue Technician	3
FS	264 Confined Space Rescue Operations	3
FS	266 Trench Rescue Operations	2
FS	281 Hazardous Materials Operations	3
FS	282 Hazardous Materials Technician A	3
HS	100 Intro to Homeland Security	3

## 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-\$34,000 annually.





# Paraprofessional Education

Coordinator/Faculty: Caroline Adams, ext. 5729

Dean: Paul Wreford

This program provides graduates with the credentials to work as paraprofessional educators with children and adults in a variety of educational settings, including Title I and non-Title I schools; public, private, charter and magnet schools; and alternative learning environments. The 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.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Associate in Applied Science Degree (0090)

#### First Year

Fall Semester		Semester Credits
ED 255	American Public Education	3
PSYC 151	General Psychology	3
ENG 101	Rhetoric & Composition I	3
MATH 105	Mathematics for Elementary Teachers I	4
Human Relations Course		3
<b>Total Semester Credits</b>		<b>16</b>

Spring Semester		Semester Credits
ED 260	Introduction to Educational Technology	3
ENG 102	Rhetoric & Composition II	3
MATH 106	Mathematics for Elementary Teachers II	4
General Education Humanities/Fine Arts**		3
Approved Elective*		3
<b>Total Semester Credits</b>		<b>16</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
ED 265	Introduction to Special Education	3
ED 267	Diversity in 21st Century Schools	3
ECE 110	Introduction to Early Childhood Education	3
SPCH 151	Fundamentals of Public Speaking	3
HLTH 152	First Aid-Medical Self Help	2
Approved Elective*		3
<b>Total Semester Credits</b>		<b>17</b>

Spring Semester		Semester Credits
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
<b>Total Semester Credits</b>		<b>15</b>

### Certificate (0091)

#### First Year

Fall Semester		Semester credits
ED 255	American Public Education	3
ENG 101	Rhetoric & Composition I	3
MATH 105	Mathematics for Elementary Teachers I	4
<b>Total Semester Credits</b>		<b>10</b>
<b>Total Program Credits</b>		<b>64</b>

Spring Semester		Semester Credits
ED 260	Introduction to Educational Technology	3
MATH 106	Mathematics for Elementary Teachers II	4
General Education Humanities/Fine Arts**		3
<b>Total Semester Credits</b>		<b>10</b>

### Apply for Graduation Now

#### Second Year

Fall Semester		Semester Credits
ED 265	Introduction to Special Education	3
ECE 110	Introduction to Early Childhood Education	3
PSYC 151	General Psychology	3
<b>Total Semester Credits</b>		<b>9</b>

Spring Semester		Semester Credits
ED 270	Classroom Management	3
ED 293	Children's Literature	3
PSYC 250	Child Development	3
<b>Total Semester Credits</b>		<b>9</b>
<b>Total Program Credits</b>		<b>38</b>

#### \*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 255.

### 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, private and parochial schools as well.

# 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](http://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 physics
- Applications are accepted Sept. 1, 2013 to Feb. 1, 2014

## 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 (CAPTE), 1111 N. Fairfax St., Alexandria, VA 22314; phone 703-706-3245, email: [accreditation@apta.org](mailto:accreditation@apta.org), and website: [www.captionline.org](http://www.captionline.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](http://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 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 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, 2014.

## Physical Therapist Assistant (continued)

### Program Capacity:

The Physical Therapist Assistant program generally accepts 24 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](http://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/](http://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.

## Physical Therapist Assistant (continued)

### 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

Fall Semester			Semester Credits
BIOL	105	Human Biology*	4
ENG	101	Rhetoric & Composition I	3
PSYC	151	General Psychology	3
PTA	100	Introduction to Physical Therapy	1
PTA	101	Physical Therapy Science and Skills	4
PTA	102	Patient Care Skills & Assessment	3
<b>Total Semester Credits</b>			<b>18</b>

Spring Semester			Semester Credits
HRO	100	Medical Terminology	1
SPCH	151	Fundamentals of Public Speaking	3
PTA	150	Theory of Physical Agents I	3
PTA	151	Application of Physical Agents I	2
PTA	160	Kinesiology & Clinical Orthopedics	5
PTA	161	Orthopedic Interventions	3
<b>Total Semester Credits</b>			<b>17</b>

Summer Semester			Semester Credits
PSYC	210	Life-Span Development	3
SOC	153	Introductory Sociology	3
PTA	170	Clinical Experience I	3
<b>Total Semester Credits</b>			<b>9</b>

### Apply for Graduation Now

#### Second Year

Fall Semester			Semester Credits
PTA	200	Theory of Physical Agents II	3
PTA	201	Application of Physical Agents II	2
PTA	210	Therapeutic Exercise & Rehabilitation	5
PTA	211	Rehabilitation Techniques	3
PTA	220	Pathology	4
<b>Total Semester Credits</b>			<b>17</b>

Spring Semester			Semester Credits
PTA	270	Clinical Experience II	8
PTA	280	Clinical Seminar	2
<b>Total Semester Credits</b>			<b>10</b>
<b>Total Program Credits</b>			<b>71</b>

\*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-\$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 (CNC) machines. In addition, they will learn computer software programs to design parts and create programs used on the computer numerical machines.

**See the program coordinator or an academic counselor for more information.**

## Important Information

The following semester sequence is designed as a guide for students enrolled full time. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (053H)

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 110 Introduction to CNC Operation	2.5
PMT 112 CNC Turning	3
IML 120 Mechanical Blueprint Reading I	3
<b>Total Semester Credits</b>	<b>17</b>

### Spring Semester

PMT 111	CNC Milling	4
PMT 201	Advanced Machining	4
PMT 202	Cutting Tools/Fixturing/Insp	2
PMT 240	NIMS Certification	4
ENG 101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>		<b>17</b>

## Apply for Graduation Now

Summer Semester	Semester Credits
PMT 221 Intro to Mastercam	4
HLTH 151 Personal Health and Wellness	2
<b>Total Semester Credits</b>	<b>6</b>



### Second Year

Fall Semester	Semester Credits
PMT 114 Metallurgy I	2
PMT 222 Advanced Mastercam	4
PMT 250 Multi-Axis CNC Programming	4
GT 105 Intro to Technical Math <b>OR</b>	4
MATH 112 College Algebra <b>OR</b> Higher Level Math	
Communications Course	3
<b>Total Semester Credits</b>	<b>17</b>

### Spring Semester

PMT 226	Geom Dim & Tolerancing (GD&T)	1
PMT 231	Intro to Solid Works	4
PMT 262	Advanced Mastercam/Multi-Axis	4
Human Relations Course		3
Social Science Course		3
<b>Total Semester Credits</b>		<b>15</b>

<b>Total Program Credits</b>	<b>72</b>
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## Precision Machining Technology Certificate (054H)

			Semester Credits
PMT	100	Precision Machining Intro	.5
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	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 <b>OR</b>	4
MATH	112	College Algebra <b>OR</b> Higher Level Math	
<b>Total Credits</b>			<b>38</b>

## 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 3 axis vertical mills and 2 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.

PMT 111	CNC Milling	4
PMT 112	CNC Turning	3
<b>Total Credits</b>		<b>7</b>

### 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.

PMT 221	Intro to Mastercam	4
PMT 222	Advanced Mastercam	4
<b>Total Credits</b>		<b>8</b>



### Solid Works Certificate (054M)

Computer-Aided Drafting is an important part in the manufacturing process. Solid Works is a leading software package used by many manufactures. Students will use Solid Works to create solid models of parts that will then be used to manufacture a finished part. The models will be used to create prints for the machining of the parts or to transfer to a CAD/CAM software for creating a CNC program. The certificate will provide training for many different skilled workers, machinists, draftsmen and designers.

PMT 231	Intro to Solid Works	4
PMT 232	Advanced Solid Works	4
<b>Total Credits</b>		<b>8</b>

### Advanced CNC Programming Certificate (054R)

The Advanced CNC Programming Certificate gives the students the skills to operate and program multi-axis CNC machine tools, which includes multi-vise set-ups, four and five axis CNC milling centers and CNC turning centers with live tooling, "Y" axis and bar feeding capabilities. Students will gain experience in setting up and programming these state of the art Advanced CNC machines. Mastercam CAD/CAM software will also be used for more advanced programming of these CNC machines. Courses are designed for the students to be given a print or solid model to create a part to be produced using all the Advanced CNC machines. The certificate will provide training for CNC operators, CNC programmers, machinists and workers wanting to enhance their machining skills.

PMT 250	Multi-Axis CNC Programming	4
PMT 262	Advanced Mastercam/Multi-Axis	4
<b>Total Credits</b>		<b>8</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

Demand for graduating students is steady and jobs for graduates can be found in a variety of businesses, especially those producing machinery parts for the automotive and aircraft manufacturing industries. A graduate of the Precision Machining Technology program is prepared to work as a(n):

- Toolmaker
- CNC Operator
- CNC Programmer
- General Machinist
- Maintenance Machinist
- Inspector
- CAD/CAM Programmer

In addition, all manufacturing businesses such as steel, chemical, oil, food and beverage need the services of skilled machinists. Many small machine shops who supply services to larger companies hire Precision Machining 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 (ASRT) website at [www.asrt.org](http://www.asrt.org) or the Illinois State Society of Radiologic Technologists (ISSRT) website at [www.issrt.org/](http://www.issrt.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, 2013
- Completion of biology, chemistry/physics in high school or college are required to apply
- Assessment of math skills must be completed by Dec. 1, 2013
- Deadline for application documentation is Feb. 1, 2014

## 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 (ARRT).

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 (JRCERT), located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone 312-704-5300, email: [mail@jrcert.org](mailto: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](http://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](http://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, 2014.

## 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](http://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/](http://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.



## Radiologic Technology (continued)

### 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		Semester Credits
RT 100	Radiologic Technology I	2.5
RT 101	Radiographic Positioning I	3.5
RT 102	RT Math Computations	1
HRO 100	Medical Terminology	1
<b>Total Semester Credits</b>		<b>8</b>

Fall Semester		Semester Credits
BIOL 105	Human Biology**	4
RT 110	Radiologic Technology II	3
RT 111	Radiographic Positioning II	4
RT 112	Clinical Experience I	3
RT 131	X-ray Physics I	4
<b>Total Semester Credits</b>		<b>18</b>

Spring Semester		Semester Credits
ENG 101	Rhetoric & Composition I	3
RT 150	Radiologic Technology III	3
RT 151	Radiographic Positioning III	4
RT 152	Clinical Experience II	3
RT 180	X-ray Physics II	4
<b>Total Semester Credits</b>		<b>17</b>

#### Second Year

Summer Semester		Semester Credits
RT 160	Clinical Experience III	3
<b>Total Semester Credits</b>		<b>3</b>

### Apply for Graduation Now

Fall Semester		Semester Credits
PSYC 151	General Psychology	3
RT 230	Pathology for Radiographers	1
RT 241	Clinical Experience IV	3
RT 242	Clinical Modalities I	1
RT 244	Radiobiology	4
<b>Total Semester Credits</b>		<b>12</b>

Spring Semester		Semester Credits
SPCH 151	Fundamentals of Public Speaking OR	3
SPCH 155	Interpersonal Communication	
RT 297	Radiologic Technology Review	4
RT 296	IT for Radiographers	1
RT 298	Clinical Modalities II	1
RT 299	Clinical Experience V	3
Human Relations Course*		3
<b>Total Semester Credits</b>		<b>15</b>

**Total Program Credits** 73

\*See beginning blue AAS Degree pages for listing of all Human Relations course options.

\*\*BIOL 105 can be replaced by BIOL 155/156 or BIOL 157/158.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

RTs work in a variety of settings including hospitals, health care facilities, oncology centers and physicians' offices. Job opportunities continue to grow as the medical field continues to promote outpatient medical services and the elderly population increases.

**Average Starting Salary:** \$36,000-\$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: Holly Lehmuth

(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 (AARC) website at [www.aarc.org](http://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 fall semester start
- Applications accepted Sept. 1, 2013 - April 1, 2014
- Completion of biology and chemistry in high school or college is required to apply
- Assessment of math skills must be completed by April 1, 2014.
- Deadline for application documentation is April 1, 2014.

## 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 (NBRC) entry-level RT certification examination (CRT exam) and the RT registry exam (RRT exam). These examinations are offered throughout the year at various sites in the state and country. All states (except Alaska and Hawaii), the District of Columbia, and Puerto Rico require respiratory therapists to obtain a license. Passing the CRT exam qualifies respiratory therapists for state licenses. Supervisory positions and intensive-care specialties usually require the RRT or at least RRT eligibility.

## Program Accreditation:

The SWIC Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), located at 1248 Harwood Road, Bedford, TX 76021-4244, phone 817-283-2835, website: [www.coarc.com](http://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](http://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, 2014.

## Respiratory Care (continued)

### 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](http://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/](http://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.

## Respiratory Care (continued)

### 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

Summer Semester		Semester Credits
HRO	100 Medical Terminology*	1
BIOL	105 Human Biology*	4
<b>Total Semester Credits</b>		<b>5</b>

Fall Semester		Semester Credits
ENG	101 Rhetoric & Composition I*	3
RC	102 Cardiopulmonary Anatomy and Physiology**	3
RC	103 Applied Science**	3
RC	104 Respiratory Care Practices and Procedures I	5
RC	105 Patient Assessment ( <i>first eight weeks of semester</i> )	3
<b>Total Semester Credits</b>		<b>17</b>

Spring Semester		Semester Credits
SOC	153 Introductory Sociology	3
RC	110 Cardiopulmonary Pathology**	3
RC	111 Respiratory Care Pharmacology**	3
RC	112 Respiratory Care Practices and Procedures II	5
RC	113 Clinical Practice I	4
<b>Total Semester Credits</b>		<b>18</b>

Summer Semester		Semester Credits
RC	114 Respiratory Care Practices and Procedures III	2.5
RC	115 Clinical Practice II	2
<b>Total Semester Credits</b>		<b>4.5</b>

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#### Second Year

Fall Semester		Semester Credits
ENG	102 Rhetoric & Composition II <b>OR</b>	3
SPCH	151 Fundamentals of Public Speaking*	
RC	203 Respiratory Care Practices and Procedures IV	5
RC	210 Clinical Practice III	4
<b>Total Semester Credits</b>		<b>12</b>

Spring Semester		Semester Credits
PSYC	151 General Psychology*	3
RC	215 Respiratory Care Practices and Procedures V	4.5
RC	211 Clinical Practice IV	4
RC	207 Respiratory Care in Review	3
<b>Total Semester Credits</b>		<b>14.5</b>
<b>Total Program Credits</b>		<b>71</b>

\*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 2013 semester to be eligible for RC 104 in the fall 2014 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.

### 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 (AARC) indicated that the average salary for respiratory therapists with a CRT credential was \$56,160 in the year 2006.





# Sign Language Studies: Interpreter

Coordinator/Faculty: Karyn Houston  
email: karyn.houston@swic.edu  
OR 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 (RID) website at [www.rid.org](http://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 (EIPA), 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.

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. 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](http://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 is required. The level of skill students attain is directly related to their participation/practice.
- C. The program is offered at the Belleville Campus for SLS courses with field experience and practicums at facilities in the Metro East and St. Louis region; required general education courses can be taken at the Belleville, 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0024)

### Sign Language Studies: Interpreter

#### First Year

Fall Semester		Semester Credits
SLS 100	Non-Verbal Communications	2
SLS 101	American Sign Language I	5
SLS 110	Deaf Studies/Culture	3
SLS 125	ASL Fingerspelling & Numbers	1
ENG 101	Rhetoric & Composition I	3
SPCH 151	Fundamentals of Public Speaking	3
Total Semester Credits		17

Spring Semester		Semester Credits
SLS 102	American Sign Language II	5
SLS 105	Field Experiences	2
SLS 120	ASL Linguistics I	3
Social Science Elective*		3
SPCH 155	Interpersonal Communication	3
Human Well-Being Elective*		2
Total Semester Credits		18

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#### Second Year

Fall Semester		Semester Credits
SLS 203	American Sign Language III	5
SLS 205	Interpreting I	3
SLS 206	Interpreter Principles and Practices	3
SLS 210	ASL Linguistics II	3
SLS 255	Transliterating	3
Total Semester Credits		17

Spring Semester		Semester Credits
SLS 220	Interpreting II	3
SLS 230	Interpreting Practicum	3
SLS 225	Sign to Voice	3
SLS 270	Educational & Specialized Interpreter Settings	3
SOC 153	Sociology	3
Total Semester Credits		15

**Total Program Credits** 67

\*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		Semester Credits
SLS 100	Non-Verbal Communications	2
SLS 101	American Sign Language I	5
SLS 110	Deaf Studies/Culture	3
SLS 125	ASL Fingerspelling & Numbers	1
Total Semester Credits		11

Spring Semester		Semester Credits
SLS 102	American Sign Language II	5
SLS 105	Field Experiences	2
Total Semester Credits		7

**Total 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 (025B)

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](http://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/Coordinators (NAHUC) and take a national certification exam. Although it is not required to be certified to practice as ward clerk, it is highly recommended and some employers may require it. Pursuing national certification is the responsibility of the successful graduate.



### About the Program:

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 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](http://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 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 require criminal background checks and drug screenings. If so, students will be provided with the appropriate information and be required to obtain the background check and/or drug screening. Students maybe dropped from the program if they fail to obtain/pass the clinical requirements or meet keep 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
<b>Total Semester Credits</b>			<b>10</b>

\*\*\*All courses are taken concurrently and offered during one semester.

Students shall meet all institutional requirements for the Associate in Applied Science Degree.

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

### Career Opportunities

The number of wage and salary jobs in the truck transportation and warehousing industries is expected to experience steady growth which will result in many job openings because the industry is so large. There will also be openings due to replacement needs for the large number of workers who will transfer to other industries or retire. This certificate will provide skills as a warehouse employee.





# Web Designer

For more computer classes, see:

Computer Information Systems  
Electronic Publishing  
Graphic Communications  
Network Design 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

### Web Designer (0141)

#### First Year

Fall Semester			Semester Credits
CIS	125	Operating System Basics/Windows	1
CIS	160	Internet Basics	1
CIS	172	Photoshop	3
CIS	174	HTML	3
CIS	180	Introduction to Programming	3
CIS	195	Database Management	3
ENG	101	Rhetoric & Composition I	3
<b>Total Semester Credits</b>			<b>17</b>

#### First Year

Spring Semester			Semester Credits
CIS	171	Computer Graphics	3
CIS	176	Web Development I	3
CIS	177	JavaScript Programming I	3
CIS	187	Java Programming I	3
CIS	210	Web Design and Usability	3
Human Well-Being*			2
<b>Total Semester Credits</b>			<b>17</b>

### Apply for Graduation Now

#### Second Year

Fall Semester			Semester Credits
CIS	147	Fonts & Type	2
CIS	173	Graphics and Animation	3
CIS	212	Introduction to XML	3
CIS	272	Advanced Photoshop	3
CIS	288	JSP	3
English or Journalism Elective*			3
<b>Total Semester Credits</b>			<b>17</b>

#### Second Year

Spring Semester			Semester Credits
CIS	256	Web Site Development	3
CIS	273	Advanced Graphics and Animation	3
CIS	296	Web and Graphics Internship	3
Humanities <b>OR</b> Social Science Elective*			3
Humanities <b>OR</b> Social Science Elective*			3
Communications/Humanities/Social Science/ Human Well-Being Elective*			1-3
<b>Total Semester Credits</b>			<b>16-18</b>

#### 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.

### 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 XHTML coding techniques. Students will learn to code for specific browsers and will learn how to include animation and sound on websites.

CIS	174	HTML*	3
CIS	176	Web Development	3
CIS	177	JavaScript Programming I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	195	Database Management	3
CIS	210	Web Design and Usability	3
CIS	212	Intro to XML	3
CIS	256	Web Site Development	3
CIS	288	JSP	3
<b>Total Semester Credits</b>			<b>30</b>

\*CIS 161 and CIS 162 together may be substituted for CIS 174.

## Web Designer (continued)

### Web Design (011E)

Students completing the Web Design Certificate will learn software and design principles required to construct websites. Emphasis will be given to graphics, colors, tiles, image maps, rollovers, navigation bars, alignment, composition, Web typography and the use of HTML editors. Students will learn to design for specific browsers and will learn how to include animation and sound on websites.

CIS	147	Fonts & Type	2
CIS	155	Basic Web Page Design	1
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	173	Graphics and Animation	3
CIS	174	HTML*	3
CIS	176	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	210	Web Design and Usability	3
CIS	257	Electronic Publishing	3
<b>Total Semester Credits</b>			<b>30</b>

\* CIS 161 and CIS 162 together may be substituted for CIS 174.

### Accelerated Degree Option

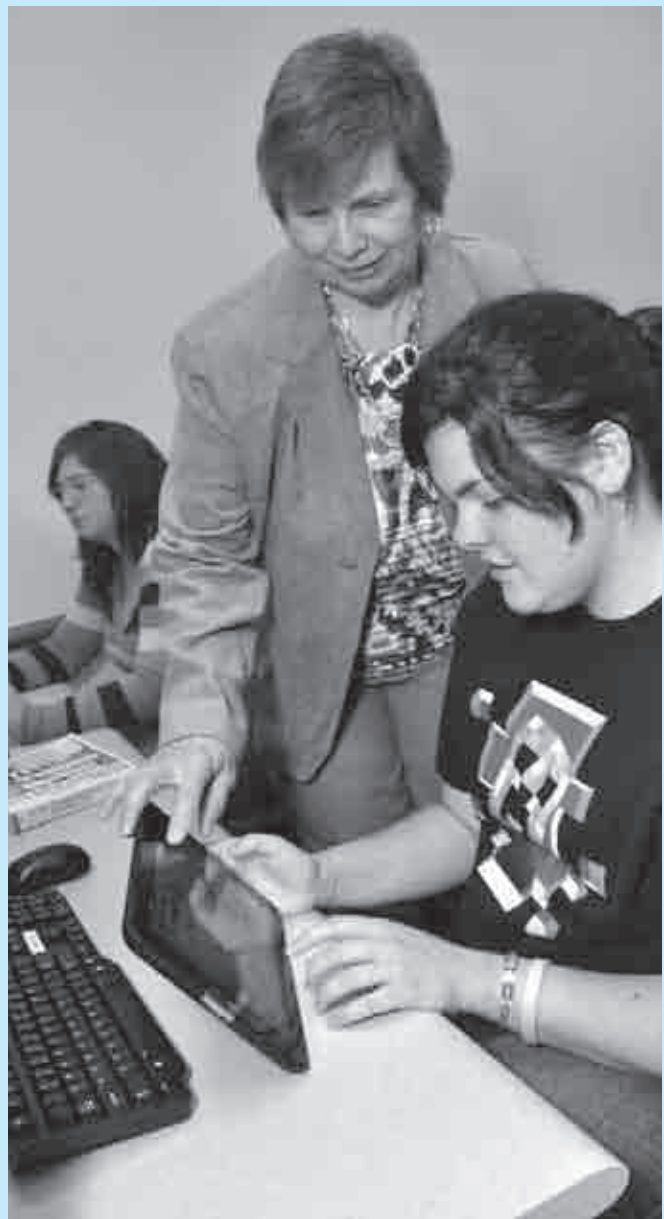
Anyone who has completed an associate or bachelor's degree from a regionally accredited college may earn an Associate in Applied Science Degree in Web Design by completing at least 27 semester credits of program-related course work. A plan of specific courses required for the degree must be obtained 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 255.

### Career Opportunities

A graduate of the Web Designer program is prepared to work as a:

- Web Coder
- Web Designer
- Webmaster
- Web Support Worker



# Web Development and Administration

**For more computer classes, see:**

Computer Information Systems  
Electronic Publishing  
Graphic Communications  
Office Administration 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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Web Development and Administration (0011)

### First Year

Fall Semester	Semester Credits
CIS 125 Operating 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
<b>Total Semester Credits</b>	<b>16</b>

### First Year

Spring Semester	Semester Credits
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 <b>OR</b> Social Science Elective*	3
<b>Total Semester Credits</b>	<b>18</b>

## Apply for Graduation Now

### Second Year

Fall Semester	Semester Credits
CIS 212 Introduction to XML	3
CIS 287 Java Programming II	3
CIS 288 JSP	3
Web Elective	3
Math Elective**	3
Humanities <b>OR</b> Social Science Elective*	3
<b>Total Semester Credits</b>	<b>18</b>

### Second Year

Spring Semester	Semester Credits
CIS 246 Systems Development & Design I	3
CIS 256 Web Site Development	3
CIS 296 Web and Graphics Internship	3
English <b>OR</b> Journalism Elective*	3
Human Well-Being*	2
Communications/Humanities/Social Science/ Human Well-Being Elective*	1-3
<b>Total Semester Credits</b>	<b>15-17</b>

### 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

## Web Development and Administration (continued)

### Web Coding (011D)

Students completing the Web Coding Certificate will learn software and coding principles required to construct websites. Emphasis will be placed on good HTML coding techniques. Students will learn to code for specific browsers and will learn how to include animation and sound on websites.

CIS	174	HTML*	3
CIS	176	Web Development	3
CIS	177	JavaScript Programming I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	195	Database Management	3
CIS	210	Web Design and Usability	3
CIS	212	Intro to XML	3
CIS	256	Web Site Development	3
CIS	288	JSP	3
<b>Total Credits</b>			<b>30</b>

\*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.

CIS	147	Fonts & Type	2
CIS	155	Basic Web Page Design	1
CIS	171	Computer Graphics	3
CIS	172	Photoshop	3
CIS	173	Graphics and Animation	3
CIS	174	HTML*	3
CIS	176	Web Development I	3
CIS	180	Introduction to Programming	3
CIS	187	Java Programming I	3
CIS	210	Web Design and Usability	3
CIS	257	Electronic Publishing	3
<b>Total Credits</b>			<b>30</b>

\*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.

CIS	187	Java Programming I	3
CIS	287	Java Programming II	3
<b>Total Credits</b>			<b>6</b>

### 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 255.

### Career Opportunities

A graduate of the Web Development and Administration program is prepared to work as a:

- Webmaster
- Web Administrator
- Web Coder
- Web Designer
- Web Developer
- Web Support worker
- Computer Programmer
- Web Manager



# Welding Technology

Coordinator/Faculty: Charles Gulash, ext. 5377;  
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. All other students should take courses in progression following the appropriate prerequisites. For information on prerequisites, please refer to the Course Description Guide (yellow section) in this catalog.

## Associate in Applied Science Degree (0062)

### First Year

Fall Semester		Semester Credits
CMT 244	Occupational Safety & Health I	3
HLTH 151	Health	2
WLDT 101	Introduction to Welding	6
WLDT 106	Weld Fabrication Blueprint Reading	3
GT 105	Introduction to Technical Mathematics <b>OR</b>	4
MATH 112	College Algebra <b>OR</b> higher level Math	
<b>Total Semester Credits</b>		<b>18</b>

Spring Semester		Semester Credits
ENG 101	Rhetoric & Composition I	3
MGMT 213	Human Relations in the Workplace <b>OR</b>	
MGMT 214	Principles of Management <b>OR</b>	
MGMT 221	Fundamentals of Labor Relations	3
WLDT 152	All Position Arc Welding	5
WLDT 107	Adv. Blueprint Reading	2
Humanities <b>OR</b>	Social Science Course	3
<b>Total Semester Credits</b>		<b>16</b>

## Apply for Graduation Now

### Second Year

Fall Semester		Semester Credits
WLDT 201	Advanced Arc Welding	6
Communications Courses <b>OR</b>		3
ENG 103	Technical Communication	
Human Relations Course		3
Technical Electives*		5
<b>Total Semester Credits</b>		<b>17</b>

Spring Semester		Semester Credits
WLDT 252	Pipe Welding	4
WLDT 253	GTAW/GMAW/FCAW/PAC	4
WLDT 254	Testing and Inspection of Welds	3
WLDT 255	Layout and Fitup for Welders	3
Technical Electives*		5
<b>Total Semester Credits</b>		<b>19</b>

**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)

WLDT 101	Introduction to Welding	6
WLDT 106	Weld Fabrication Blueprint Reading	3
WLDT 152	All Position ARC Welding	5
<b>Total Semester Credits</b>		<b>14</b>

### Welding Technology Advanced Certificate (062B)

WLDT 107	Advanced Blueprint Reading	2
WLDT 201	Advanced ARC Welding	6
WLDT 253	GTAW/GMAW/FCAW/PAC	4
<b>Total Semester Credits</b>		<b>12</b>

### Welding Technology Specialized Certificate (062C)

WLDT 252	Pipe Welding	4
WLDT 254	Testing and Inspection of Welds	3
WLDT 255	Layout and Fitup for Welders	3
<b>Total Semester Credits</b>		<b>10</b>

### Advanced Welding Manufacturing (062D)

WLDT 260	Welding Automation	5
WLDT 270	Robotic Welding & CNC Cutting	5
<b>Total Semester Credits</b>		<b>10</b>

Prerequisites may be required for some courses. Refer to the Course Description Guide beginning on page 255.

## Career Opportunities

A graduate of the Welding program is prepared to work as a:

- Welder
- Fitter
- Welding Inspector
- Welding Technician
- Layout Position

ASSOCIATE IN

# General Studies



# Associate in General Studies

Program Code: 0003

## Description:

These requirements are for students whose interests and educational objectives do not fall within either a traditional transfer or occupational program. The Associate in General Studies Degree allows students to explore a wide range of subject areas without concentrating on any particular one. **This degree is not designed to transfer to four-year colleges or universities or, in most cases, to prepare for career entry.**

## Admission:

In general, the intentions of the AGS are to provide: 1) a liberal studies program; 2) an individualized program meeting needs not met by other programs; and 3) a capstone program for graduates of occupational certificate programs. Students requesting admission into the Associate in General Studies degree program will be required to establish a formal degree plan with a counselor and participate in the college assessment process (Mission Success) for appropriate course placement in English and math. This plan must be filed with 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: ART 110, LIT 117, LIT 215
- \_\_\_\_\_ Social Science: ANTH 210, ECON 115, ECON 201, GEOG 151, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150
- \_\_\_\_\_ Behavioral Science: PSYC 200, PSYC 265, PSYC 267, PSYC 277, PSYC 295, SOC 153, SOC 203, SOC 210, SOC 222, SOC 230, SOC 255, SOC 259, SOC 265

## Mission Success:

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

## College Success Strategies:

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

## Apply for Graduation:

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

<u>Term</u>	<u>Application Date</u>
Fall/December	June 15
Spring/May	Sept. 15
Summer/July	Feb. 15

# Associate in General Studies

## Degree Requirements Checklist

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

\_\_\_\_\_ ENG 101 \_\_\_\_\_ ENG 102 \_\_\_\_\_ SPCH 151 or \_\_\_\_\_ SPCH 155

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

_____ MATH 107	_____ MATH 114	_____ MATH 203	_____ MATH 270
_____ MATH 111	_____ MATH 170	_____ MATH 204	_____ MATH 271
_____ MATH 112	_____ MATH 171	_____ MATH 205	_____ MATH 290
_____ MATH 113	_____ MATH 191	_____ MATH 210	_____ MATH 292
		_____ MATH 213	_____ BUS 205

**Physical/Life Sciences** (total of 4 semester credits) One laboratory course required

_____ ATY 101	_____ BIOL 157	_____ CHEM 105	_____ ES 250
_____ BIOL 100	_____ BIOL 158	_____ CHEM 106	_____ PHYS 101
_____ BIOL 101	_____ BIOL 204	_____ CHEM 201	_____ PHYS 104
_____ BIOL 102	_____ BIOL 250	_____ CHEM 202	_____ PHYS 151
_____ BIOL 104	_____ BIOL 270	_____ CHEM 253	_____ PHYS 152
_____ BIOL 105	_____ CHEM 100	_____ ES 101	_____ PHYS 204
_____ BIOL 108	_____ CHEM 101	_____ ES 102	_____ PHYS 205
_____ BIOL 151	_____ CHEM 103	_____ ES 180	_____ PHYS 206

**Humanities and Social/Behavioral Science** (total of 9 semester credits) At least one course must be taken in Humanities and at least one from Social/Behavioral Science.

_____ ART 101	_____ HIST 286	_____ LIT 213	_____ MUS 110
_____ ART 102	_____ HUM 200	_____ LIT 214	_____ PHIL 150
_____ ART 103	_____ LIT 113	_____ <b>LIT 215</b>	_____ PHIL 151
_____ ART 104	_____ <b>LIT 117</b>	_____ LIT 219	_____ PHIL 152
_____ ART 105	_____ LIT 120	_____ LIT 251	_____ PHIL 153
_____ ART 106	_____ LIT 125	_____ LIT 252	_____ PHIL 154
_____ <b>ART 110</b>	_____ LIT 133	_____ LIT 290	_____ PHIL 155
_____ ED 293	_____ LIT 134	_____ LIT 291	_____ PHIL 156
_____ FILM 115	_____ LIT 201	_____ LIT 293	_____ PHIL 160
_____ FILM 215	_____ LIT 202	_____ MUS 101	_____ SPAN 202
_____ FREN 202	_____ LIT 205	_____ MUS 102	_____ SPCH 120
_____ GERM 202	_____ LIT 208	_____ MUS 103	_____ SPCH 220

**Social/Behavioral Science**

_____ ANTH 150	_____ HIST 115	_____ POLS 261	_____ <b>PSYC 265</b>
_____ ANTH 160	_____ HIST 117	_____ POLS 262	_____ PSYC 266
_____ ANTH 175	_____ HIST 118	_____ POLS 270	_____ <b>PSYC 267</b>
_____ <b>ANTH 210</b>	_____ HIST 151	_____ POLS 273	_____ PSYC 270
_____ ANTH 250	_____ HIST 152	_____ POLS 289	_____ <b>PSYC 277</b>
_____ <b>ECON 115</b>	_____ HIST 160	_____ POLS 290	_____ PSYC 280
_____ <b>ECON 201</b>	_____ HIST 161	_____ POLS 292	_____ PSYC 288
_____ ECON 202	_____ <b>HIST 180</b>	_____ PSYC 151	_____ <b>PSYC 295</b>
_____ ED 252	_____ <b>HIST 181</b>	_____ <b>PSYC 200</b>	_____ <b>SOC 153</b>
_____ GEOG 143	_____ <b>HIST 230</b>	_____ PSYC 210	_____ <b>SOC 203</b>
_____ <b>GEOG 151</b>	_____ HIST 232	_____ PSYC 225	_____ <b>SOC 210</b>
_____ GEOG 152	_____ HIST 234	_____ PSYC 250	_____ <b>SOC 222</b>
_____ GEOG 202	_____ HIST 250	_____ PSYC 251	_____ <b>SOC 230</b>
_____ GEOG 240	_____ HIST 282	_____ PSYC 252	_____ <b>SOC 255</b>
_____ GEOG 241	_____ HIST 288	_____ PSYC 253	_____ <b>SOC 259</b>
_____ HIST 101	_____ <b>HIST 292</b>	_____ PSYC 254	_____ <b>SOC 265</b>
_____ HIST 102	_____ <b>POLS 150</b>	_____ PSYC 259	
_____ HIST 114	_____ POLS 240	_____ PSYC 260	

**Computer Literacy** (total of 3 semester credits)

\_\_\_\_\_ CIS 185 or \_\_\_\_\_ BUS 209

**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

**Electives** (total of 33 semester credits) Any courses, 100-level or above.

**xxx** Human Relations Classes





# Community Services and Campus Operations

**Community Services and Campus Operations includes**

- Adult 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: Suzanne Dailey, Ph.D.

GED Director: Vicki Whitener-Lepanto, Ph.D.

ESL Director: Lea Maue, Ph.D.

ABE Specialist: Jeffrey 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 pre-vocational training in welding, nurse assistant, ward clerk, construction, security, warehousing and food service sanitation. These classes and services are offered at the Belleville, 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 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 five subject areas of the GED test—writing, social studies, science, reading and math. Classes are short in duration and focus on both the basic content of the tests and needed test-taking skills. An online GED test preparation course is available each semester 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. Finally, through an arrangement with the Regional Offices of Education, students in many classes register for the GED during class time thus avoiding a special trip to another office. GED classes are offered both days and evenings at the Belleville, 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 practice from adult learning and language acquisition theory, and all classes are highly interactive. Students are grouped according to ability and encouraged to move into ever higher levels of performance. Students at the highest levels are encouraged to transition into 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 Cahokia 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 including O'Fallon High School and Scott Air Force Base. There is also an online version of the class.

**Pre-vocational training classes** provide the opportunity 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.

**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. 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 works with other college departments to provide other pre-vocational training opportunities. Since space is limited, acceptance into the pre-vocational training programs is competitive. Candidates must be adult education eligible and complete successfully an entrance process. Tuition, fees and program expenses are free to those accepted into the program. Students who enroll through 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                   |

## Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

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 the Belleville office at ext. 5323, the Red Bud campus at ext. 8001 or the Sam Wolf Granite City office at ext. 7397.

### Free Academic Classes

#### GSBS 042 Review of Biology .5-3 credits

A review of biology at the high school level, this course stresses individualized instruction and self-paced learning and is organized around several mini-courses stressing fundamental biological principles.

#### GSBS 060 Communication Skills for College 6-12 credits

This whole language communication course is required for high school graduates whose Southwestern Illinois College entrance exam scores indicate a need for improved skills in reading, speaking and listening.

#### GSBS 061 Communication Skills for College 6-12 credits

This whole language communication course is required for high school graduates whose Southwestern Illinois College entrance exam scores indicate a need for improved skills in writing, speaking and listening.

#### GSBS 084 English for the Foreign Born I .5-3 credits

This course is for the student who speaks little or no English. 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 .5-3 credits

This course is for the student who knows, minimally, the English alphabet and sounds and/or the student who can read and write elementary English but wants to further develop these skills. Course develops reading, writing and speaking with emphasis on the refinement of pronunciation.

#### GSBS 088 English Fundamentals .5-3 credits

This course is for students who want to improve their mastery of the English language or who are not prepared for college work in English. It covers the essentials of English grammar, punctuation, usage, vocabulary and spelling.

#### GSBS 090 High School Equivalency Examination Preparation in English, Reading Interpretation, and Constitutions (GED) .5-4 credits

This course covers essentials in English grammar and essay writing, and reading comprehension in social studies, literature, math and science. Constitutions of the United States and Illinois are covered.

#### GSBS 091 High School Equivalency Examination Preparation in Math (GED) .5-4 credits

This course covers the basic math, algebra and geometry concepts necessary to pass the GED mathematics test.

#### GSBS 098 Basic Communications .5-3 credits

This course covers reading, writing and oral communications skills that prepare students for work situations and college-level work.

#### GSBS 101 GED Review of Grammar, Reading Interpretation, and Constitutions .5-6 credits

This course covers the essentials of English grammar and essay writing and reading comprehension in social studies, science and literature.

#### GSBS 102 GED Review of Math .5-6 credits

This course covers basic math, algebra and geometry concepts necessary to pass the GED mathematics test.

#### GSBS 103 Basic Reading, Writing and Math .5-12 credits

This course teaches the fundamentals of reading, writing and math to adults.

#### GSBS 104 Basic Reading and Writing .5-6 credits

This is a reading and writing course for adults who have not graduated from high school.

#### GSBS 105 Pre-GED English, Reading, and Constitutions .5-12 credits

This course prepares students for the GED review class by developing reading and writing skills and by reviewing basic math and grammar. A study of the constitutions is introduced.

#### GSBS 106 Study Skills 3 credits

This course helps students upgrade textbook reading, note-taking test-taking and organizational skills.



## Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

### **GSBS 112 English as a Second Language I .5-3 credits**

This course is the first in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

### **GSBS 113 English as a Second Language II .5-3 credits**

This course is the second in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

### **GSBS 114 English as a Second Language III .5-3 credits**

This course is the third in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

### **GSBS 115 English as a Second Language IV .5-3 credits**

This course is the final in a four-part introduction to the English language for the foreign-born adult. Conversational English, listening, reading and writing are presented in a simple, sequential format.

### **GSBS 124 ABE English .5-3 credits**

This course covers basic language arts instruction including vocabulary, spelling, grammar and reading in the content areas.

### **GSBS 125 ABE English-Accelerated .5-2 credits**

This course is for students who have a higher reading score than is required for GSBS 124. Basic language arts instruction including vocabulary, spelling, grammar and reading in the content areas are taught.

### **GSBS 126 ABE Math .5-3 credits**

This covers reading comprehension problems in several areas of basic level mathematics.

### **GSBS 127 ABE Math - Accelerated .5-2 credits**

This course covers reading comprehension problems in several areas of basic level mathematics. This course is for students who have a higher reading comprehension score than is required for GSBS 126.

### **GSBS 140 ABE Citizenship .5-1 credits**

This course is designed to prepare the student for American citizenship. The student will learn about the Constitution, American history and the structure of the United States government.

### **GSBS 141 ABE Reading I .5-3 credits**

This is a beginning level course designed to teach the fundamentals of reading.

### **GSBS 142 ABE Reading II .5-3 credits**

This course is designed to help the student who has not graduated from high school improve basic reading skills. Practical reading is emphasized.

### **GSBS 143 Integrated ABE I .5-2 credits**

This course emphasizes the mastery of reading and mathematics skills. This course is designed for students without a high school diploma who read below a ninth grade level.

### **GSBS 144 Integrated ABE II .5-2 credits**

This course is a continuation of Integrated ABE I. It provides further basic skills instruction. Mastery in reading and mathematics skills is emphasized. This course is designed for students without a high school diploma who read below a ninth grade level.

### **GSBS 145 Integrated ABE III .5-2 credits**

This course is a continuation of Integrated ABE II. It provides further basic skills instruction. Mastery in reading and mathematics skills is emphasized. This course is designed for students without a high school diploma who read below the ninth grade level.

### **GSBS 146 Integrated ABE IV .5-2 credits**

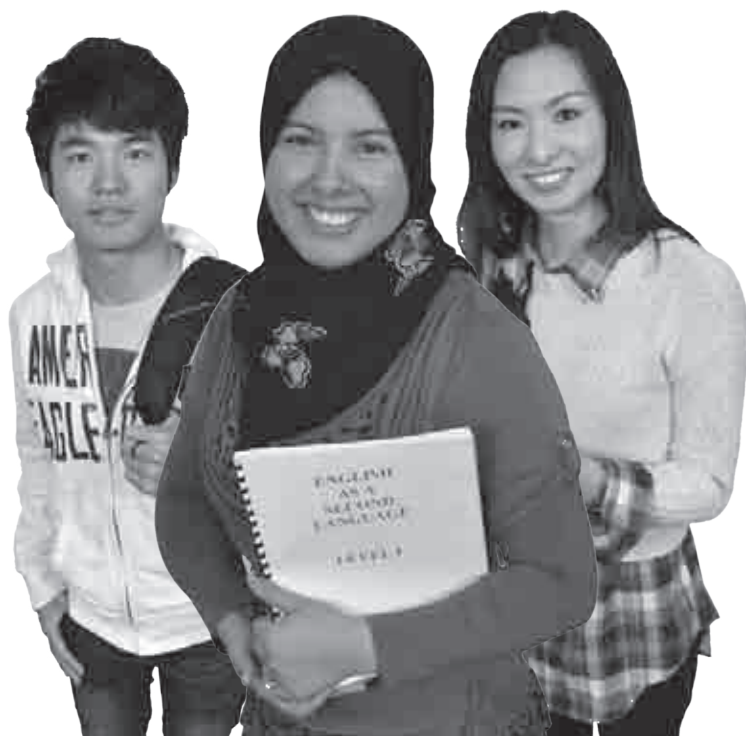
This course is a continuation of Integrated ABE III. It provides further basic skills instruction. Mastery in reading and mathematics skills is emphasized. This course is designed for students without a high school diploma who read below the ninth grade level.

### **GSBS 147 Integrated ABE V .5-3 credits**

This course is designed to improve the reading and math skills of the student. Emphasis will be on increasing vocabulary and comprehension skills.

### **GSBS 148 Integrated ABE VI .5-3 credits**

This is the first of a two-part course designed to improve students' skills in the areas of reading, writing, science, social studies and math.





**GSBS 149 Integrated ABE VII .5-3 credits**

This is the second part of a two-part reading course designed to improve students' skills in the areas of reading, writing, science, social studies and math.

**GSBS 150 Integrated ASE I .5-2 credits**

This course provides individual reading and math instruction. It is designed for students without a high school diploma who read below the twelfth grade reading level.

**GSBS 151 Integrated ASE II .5-2 credits**

This course is a continuation of Integrated ASE I. It provides further individual reading and math instruction. It is designed for students without a high school diploma who read below the twelfth grade reading level.

**GSBS 152 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 153 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 154 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 155 Critical Reading Study Skills 3 credits**

This course provides instruction in critical reading and efficient study skills. It includes techniques such as skimming, scanning, and note-taking.

## Adult Basic Education: GED, English as a Second Language and Pre-Vocational Training (continued)

### **GSBS 156 Developmental Mathematics I 2 credits**

The course provides basic math skills instruction. Practical problems using arithmetic operations are covered in this open-entry course.

### **GSBS 157 Developmental Mathematics II 2 credits**

This course is a continuation of Developmental Mathematics I. Content includes practical problems using positive and negative numbers, set theory, elementary graphing and equations and basic word problems.

### **GSBS 158 ABE Job Skills .5-4 credits**

This course is for the student who is looking for a job or seeking a better job. It is a variable credit course with four levels.

*ABE Job Skills I:* value activities, goal setting and workplace exploration.

*ABE Job Skills II:* searches, applications, interviewing and behaviors.

*ABE Job Skills III:* planning, budgeting and basic computer skills.

*ABE Job Skills IV:* computer usage, computer applications, job practices and behaviors.

### **GSBS 161 Basic Citizenship .5-1 credits**

This course is designed for beginning level students preparing for naturalization. Students will study American history and the U.S. Constitution.

### **GSBS 162 ASE Citizenship .5-1 credits**

This course is designed for advanced level students preparing for American citizenship. Students will study the U.S. Constitution and American history.

### **GSBS 163 Basic GED English and Reading .5-6 credits**

This course includes basic English grammar, writing and reading in areas covered in the GED test – social studies, science and literature. This course is for students who need more intensive preparation than is offered in GSBS 101.

### **GSBS 164 Basic GED Math and Constitution .5-6 credits**

This course covers basic math, algebra, and geometry concepts included in GED test and preparation for the U.S. and Illinois constitution tests. This course is for students who need more intensive preparation than is offered in GSBS 102.

### **GSBS 165 Basic Job Skills .5-4 credits**

This course introduces students to job skills. The variable credit courses provide:

*Basic Job Skills I:* value activities, goal setting and workplace exploration.

*Basic Job Skills II:* searches, applications, interviewing and behaviors.

*Basic Job Skills III:* planning, budgeting, workplace exploration and basic computers.

*Basic Job Skills IV:* computer usage, computer applications, job practices and behaviors.

### **GSBS 166 ASE: Job Skills .5-4 credits**

This variable credit course provides students assistance with job skills.

*ASE Job Skills I:* value activities, goal setting and workplace exploration.

*ASE Job Skills II:* searches, applications, interviewing and behaviors.

*ASE Job Skills III:* planning, budgeting, workplace exploration and basic computers.

*ASE Job Skills IV:* computer usage, computer applications, job practices and behaviors.

## **Vocational Classes**

### **GSVR 140 Computer Literacy and Awareness .5-3 credits**

This course introduces basic computer operations and programs using Microsoft Office applications and data entry procedures. Students are adults with limited computer knowledge.

### **GSVR 172 Computer Keyboarding .5-3 credits**

This course is designed to introduce students to the computer keyboard. Students will work to increase their typing speed.

### **GSVR 173 Introduction to Personal Computer .5-3 credits**

An introduction to the computer for students with little or no computer experience. Topics include identification of parts of a computer, familiarity with basic vocabulary and commands, and an introduction to several programs and applications.

### **GSVR 174 Introduction to the Internet .5-3 credits**

This course will introduce students to concepts and skills needed to use the Internet and its applications. Prerequisite: None.

### **GSVR 175 Introduction to Word Processing .5-3 credits**

This course will introduce students to one popular word processing program. Students will develop a basic understanding of word processing skills and produce typical word processing documents. Prerequisite: Introduction to the PC or equivalent knowledge and keyboarding skill.

### **GSVR 176 Career Explorations and Readiness 4 credits**

This course enables students to better understand the contemporary work environment and prepares them for successful transition into work and a career. Students engage in personal skills analysis, set personal goals and examine the demands of various career paths. They learn how to search for employment, prepare a resume and job application and practice interviewing. In addition, students upgrade oral and written communications and basic computer usage skills.

### **GSVR 177 Spreadsheets .5-3 credits**

This course introduces students to one popular spreadsheet program in a Windows environment. Students develop a basic understanding of spreadsheet operations and produce typical documents. Prerequisite: GSVR 172 Introduction to Computers or equivalent knowledge and keyboarding skills.

# Community Education

Community Education courses are designed for students who want to improve their vocational skills or benefit from personal development activities. These courses are offered at the Belleville, 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 non-credit classes for residents of all ages at all three campuses and various sites throughout the district. Computer education, 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.

## Scott Air Force Base

Although students need not be affiliated with the military to attend class on base, Scott Air Force Base has an office and educational center for Air Force personnel who want to work toward their CCAF or other 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.



## Community Education (continued)

### East St. Louis Higher Education Campus (ESLCCC)

East St. Louis Higher Education Campus also houses many SWIC classes and programs. Students can enroll in many college classes and degree programs at this campus. Day and evening classes are available as well as counselors, advisors and tutors to help students meet their educational goals. GED, Construction Trade and other vocational training programs are also offered at this site.

### 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

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

These opportunities are provided via four offices located throughout the college district. Some of the services provided are:

## Educational

A variety of workshops and seminars are offered. Educational topics cover subjects of importance to seniors, including caregiving and retirement planning. Computer training is offered through SeniorLink, a program designed to teach mature adults how to navigate without getting lost, through introduction to Windows, to email, and the internet. This is taught in small class settings with instructors who go at your pace. Classes are six weeks long, one day per week.

- Workshops related to gerontology topics
- Seminars
- Computer Club (Senior Link)

## Outreach and Advocacy

Senior citizens receive assistance completing Circuit Breaker forms and information about living wills and Power of Attorney for Health Care and Property. Also available is assistance with government benefit programs.

## Social Services

Illinois Department of Insurance volunteers assist individuals with Medicare, Medicare Part D, Medicaid and insurance claims with the Senior Health Insurance Program.

- Outreach

## Activities

Parties, dances, card games, day trips and other social and recreational opportunities are offered at PSOP and at the Shiloh Senior Center. Regular activities include Breakfast Club, Lunch Bunch, Dine Around, weekly lunches and table games, line dancing, and much more.

- Dances
- Crafts
- Sports activities
- Special events
- Hobbies
- Cultural events
- Workshops



## Home Care (Senior Companions)

The Senior Companion Program provides assistance to homebound elderly in need of companionship because of loneliness, illness or physical impairment. The program also offers respite for caregivers of these individuals. The service is free to the client. As a Senior Companion, individuals 55 years of age or older, who meet income guidelines, can help others while earning a tax-free stipend and other benefits.

- Placement of volunteers 55 years and older
- Services for frail, lonely, ill or homebound
- Respite services for caregivers
- Reimbursement of approved expenses and stipends for volunteers
- Lifeline

## Intergenerational Program (Foster Grandparents)

The Foster Grandparent Program provides trained senior volunteers to schools, Head Start and day care centers. Individuals 55 years of age or older, who love children and meet income eligibility requirements, may apply to become a Foster Grandparent and earn a tax free stipend and other benefits.

- Placement of persons 55 years and older in volunteer situations with children from infancy to age 21
- Reimbursement of approved expenses and stipends for volunteers

## Health and Wellness Programs

Lectures, weight loss and exercise classes, health screenings, counseling and flu shots are among the health-related services offered at PSOP.

- Physical assessments
- Blood pressure testing
- Heart risk screening
- Health counseling
- Flu shots
- Arthritis exercise
- Fitness room

## 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, libraries, nursing homes, and schools.

## Counseling

Short-term crisis intervention counseling is available to individuals 60 or older. Six to eight individual sessions are conducted at the PSOP offices or in the home for individuals who are homebound due to physical or emotional obstacles. A master's degree-level counselor is on staff. Additionally, Caregiver Counseling is a program designed to help caregivers with the issues and concerns of caring for an older adult. 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



### **Transportation (ATS)**

#### **Alternative Transportation System**

Curb to curb transportation service is provided to ADA eligible individuals and individuals 60 years of age or older in some areas. Reservations are necessary.

- 15 township service area
- Fare paid for any trip purpose

#### **Housing (Service Coordination Program)**

The Service Coordination Program serves seniors and disabled residents living in subsidized housing with referrals to service providers, advocacy and complaint resolution, linkage with SWIC/PSOP programs, and individual needs assessment. Information on affordable housing options is also available.

- Referrals to service providers
- Help seniors and disabled in public housing live independently
- Advocacy and complaint resolution
- Linkage with Southwestern/PSOP Programs
- Individual needs assessment

#### **Travel**

Fun and educational group travel experiences to exciting destinations, including day trips and extended tours within the United States, as well as international travel and cruises are offered. Open to individuals of all ages, the Travel Program offers opportunities to make new friends and visit interesting places. Day trips and extended tours within the U.S. and abroad.

- International travel
- Cruises
- Open to all ages





# 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 sustainable 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](http://swic.edu/gogreen)

Director of Sustainability  
Karen Stallman  
618-235-2700, ext. 8133

Director of Green Jobs/Green Economy Initiative  
Marcia Lochmann  
618-235-2700, ext. 5666

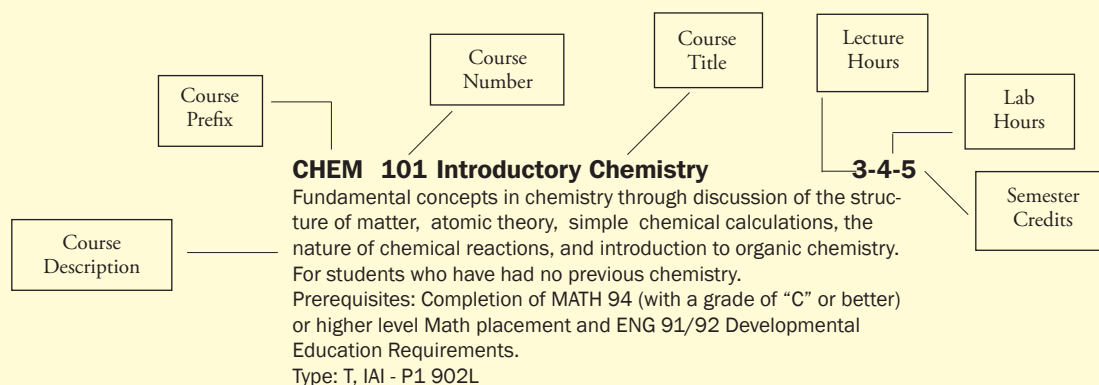




# Course Description Guide



# How To Read A Course Description



## Course Numbering

- Below 100** Courses numbered below 100 are developmental, general studies or refresher courses.
- 100-199** Courses numbered 100-199 are first-year or freshman-level courses.
- 200-299** Courses numbered 200-299 are second-year or sophomore-level courses.

## Semester Credits

Each course description reflects the number of semester credits that will be earned upon successful completion of the course. In addition, the description reflects the number of hours per week spent on lecture/lab activities.

## Prerequisite

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

## Type

Following courses that have been approved as part of the Illinois Articulation Initiative is a common code used by all participating colleges and universities across the state. This code reflects the area of the *Illinois General Education Core Curriculum* to which the course applies. The following are general coding descriptions:

## IAI Code

- IAI C – Communications
- IAI F – Fine Arts
- IAI H – Humanities
- IAI L – Life Science
- IAI M – Mathematics
- IAI P – Physical Science
- IAI S – Social Behavioral Sciences

In addition, the following codes are used to identify course types:

- P** Developmental courses that are designed to prepare students for college level courses
- T** Transfer courses that are generally accepted as major, minor, or elective credit by four-year collegiate institutions
- C** Career oriented courses that are intended for AAS degrees or occupational certificates

# Course Prefixes

Subject	Prefix
Accounting.....	ACCT
Administration of Justice.....	AOJ
Aerospace Studies – Air Force ROTC.....	AS
Agriculture.....	AGRI
Anthropology.....	ANTH
Art.....	ART
Astronomy.....	ATY
Automated Manufacturing Electronics – <i>See Electrical/Electronics Technology</i>	
Automotive Collision Repair Technology.....	ACRT
Aviation Maintenance Technology.....	AVMT
Aviation Pilot Training/Aviation Management.....	AVIA
Avionics.....	AVE
Biology.....	BIOL
Business.....	BUS
<i>See also</i> Accounting	
Economics	
Management	
Marketing	
Office Administration & Technology	
Chemistry.....	CHEM
Child Care Services – <i>See Early Childhood Education</i>	
Chinese.....	CHIN
Cisco – <i>See Network Design &amp; Administration</i> .....	CISC
Commercial/Industrial Maintenance Mechanics/ Stationary Engineering.....	IML
Computer Aided Drafting.....	CAD
Computer Information Systems.....	CIS
Computer Hardware Technology – <i>See Microcomputer Hardware Repair under Electrical/Electronics Technology</i>	
Construction Bricklayer.....	BLA
Construction Carpentry.....	CCA
Construction Cement Mason.....	CMA
Construction Electrical Program.....	IEW
Construction Ironworker.....	IWA
Construction Management Technology.....	CMT
Construction Painting & Decorating.....	PDA
Construction Sheetmetal.....	SMA
Culinary Arts and Food Management.....	CUL
Desktop Publishing – <i>See Electronic Publishing</i>	
Early Childhood Education.....	ECE
Earth Science.....	ES
Economics.....	ECON
Education.....	ED
Electrical Design and Management.....	EDM
Electrical/Electronics Technology.....	EET
Electronic Publishing.....	CIS
Emergency Medical Services (Paramedic/EMT).....	EMS
Engineering.....	ENGR
English.....	ENG
Film.....	FILM
Fire Science.....	FS
French.....	FREN
Geography.....	GEOG
German.....	GERM
Graphic Communications.....	CIS

Subject	Prefix
Health Information Technology.....	HIT
Health Related Occupations.....	HRO
Health.....	HLTH
Heating, Ventilation, Air Conditioning, and Refrigeration.....	HVAR
History.....	HIST
Homeland Security.....	HS
Horticulture.....	HORT
Hospitality/Food Service Management – <i>See Culinary Arts and Food Management</i>	
Human Services.....	HMS
Independent Study.....	IND
Industrial Electricity/Electronics – <i>See Electrical/Electronics Technology</i>	
Industrial/Commercial Maintenance Mechanics.....	IML
Industrial Pipefitting.....	IDP
Journalism.....	JOUR
Literature.....	LIT
Mass Communication.....	MCOM
Management.....	MGMT
Manufacturing Technology.....	MFT
Marketing.....	MKT
Massage Therapy.....	MT
Mathematics.....	MATH
Medical Assistant.....	MA
Medical Laboratory Technology.....	MLT
Microcomputer Hardware Repair – <i>See Electrical/Electronics Technology</i>	
Military Science – Army ROTC.....	MSC
Music.....	MUS
Network Design and Administration.....	CISC, NETW
Nursing.....	NE
Office Administration & Technology.....	OAT
Paralegal.....	PARL
Philosophy.....	PHIL
Physical Education.....	PE
Physical Therapist Assistant.....	PTA
Physics.....	PHYS
Political Science.....	POLS
Precision Machining Technology.....	PMT
Psychiatric Rehabilitation.....	PRCP
Psychology.....	PSYC
Radiologic Technology.....	RT
Respiratory Care.....	RC
Russian.....	RUSS
Service Learning.....	SRV
Sign Language Studies/Interpreter Training.....	SLS
Sociology.....	SOC
Spanish.....	SPAN
Speech.....	SPCH
Technical Math.....	GT
Web Designer.....	CIS
Web Development and Administration.....	CIS
Webmaster – <i>See Web Development and Administration</i>	
Welding Technology.....	WLDT



## Course Description Guide

### Accounting

#### **ACCT 105 Basic Accounting Procedures 3-0-3**

This course will introduce students to the fundamentals of accounting with an emphasis on the accounting cycle, merchandising transactions and financial statements. Internal control, bank reconciliation, petty cash, and payroll will also be discussed. Excel spreadsheet software will be introduced as a culminating activity. This course is designed for those 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 three years of full-charge bookkeeping experience and department approval.  
Type: C

### Administration of Justice

#### **AOJ 100 Intro to Administration of Justice 3-0-3**

The study of the criminal justice system and its major components. The criminal justice process is described. Includes history, philosophy and current practice in the administration of justice in a democratic society.  
Prerequisite: None.  
Type: T

#### **AOJ 101 Basic Law Enforcement 5-2-6**

The Southwestern Illinois College Police Academy is one of six police academies that is certified and approved by the Illinois Law Enforcement Training and Standards Board. The Southwestern Police Academy offers the Basic Training Course. This course is mandatory for all newly appointed police officers in Illinois. For registration information, call 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: Coordinator permission and assessment score of ENG 101 or completion of all reading and writing developmental courses.  
Type: C

#### **AOJ 103 Introduction to Corrections 3-0-3**

Organization, management and operation of correctional institutions and their role in the criminal-justice system.  
Prerequisite: None.  
Type: T

#### **AOJ 105 Police Administration 3-0-3**

Principles of organization and management as applied to law enforcement agencies and introduction to concepts of organizational behavior.  
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.  
Type: C

## Course Description Guide (continued)

**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 (1-3)-(0-6)-3**  
A comprehensive overview of the unique goals, objectives and management responsibilities in private security operations. Specific security functions are delineated. Extant research findings and recommendations are used to support critical thinking exercises for students. Includes case studies. Course will focus on the needs of security managers who must budget for asset protection and the criminal justice professional with public/private interface functions.  
Prerequisite: Coordinator permission and valid Firearm Owner's Identification Card (FOID) and AOJ 144 and AOJ 145 or employed security guard.  
Type: C

**AOJ 111 Correctional Supervision 3-0-3**  
The study of the principles and practice of supervision and management techniques in the American correctional system. Definitions and levels of supervision are presented; emphasis is placed on practical applications of methods of supervision. Profiles of successful correctional supervision scenarios are presented for study.  
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.  
Type: C

**AOJ 144 Security Officer Certification 2-0-2**  
This course is approved by the Illinois Department of Professional Regulation for armed security guard certification. Career orientation is accomplished. Basic criminal law, law of arrest, search and seizure, and the legal use of force are covered. Students who successfully complete the course and meet all requirements are certified to work as an unarmed security guards in the State of Illinois.  
Prerequisite: None.  
Type: C

**AOJ 145 Introduction to Firearms 1-0-1**  
Introduction to the law, liability and use of handguns, and to the skills required in their care, handling and safety. Course includes both classroom and firing-range activities. Course may be taken by anyone who is at least 18 years old to learn how to legally and effectively use firearms. May also be used as an elective for certain degree programs. Note: Students who wish to be certified as armed guards must complete AOJ 144 described above.  
Prerequisite: Coordinator permission and valid Firearm Owner's Identification Card (FOID).  
Type: C

**AOJ 151 Policing: Methods and Ethics 3-0-3**  
This course is an examination of the history, current status, and/or trends in police field operations. A critical review of the extant research on police effectiveness, deployment of personnel, and delivery of services is accomplished. Police integrity standards and hard choice issues concerning police discretion, legality, and morality in police methods are delineated.  
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.  
Type: C

**AOJ 153 Juvenile Delinquency 3-0-3**  
Analysis of juvenile delinquency as a social problem. Factors related to delinquency causation are considered. Includes delinquency prevention methods. The Juvenile Court System is described in operational terms.  
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.  
Type: T

**AOJ 155 Community Policing 3-0-3**  
Interpersonal, intrapersonal, and life-management skills related to criminal justice work are delineated. Experiential activities are used to develop skills in human communication, conflict resolution, effective behavior, and in the appreciation of cultural diversity. Problem oriented policing strategies are delineated.  
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.  
Type: C

**AOJ 156 Issues in Criminal Justice (1-3)-(0-6)-3**  
Offers an in-depth study of problems facing workers in the criminal justice system. Contemporary issues will determine the course content during any particular offering.  
Prerequisite: Assessment score at ENG 101 or completion of all reading and writing developmental courses.  
Type: C

**AOJ 160 Criminology 3-0-3**  
A course designed to appeal to law-enforcement officers, pre-law enforcement students, educators, civic leaders and concerned citizens who wish to gain new insights into the body of knowledge which regards delinquency and crime as social phenomena. The sociology of law, the conditions under which criminal laws develop, causes of crime and delinquency, and the control of crime and delinquency are examined within the framework of the criminal justice system and a democratic society.  
Prerequisite: ENG 101 with a "C" or better.  
Type: T

**AOJ 202 Police Civil Liability 3-0-3**  
An analysis of the law and trends in the highly controversial area of police-civil liability; police officers and private security personnel are liable for various forms of tortuous conduct ranging from intentional wrongs to negligence in the course of their activities. Court decisions are examined in all relevant areas of concern. The overall course objective is to develop strategies to reduce litigation and limit unfavorable judgments in both the public and private sectors.  
Prerequisite: ENG 102 with a "C" or better.  
Type: C

**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

## Course Description Guide (continued)

**AOJ 205 Traffic Manage & Accident Analysis 3-0-3**  
Development of the modern transportation system, agencies involved in traffic administration and control, police-traffic engineering, education and enforcement of traffic laws are included. Principles of traffic accident investigation and reconstruction are delineated.  
Prerequisite: ENG 101 with a "C" or better.  
Type: C

**AOJ 250 Law for Corrections 3-0-3**  
The course provides an in-depth view on the rights of correctional prisoners and the legal response required of correctional personnel to protect these rights. To understand what rights prisoners have requires studying the development of case law over a considerable period of time. Although there are statutory and administrative laws covering the rights of prisoners, the most important statements regarding prisoners' rights have come from decisions of appellate courts on a case-by-case basis. These decisions come from the Supreme Court and must be respected by state and federal correctional workers.  
Prerequisite: ENG 101 with a "C" or better.  
Type: C

**AOJ 251 Rules of Criminal Evidence 3-0-3**  
Study of basic rules of evidence applicable to criminal justice procedure. Emphasis on the question of admissibility of evidence and the practical application of procedural/substantive constitutional guarantees. Case law exceptions to the warrant requirement are explained in operational terms.  
Prerequisite: ENG 101 with a "C" or better.  
Type: C

**AOJ 252 Organized Crime 3-0-3**  
This course addresses in a concise manner the nature, history, and theories of organized crime, together with the criminal justice response. This includes an evaluation of the investigation, prosecution, defense, and sentencing of organized criminals to date. This course is designed, therefore, to provide a synthesis of important developments in the understanding, prevention, and criminal justice response to organized crime in our neighborhoods and our correctional institutions.  
Prerequisite: ENG 101 with a "C" or better.  
Type: C

**AOJ 255 Criminal Investigation - Case Preparation 3-0-3**  
Fundamentals of criminal investigation theory and practice. Crime scene to courtroom emphasis on techniques appropriate to specific crimes. Interview and interrogation techniques are included.  
Prerequisites: ENG 101 with a "C" or better and AOJ 203 or concurrent enrollment  
Type: C

**AOJ 256 Crime Scene Investigations 3-0-3**  
The basic course in forensic science is concerned with the application of the principles of biology, chemistry and physics to the problems of law and law enforcement. Course emphasis will range from the detailed functions of the mobile crime team to the common testing procedures of police crime laboratories. Content will be selected on the basis of contemporary needs of pre-service and in-service law enforcement personnel.  
Prerequisite: AOJ 255.  
Type: C

**AOJ 258 Computer Forensics & Cyber Crime 3-0-3**  
This course is an overview of computer-related crime, cybercrime laws, and computer crime investigation including the management and custody of digital evidence. It includes an exhaustive discussion of legal and social issues, fully defines computer crime, and provides specific examples of criminal activities involving computers, while discussing the phenomenon in the context of the criminal justice system. It provides a comprehensive analysis of current case law, constitutional challenges, and governmental legislation. Organized crime and terrorism are discussed and how it relates to computer related crimes as well as more comprehensive information on processing evidence and report preparation.  
Prerequisite: ENG 101 with a "C" or better.  
Type: C

**AOJ 261 Probation and Parole 3-0-3**  
Covers all phases of the correctional field and attempts to reflect a balance between theoretician and practitioner. Viewpoints on theory and practice in juvenile and adult corrections are examined extensively. The law of corrections, probation, parole and community services to offenders are studied in detail. The point of emphasis of the course starts where the court process ends.  
Prerequisite: ENG 102 with a "C" or better.  
Type: C

**AOJ 278 Work Experience: Internship 0-25-5**  
A rigidly structured program that attempts to bring training and education into a more meaningful relationship. The student is expected to develop poise and confidence as a relationship is established between academic learning and work in the field. The chief executive or his designee in each participating agency will provide direct supervision. Comprehensive written reports on work and observation activities will be submitted to instructor/coordinator. Formal evaluation process will be used to record student performance. Recommended for all students not transferring to a senior institution.  
Prerequisite: Approval of program coordinator: students must have completed 24 credit hours of AOJ prefix course degree requirements, and ENG 102 with a "C" or better.  
Type: C

**AOJ 290 Police Report Writing 3-0-3**  
A course designed and structured for pre-service law-enforcement students who wish to improve their proficiency in effective writing.  
Prerequisite: ENG 101 with a "C" or better.  
Type: C

**AOJ 299 Spec Topics In Admin of Justice (.5-4)-(0-8)-(1.5-4)**  
Varied topics in policing and/or security will be addressed in order to meet most current needs of the industry.  
Prerequisite: Coordinator permission.  
Type: C

## Course Description Guide (continued)

### Aerospace Studies

**AS 101 Foundations of the United States Air Force 1 2-0-2**

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in 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.

Prerequisite: None.  
Type: T

**AS 102 Foundations of the United States Air Force 2 2-0-2**

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and an introduction to communication skills. Leadership Laboratory is mandatory for AFROTC cadets, and it complements this course by providing students with followership experiences and prepares them for Field Training. Classroom activity, one hour per week; Leadership Laboratory two hours per week. Aerospace Studies courses (AES 101 through AES 202) are basic courses designed to acquaint students with the United States Air Force and the opportunities available as an officer. Grades earned in 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. Semester credits of these courses may be included in the credits needed for graduation at the discretion of individual departmental chairpersons.

Prerequisite: None.  
Type: T

### Agriculture

**AGRI 111 Animal Science 3-2-4**

The application of the science of genetics, physiology and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology and nutrition and growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science.

Prerequisite: None.  
Type: T, IAI-AG 902  
(Pending IAI Major Panel Approval)

**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



## Course Description Guide (continued)

### **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: Prerequisites for this course will vary depending upon the nature and level of information presented in the course.

Type: T

## Anthropology

### **ANTH 150 Cultural Anthropology 3-0-3**

This course introduces students to the central topics, concepts and methods of cultural anthropology focusing on understanding human behavior in the context of the structure and functioning of culture. Cross-cultural analysis will provide an understanding of the diversity of human cultures in the world and the universalities that define the human species. The study of the nature of culture will focus on the relationship of humans to the physical environment, the interactions among human groups, and the behaviors of humans within groups. Completion of this course fulfills the Non-Western Culture requirement for graduation from SWIC.

Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.

Type: T, IAI - S1 901N

### **ANTH 160 Physical Anthropology 3-0-3**

This course is an introduction to physical anthropology. It includes the study of human evolution, the relationship of humans to other primates both physically and behaviorally, the relationship between human evolution and the development of culture, physical variation of modern human populations, and applications of physical anthropology in medicine and forensics. The goal is to understand the connections between human biology, behavior, and culture through an examination of the process of evolution.

Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.

Type: T, IAI - S1 902

### **ANTH 210 Native American Cultures 3-0-3**

This course examines the variety of Native American cultures. It will use an anthropological perspective to examine linkages between the cultures and their environments, their histories (written, oral and archaeological), art, religion, social structures, kinship and political systems. It is designed to give students a broad overview of non-European based cultures in North America.

Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.

Type: T

### **ANTH 250 Introduction to Archaeology 3-0-3**

This course focuses on the theory and application of archaeology. Students will be concerned with interpretation of material remains of past cultures, and through the study of such evidence, attempt to recreate the history of humanity from its earliest past to determine the nature of cultural systems at different times and places. The nature of culture (material and non-material), excavation and dating techniques, major shifts in habitation patterns and subsistence techniques, and major prehistoric world civilizations are explored and emphasized.

Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.

Type: T, IAI - S1 903

### **ANTH 299 Special Topics in Anthropology (1-4)-0-(1-4)**

Special topics and issues in Anthropology presented through lectures, discussions, readings, and/or individual research. Topics vary each semester. Course may be taken more than once if different topics are covered.

Prerequisites: Sophomore standing and one course in Anthropology, or permission of instructor.

Type: T

## Art

### **ART 101 Art Appreciation 3-0-3**

This course for non-art majors is an introduction to the visual arts and is intended to foster an appreciation of our Western art heritage. The focus will be on helping students understand and consequently appreciate how visual art works are made, as well as how they function or communicate within their societal context, both past and present.

Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.

Type: T, IAI - F2 900

### **ART 102 Art Survey: Modern to Contemporary 3-0-3**

This course provides students with an overview of the major art movements and artists who shaped the art of the 19th and 20th centuries. The survey begins with the "roots" of modern art in Europe, particularly the "Paris School," and concludes with the contemporary art of the "New York School."

Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.

Type: T, IAI - F2 902

### **ART 103 Survey of Non-Western Art 3-0-3**

This course is a survey of the visual arts (painting, drawing, printmaking, sculpture and architecture) in selected Non-Western societies. Included are the works of Neolithic/Paleolithic man; Oceanic; African; Native American; Mezzo-American; Eastern/Far Eastern to include Islamic; India; China and Japan. Emphasis will be on artistic, cultural, social, historical, and geographic contexts of the major non-western societies. Successful completion of this course fulfills the Non-Western culture requirement at SWIC.

Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.

Type: T, IAI - F2 903N

### **ART 104 Art History I: Prehistoric-Gothic 3-0-3**

A survey of European and Near Eastern Art covering Prehistoric, Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, Medieval, Romanesque, and Gothic art. The course will utilize front screen projection, DVDs, PowerPoints, lectures, discussions, and a museum trip.

Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.

Type: T, IAI - F2 901

### **ART 105 Art History II: Renaissance-Modern 3-0-3**

A survey of European Art covering the following units: Renaissance, Baroque, Rococo, Neoclassicism, and Romanticism; Realism, Impressionism, Post-Impressionism, Symbolism, and Art Nouveau; and 20th Century Art. The course will utilize front screen projection, DVDs, PowerPoints, lectures, discussions, and a museum trip.

Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.

Type: T, IAI - F2 902

## Course Description Guide (continued)

### **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 assessment score at the ENG 92 level 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 assessment score at the ENG 92 level or completion of ENG 91.  
Type: T, IAI - F2 907D

### **ART 111 Basic Design I 1-5-3**

A 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 assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.  
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 or department approval. Art supplies and text required.  
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 assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.  
Type: T

### **ART 114 Ceramics II 1-5-3**

A studio course reinforcing the content of Ceramics I: approaching clay in a more personal way focusing on the development of an individual approach to the medium. Emphasis will be placed on aesthetic development and proficiency in clay forming methods, surface applications, and kiln firing techniques. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used. Prerequisite: ART 113 or departmental approval.  
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 camera. Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.  
Type: T

### **ART 129 Typography 3-0-3**

This course will provide a beginning study of the art of typographical design and the refined use of typography as the communication tool of the graphic designer. Lectures will focus on the historical development of letter forms and their use in the designing of various typographical pieces meant for communication. Following discussions of letter design and typeface families, creative projects will be assigned that will involve the use of letter forms as key visual components, in designs, whose purpose it is to communicate in a creative way. These assignments will provide an opportunity for students to gain practice in the unique application of text, and the letter, as a design element. Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.  
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 assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.  
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 or departmental approval.  
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 or departmental approval.  
Type: T

## Course Description Guide (continued)

### **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 or departmental approval.

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 departmental approval.

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 or departmental approval.

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 assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.

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 or departmental approval.

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 assessment score at the ENG 92 level or completion of ENG 91.

Type: C

### **ART 231 Advertising Design II 1-5-3**

A continuation of Advertising Design that emphasizes advanced advertising problems in two-dimensional and three-dimensional design. May include computer applications.

Prerequisite: ART 230 or departmental approval.

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 and previous computer experience, or departmental approval.

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 or departmental approval.

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 or departmental approval.

Recommended: Computer knowledge and ART 111

Type: T

### **ART 240 Digital Imaging I 1-5-3**

A basic introductory course in digital imaging based on the fine art principles of design. The course includes a study of historical methods of making prints and then interpreting these methods digitally; learning to appreciate graphic interpretation from the virtual to the real; and using computer applications to produce prints of high artistic merit.

Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91, or departmental approval. Knowledge of computer operations and graphic art software applications.

Type: T

## Course Description Guide (continued)

### ART 241 Digital Imaging II 1-5-3

A further investigation in digital imagemaking based on the fine art principles of design. The course includes research of historical methods of printmaking and interpreting these methods digitally; learning to appreciate graphic interpretation from the virtual to the real; and using applications to produce prints of high artistic merit. There is an expectation that studio based courses include appropriate instruction in health and safety issues relative to the methods of the course and the materials being used.

Prerequisite: ART 240 or departmental approval.

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 or departmental approval.

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 explored will include: value, contour/line, space, mass/volume, form, gesture, proportion/scaling, perspective, and rendering surface qualities.

Prerequisites: ART 111 and 150, or departmental approval.

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 or departmental approval.

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 assessment score at the ENG 92 level or completion of ENG 91, or departmental approval.

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 or departmental approval.

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.

Prerequisites: ART 250 or departmental approval.

Type: T

### ART 294 Studio in Painting 1-5-3

A continuation of Painting II with more emphasis on personal expression and artistic development.

Prerequisite: ART 212 or departmental approval.

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 or departmental approval.

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 or departmental approval.

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 or departmental approval.

Type: T

### ART 299 Special Topics in ART (0.5-4.0) - (0.5-4.0) - (0)

An in-depth study of various areas in art presented through lectures, discussions, and/or individual research by the students. Topics will vary. May include travel/study activities.

Prerequisite: Sophomore standing and one year of Art, or departmental approval.

Type: T



## Course Description Guide (continued)

### Astronomy

#### ATY 101 Astronomy 3-2-4

A one-semester course covering the fundamentals of descriptive astronomy. Topics include identification of heavenly bodies, astronomical instruments, cosmology, the composition of the universe, time, and the solar system.

Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - P1 906L

### Auto Collision Repair Technology

#### ACRT 111 Non-Structural Repair I 4-2-5

This course introduces the student to body preparation and the use of body fillers. The student will understand safety practices related to personal protection, how to interpret damage report information, how to protect panels and parts and how to remove dirt, wax, and corrosion from the repair area. The student will also learn how to select and use filler materials and tools, prepare surfaces for body filler, prepare and apply body fillers, prepare and apply specialty fillers, and how to finish body fillers.

Prerequisite: None.

Type: C

#### ACRT 112 Non-Structural Repair II 4-2-5

This course introduces the student to metal straightening principles and techniques and the procedures for door skin and intrusion beam replacement. The student will learn how to straighten damaged metal, straighten damaged door frames, remove and replace welded door skins and bonded door skins, and replace door intrusion beams.

Prerequisite: ACRT 111.

Type: C

#### ACRT 113 Non-Structural Repair III 2-2-3

This course introduces the student to auto body hardware and trim and allows them to make good decisions when selecting trim removal/replacement tools and techniques so that other body parts are not damaged during the process of trim removal and replacement. The hardware and trim items covered during this course are: interior door trim panel, door locks and handle assemblies, deck lid lock cylinders, exterior trim and moldings, vinyl/Landau tops, pinstripes, decals and emblems, headlines, and other interior accessories.

Prerequisite: ACRT 111.

Type: C

#### ACRT 114 Non-Structural Repair IV 3-2-4

This course introduces the student to body panel replacement and repair. The student will learn how to safely remove, align, replace, and repair a variety of body panels and parts, such as bumpers, facias, header panels, hoods, deck lids, hatches, fenders, doors, tailgates, and quarter panels.

Prerequisites: ACRT 111, ACRT 122.

Type: C

#### ACRT 115 Plastic Repair 4-2-5

This course covers all aspects of plastic repair, including the application of plastic welding, sheet molded compounds (SMC), adhesives, and plastic refinishing. The student will learn how to weld certain types of plastic, how to repair SMC, how to identify, select, and apply adhesives, and how to prepare and refinish plastics.

Prerequisite: None.

Type: C

#### ACRT 121 Automotive Damage Analysis 4-2-5

This course introduces the student to the various types of vehicle damage. The student will learn how to interpret body dimension specification sheets and apply this knowledge by using a variety of diagnosing, measuring, and gauging methods and systems.

Prerequisite: None.

Type: C

#### 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 refinish process for automobiles. It covers EPA and OSHA requirements for working with paints and solvents and focuses heavily on personal safety requirements as well as handling procedures for toxic materials. Students learn to identify finish systems and how paint booths and refinish spray equipment works. In addition, the student will learn detailing techniques.

Prerequisite: None.

Type: C

## Course Description Guide (continued)

**ACRT 132 Automotive Refinishing II 2-2-3**  
This course is one of four courses covering automotive refinishing. It teaches the student the importance of planning and preparation prior to applying paints. The student will learn how to plan a refinish job, how to prepare the refinish area, and how to prepare the paint and paint equipment prior to application.  
Prerequisite: ACRT 131.  
Type: C

**ACRT 133 Automotive Refinishing III 2.5-3-4**  
This course introduces the student to the application techniques for final paint refinishing. The student will learn how to prepare the surface for topcoat system application, apply the primer sealer, apply the single stage finish, apply basecoat/clearcoat finish, and apply tri-coat finish.  
Prerequisite: ACRT 132.  
Type: C

**ACRT 134 Automotive Refinishing IV 2.5-3-4**  
This course introduces the student to paint blending. The student will learn how to prepare a surface for blending, how to match colors, and how to carry out blending procedures for various types of paint finishes to standards required by industry.  
Prerequisite: ACRT 133.  
Type: C

**ACRT 141 Steering and Suspension I 1-2-2**  
This course introduces students to steering systems, diagnoses, and service. The student will study tire and wheel construction and steering geometry. Steering systems study will include parallelogram steering systems and rack and pinion steering systems. In addition, power steering systems will also be studied.  
Prerequisite: None.  
Type: C

**ACRT 142 Steering and Suspension II 2-2-3**  
This course introduces students to suspension systems. The course material will cover short/long arm suspension systems, rear suspension systems, strut type suspensions, frame and cradle assemblies, wheel alignment angles and measurements, front wheel alignment adjustments, rear wheel alignment angles and adjustments, and adjustable suspension systems.  
Prerequisite: ACRT 141.  
Type: C

**ACRT 143 Mechanical Systems I 2-2-3**  
This course introduces collision repair people to some of the mechanical systems that may be encountered as part of a collision repair job. Specifically, this course covers brake systems and restraint systems. The student will learn how to diagnose and service air bag systems, seat belt systems, restraint system mount points, disk brakes, drum brakes, power brake systems, anti-lock brake systems, and parking brakes.  
Prerequisite: None.  
Type: C

**ACRT 144 Mechanical Systems II 3-2-4**  
This course introduces collision repair people to some of the mechanical systems that they may encounter as part of their collision repair work. Specifically, this course covers air conditioning systems and drive trains. Students will learn how to diagnose and service air conditioning systems and drive trains.  
Prerequisite: None.  
Type: C

**ACRT 201 Automotive Repair Internship 0-20-4**  
This course provides experience for students participating in the area of automotive collision repair. Each student will be placed with a cooperating business associated with this particular industry. The student will work with experienced supervisory personnel on a one-to-one basis. The student will be required to work a minimum of 320 clock hours per semester.  
Prerequisite: Consent of Coordinator.  
Type: C

**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: Completion of MIG welding (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

## Aviation Maintenance Technology

**AVMT 106 FAA Test Prep - Airframe 4-0-4**  
This course is designed to prepare individuals with sufficient aviation industry experience for the Federal Aviation Administration written examination for the Aircraft Mechanic Airframe certification.  
Prerequisite: None  
Type: C

**AVMT 107 FAA Test Prep - General 4-0-4**  
This course is designed to prepare individuals with sufficient aviation industry experience for the Federal Aviation Administration written examination for the Aircraft Mechanic Airframe or Powerplant certification. This written examination is required in conjunction with either the Airframe or Powerplant certificate  
Prerequisite: None  
Type: C

**AVMT 108 FAA Test Prep - Powerplant 4-0-4**  
This course is designed to prepare individuals with sufficient aviation industry experience for the Federal Aviation Administration written examination for the Aircraft Mechanic Powerplant certification.  
Prerequisite: None  
Type: C

**AVMT 121 Instrument and Navigation Systems 2-2-3**  
Handling and storing of instruments, static system leak tests, instrument systems, autopilots and approach control systems, communication and navigation equipment, FCC regulations, antennas and related electronic equipment, static discharges, soldering, brazing, welding of steel, tubular steel fabrication, soldering stainless steel, and welding of magnesium and titanium.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.  
Type: C

## Course Description Guide (continued)

### **AVMT 122 Fuel Systems, Inspection & Aircraft Rigging 2-2-3**

Deicing and anti-icing systems, pitot static systems, fuel tanks, fuel valves and pumps, fuel system component repair, fuel quantity indicating system, pressure fueling systems, fuel dump system, fuel transfer and defueling, fuel pressure and temperature warning systems, and aircraft inspection procedures. Also included are fixed and rotary wing nomenclature, theory of flight, structure alignment, control cable and terminals, flight control cable system, control surface balancing, and push-pull control systems.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.

Type: C

### **AVMT 126 Aircraft Non-Metallic Structures 2-2-3**

Aircraft wood defects, glues and gluing techniques, wood structures, protective finishes, fabric covering, applying of aircraft primers and paints, honeycomb and bonded structure repair, fiberglass repair, acrylic and acetate plastic repair, pressure door seal repair, seat mechanisms, and seat belt installation.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.

Type: C

### **AVMT 127 Aircraft Metallic Structures 2-2-3**

Conventional aircraft riveting, FAA specifications, special rivets and fasteners, hi-shear rivets and deicer boot fasteners, aircraft sheetmetal layout and bending, twist drill nomenclature and drilling techniques, fuselage and wing structures, stressed skin repair, and watertight joint repair.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level; and completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level; and completion of ENG 91 or reading placement above ENG 91 level.

Type: C

### **AVMT 150 Fundamentals & Operations 2-2-3**

An emphasis on fundamental mathematics including exponentials, algebraic equations, trigonometry, charts, and graphs. This study includes aircraft drawings highlighting the importance of various drafting views, sectioning, area dimensions, and reading of blueprints, sketches, and basic drawings. An opportunity is given for students to understand aircraft servicing procedures, aircraft safety precautions, and aircraft ground handling.

Prerequisite: Completion of MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level; and completion of ENG 91 or reading placement above ENG 91 level.

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: Completion of MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level; and completion of ENG 91 or reading placement above ENG 91 level.

Type: C

### **AVMT 157 Turbine Engines 2-2-3**

Newton's laws, Brayton cycle, overhaul and installation of turbojet and turboprop engines, overhaul and installation of turboshaft and turboprop engines, compressors, diffusers, combustion chambers, turbine blades and nozzles, exhaust nozzles, compressor surge/stall, unducted fan systems, and auxiliary power units.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.

Type: C

## Course Description Guide (continued)

**AVMT 158 Ignition and Starting Systems 2-2-3**  
Magnetos, magneto breaker assemblies, high tension leads, impulse couplings, ignition switches, ignition harness testers, ignition booster systems, aircraft spark plugs, ignition analyzers, condensers, ignition coils, turbine engine ignitors, electrical starting systems, turbine engine starting systems, and pneumatic starting systems.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.  
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: Completion of ENG 91 or reading placement above ENG 91 level.  
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: Completion of ENG 91 or reading placement above ENG 91 level.  
Type: C

**AVMT 176 Aircraft Propellers 2-2-3**  
Aircraft propeller operating principles, fixed pitch propellers, hydromatic propellers; constant speed propellers, feathering and reversing systems, propeller repair, turbine engine propeller systems, tracking, governors, propeller synchronizing and ice control systems, anti-icing systems, lubricants, balancing, and propeller control systems.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.  
Type: C

**AVMT 177 Aircraft Powerplant Systems 2-2-3**  
Temperature indicating systems, aircraft engine instrumentation, thermocouple and resistance/ratiometer temperature indicating systems, pressure indicating systems, engine rpm systems, engine inlet and outlet temperature indicating systems, pressure indicating and warning systems, fluid rate-of-flow indicating systems, acceptable wiring techniques, electrical controls, and aircraft electrical system components.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.  
Type: C

**AVMT 186 Reciprocating Engine Overhaul 2-2-3**  
Otto cycle, cylinder nomenclature, valve springs, timing valves and valve over-lap, bearings, engine accessory drives, reciprocating engine overhaul, crankcase assemblies, piston and knuckle pin retainers, cams and cam-followers, crankshaft inspection, volumetric efficiency, firing order, crankshaft and rod assemblies, and propeller reduction systems.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.  
Type: C

**AVMT 187 Reciprocating Engine Maintenance 2-2-3**  
Reciprocating engine installation, engine controls, dynamic engine mounts, oil pressure adjustment, oil dilution system, ignition check, magneto timing, idle speed and mixture, compression check, valve clearances and valve timing checks, engine starting procedures, reciprocating engine servicing, and engine conformity with specifications.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level.  
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.  
Prerequisites: Prerequisites for this course will vary depending upon the nature and level of information presented in the course.  
Type: C

## Aviation Pilot Training

**AVIA 101 Private Pilot Flight Theory 3-0-3**  
An introductory course designed to provide the student with the basic theory of flight, aircraft design and aircraft control. This course also introduces basic meteorology, pilotage, dead reckoning and electronic navigational skills, the flight computer, cross country planning along with the Federal Aviation Regulations that pertain to private pilots. At the completion of this course, the student will have gained the knowledge and skills required to successfully pass the Federal Aviation Administration Private Pilot Airplane written exam.  
Prerequisite: None.  
Type: C

**AVIA 102 Flight Training Private Part I 2-0-2**  
Flight instruction in pre- and post-solo phases of private pilot training. Instruction on specific procedures and maneuvers will prepare the applicant for solo flight in the local area. (Available for course credit)  
Prerequisites: Concurrent enrollment in AVIA 101 and AVIA 103, or approval from Program Coordinator.  
Type: C

**AVIA 103 Simulator Private 1-0-1**  
Provides the student with an understanding of the basic skills required to operate an aircraft in simulated or actual instrument conditions. During this course, the student will train individually with the instructor to gain knowledge in the basic attitude instrument flight operations required to safely maneuver the aircraft by reference to instruments. The student will also develop basic proficiency in VOR and electronic navigational skills.  
Prerequisite: None  
Type: C

**AVIA 104 Flight Training Private Part II 3-0-3**  
Instruction on specific procedures and maneuvers that will prepare the applicant for cross country, night flight and FAA Private Pilot license. (Available for course credit)  
Prerequisite: AVIA 102.  
Type: C

**AVIA 105 Introduction to Civil Aviation 3-0-3**  
An in-depth study of the structure of Civil Aviation through the examination of Commercial Air Carrier Operations. Specific requirements of the air carrier's management structure and operating guidelines under the Federal Aviation Administration are introduced. Airworthiness specifications along with specific maintenance practices pertaining to operations under Part 121 of the Federal Aviation Regulations are reviewed.  
Prerequisite: None  
Type: C



## Course Description Guide (continued)

### **AVIA 108 Aviation History 3-0-3**

A chronological review of the history of aviation beginning with the first balloon flight in 1783 continuing through the development of the modern turbofan jet transport airplane. This course covers the advancement of aircraft through the technological research by the military and space flight developments.

Prerequisite: None

Type: C

### **AVIA 122 Aircraft Systems and Components 2-0-2**

An in-depth study of the systems installed on single-engine general aviation aircraft certified under 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 (ATC) system along with many of the FAA rules and regulations governing visual and instrument flight. This course includes a review of the intricate procedures, rules, systems and phraseology used today for controlling air traffic and provides a brief look at future requirements in the domestic and international arena. This course is a basic systems course providing current and future pilots, air traffic controllers and individuals pursuing a career in aviation, a background in the National Airspace System (NAS). Normally complemented by a field trip to a local air traffic facility.

Prerequisite: None.

Type: C

### **AVIA 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 or approval from program coordinator.

Type: C

### **AVIA 151 Commercial Pilot Flight Theory 3-0-3**

An advanced course preparing the student for the commercial pilot written examination. Advanced instruction on weight and balance, advanced meteorology, flight computer, navigation and radio, federal aviation regulations and aircraft systems. Advanced use of computers for weather and flight planning is emphasized. To complete this course the student is required to take the FAA commercial pilot written examination.

Prerequisites: AVIA 101.

Type: C

### **AVIA 153 Simulator Intermediate 1-0-1**

This course is designed to further develop the student's ability to perform basic instrument attitude flight by utilization of instruments. He/she will learn functions of advanced VOR navigation and gain a working understanding of the GPS system utilizing the GNS430 to perform basic flight planning and cross country operations. The student will gain a working knowledge and proficiency in advanced navigational exercises. Simulated conditions are presented to the student under an instructor's guidance.

Prerequisite: AVIA 103 or approval from program coordinator.

Type: C

### **AVIA 154 Flight Training, Commercial I 3-0-3**

Flight instruction in all phases of commercial pilot training including complex aircraft. The student will be required to complete 50 hours of cross-country flight under the supervision of a flight instructor. (Available for course credit)

Prerequisites: AVIA 151 and Private Pilot Certificate. Please see program coordinator.

Type: C

### **AVIA 155 Flight Training, Commercial II 2-0-2**

Instruction on specific procedures and maneuvers that will prepare the applicant for an FAA Commercial Pilot License. This course is based on the applicant obtaining an FAA Instrument Rating before enrolling in this course. (Available for course credit)

Prerequisite: FAA Instrument Rating required. Please see program coordinator.

Type: C

### **AVIA 160 Aviation Management I 3-0-3**

Introductory course in air transportation management that introduces the characteristics, scope and economic significance of the aerospace industry and its major segments. Provides an historical perspective of the US airlines, air transportation, regulators and associations and the general aviation industry. Includes a study of the roles played by federal agencies that interface with the air transportation industry. The Department of Transportation, the Federal Aviation Administration and the National Transportation Safety Board.

Prerequisite: None

Type: C

### **AVIA 201 Instrument Flight Theory 3-0-3**

A complete study of instruments, systems, advanced meteorology, instrument-flight charts, clearance shorthand, IFR planning, approach procedures, IFR regulations, and data related to instrument flight. To complete this course the student is required to take the FAA instrument pilot written examination.

Prerequisite: AVIA 101 or approval from program coordinator

Type: C

### **AVIA 202 Flight Training Instrument 3-0-3**

The student is introduced to all phases of instrument flying such as straight and level flight, climbs, descents, spirals, stalls, recovery from unusual 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 and AVIA 203.

Type: C

### **AVIA 203 Simulator Instrument 1-0-1**

During this course the student will become familiar with the instrument flight enroute and approach procedures required of an instrument rated pilot. The student will perform a series of instrument holds, VOR, NDB and ILS approaches in a PCATD flight trainer.

Prerequisite: AVIA 103 and AVIA 153, or approval from program coordinator.

Type: C

## Course Description Guide (continued)

### **AVIA 205 Garmin GNS 430 VFR Operations 0.5-0-0.5**

This course will introduce the student operating under Visual Flight Rules (VFR) to the operational concepts, terminology and user functions of the worldwide Global Positioning System (GPS) for aircraft in-flight navigation. Students will become familiar and proficient with the features, controls, range displays, menus, flight planning and navigational source displays along with the user functions of the VHF communication radio and VOR function of the Garmin GNS 430 system.

Prerequisite: Hold a valid FAA student pilot certificate or above  
Type: C

### **AVIA 213 Instrument Training-Part I 1.5-0-1.5**

This is a 20-hour FAA approved loggable training course in an Advanced Aviation Training Device (AATD) with an FAA Certified Flight Instructor. The time logged in this course applies toward the FAA requirements of FAR Part 61.65(e)(2) instrument rating.

Prerequisite: FAA Private Pilot Certificate required. Please see

program coordinator.

Type: C

### **AVIA 214 Instrument Flight Training-Part II 1.5-0-1.5**

An equivalent training credit course. This course is designed to provide the student equivalent credit for the completion of the Instrument Pilot Flight Certification after the student completes the AVIA 213 20-hour simulator course. AVIA 214 will grant the student equivalent credit for the completion of the Instrument Flight Training resulting in the issuance of the FAA Airplane Instrument Rating.

Prerequisite: AVIA 213

Type: C

### **AVIA 216 Advanced Instrument Approaches 1-0-1**

This course is designed to provide the student with a review of VOR, NDB, and ILS approaches and to gain measurable proficiency in the execution of Localizer Back Course Approaches, DME Arc Approaches and Global Positioning System (GPS) Approaches. This course can be applied toward the 50-hour simulator allowance authorized by FAR Part 61.129 (i)(1) for the Commercial Pilot Airplane Certification.

Prerequisite: FAA Instrument Rating required. Please see program coordinator.

Type: C

### **AVIA 217 Instrument Departures and Arrivals 1-0-1**

This course enhances the student's ability and experience to perform published standardized instrument Departure Procedures (DPs) and Standard Instrument Arrival Procedures (STARs) 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: AVIA 216 and FAA Instrument Rating required. Please see program coordinator.

Type: C

### **AVIA 220 Instrument Currency and Review 0.5-0-.05**

A multi-functional eight-hour course designed to review Instrument Flight Operations. This course consists of four hours of loggable dual instrument review in an FAA Certified Advanced Aviation Training Device (AATD) that covers holding, course intercepts and tracking through use of navigational systems, non-precision and precision approach procedures. A written and oral review of the Instrument Operations and Federal Regulations that pertain to instrument flight will be included. This course can serve to provide proficiency prior to a corporate or air carrier interview simulator check or to fulfill instrument currency and proficiency.

Prerequisite: FAA Private Pilot Certificate required. Please see program coordinator.

Type: C

### **AVIA 222 Transport Aircraft Systems 3-0-3**

This course is based on the systems incorporated on the 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: Requires approval of program coordinator.

Type: C

### **AVIA 232 Air Traffic Controller Training 3-0-3**

Preparatory Course in fundamentals of Air Traffic Control (ATC) and the National Airspace System (NAS). Students are introduced to the intricate procedures, rules, systems and phraseology used today for controlling air traffic in the domestic and international arena. This course is complimented by one or more field trips to local traffic facilities.

Prerequisites: AVIA 131.

Type: C

### **AVIA 251 Flight Instructor Theory 3-0-3**

An introduction to the fundamentals of flight instruction. A study of the performance and analysis of flight-training maneuvers. Prepares the pilot for the flight instructor written examination.

Prerequisites: AVIA 151 and AVIA 201.

Type: C

### **AVIA 252 Flight Training-Instructor 3-0-3**

Flight instruction in preparation for the Flight Instructor Certificate. The material studied in AVIA 251 is applied in this course. (Available for course credit)

Prerequisites: FAA Commercial Pilot Certificate with Instrument Rating required. Please see program coordinator.

Type: C

### **AVIA 254 Flight Train-Instrument Instructor 3-0-3**

Flight instruction in preparation for the addition of an instrument instructor rating to a flight instructor certificate. (Available for course credit)

Prerequisite: FAA CFI certificate required. Please see program coordinator.

Type: C

### **AVIA 255 Flight Train-Multi Engine Instructor 3-0-3**

Flight instruction in preparation for the addition of a multi-engine rating to a flight instructor certificate. (Available for course credit)

Prerequisite: FAA CFI certificate required. Please see program coordinator.

Type: C

## Course Description Guide (continued)

### **AVIA 260 Aviation Meteorology 3-0-3**

This course provides current and future pilots an in-depth look at basic meteorological fundamentals. Discover the driving forces behind the global weather picture and the impacts on aviation pre and in-flight weather. Subject matter covers basic atmospheric dynamics, weather chart analysis, storm structure, flight weather hazards and aviation weather products. The course has interactive lab activities including a comprehensive flight weather evaluation. Prerequisite: None. Type: C

### **AVIA 261 Aviation Management II 3-0-3**

Undergraduate course in airline management that builds on the AVIA 160 Aviation Management I (Introduction to Air Transportation). This course provides an in-depth analysis of the airline characteristics, scope and economics focusing on airline management technical tools and management functions. Provides an historical perspective of the US airlines, air transportation and regulators and associations. Familiarizes students with the US airline industry, management, organization and studies forecasting methods, marketing, scheduling, fleet planning, financing and labor relations. Examines basic management functions of planning, organizing and directing with a focus on airline management. Prerequisite: AVIA 160 or approval from program coordinator 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 266 Airport Planning and Management 3-0-3**

A comprehensive examination of the management and operation of civil airports. Areas of emphasis include master planning. Federal Aviation Regulations dealing with airport operations, environmental issues, land use planning, airport capacity and delay, access factors, economic impacts, financial analysis and budgeting systems, security, liability, maintenance, professional qualifications and public relations. Prerequisite: AVIA 101 or approval from program coordinator. Type: C

### **AVIA 269 Multi-Engine Flight Theory 1-0-1**

An in-depth study of the fundamentals of multi-engine flight operations and aerodynamics. During this course the student will become familiar with high performance aircraft engine operation, electrical systems, fuel systems, landing gear systems (both hydraulic and electric), pressurization and aircraft performance calculations. A review of normal, abnormal, and emergency procedures required for multi-engine instructor and multi-engine ATP are accomplished. Prerequisites: AVIA 101, 151 and 201; or approval from program coordinator. Type: C

### **AVIA 270 Flight Training Multi-Engine 1-0-1**

This course consists of the flight training to prepare students for the multi-engine rating. Emphasis will be placed on aircraft systems and engine. (Available for course credit) Prerequisite: Concurrent enrollment in AVIA 269 and either Private Pilot or Commercial Pilot Certificate. Please see program coordinator. Type: C

### **AVIA 280 Internship 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: Requires approval of program coordinator. Type: C

### **AVIA 291 Airline Transport Pilot Ground 3-0-3**

An advanced ground course that has been designed to prepare the student for the Airline Transport Pilot written examination. Advanced instruction on light and heavy jet aircraft, FAR Parts 121 and 135 will be included. Course meets two weekends, for four days or supervised self-study is available. The final is taking the ATP written examination. Prerequisite: Must have FAA flight time required for ATP. Please see program coordinator. Type: C

### **AVIA 292 Flight Training-ATP 3-0-3**

Flight instruction in preparation for the ATP rating in airplanes. The materials studied in AVIA 291 are applied in this course. (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

### **AVE 141 Avionics Installation Trends 2-2-3**

This course builds off the foundations set in introduction to avionics installation course. Course provides the opportunity for students to learn where the "electrical highways" of the aircraft lead, how to build these connections and how to maintain and troubleshoot them. Prerequisites: AVE 131 Type: C

### **AVE 151 Avionics Communications 3.5-1-4**

Avionics Communication presents the basic theories of aircraft communications. Topics presented will include: transmitters and amplitude modulation, frequency and phase modulation, AM and FM receivers, antenna, transmission lines, frequency measurement, FCC rules and regulations. Laboratory work will include hands-on experience with aircraft transceivers, measuring frequency, modulation, and power, using typical avionic test equipment. Prerequisites: SWIC Electronics Certificate (0018) or approval from program coordinator. Type: C

## Course Description Guide (continued)

### **AVE 152 Avionics Digital Systems 3.5-1-4**

This course offers advanced theories and projects related to aviation electronics. Topics included are: pulse technique, wave shaping, multivibrators, time base oscillators, and numbering systems. Laboratory work includes practical experience in analysis and experiments with computer circuits commonly used in aircraft electronic systems and the functions they perform.  
Prerequisite: AVE 151 or approval from program coordinator.  
Type: C

### **AVE 201 Avionics Maintenance 3.5-1-4**

This course introduces the techniques used in the maintenance of aircraft electronic systems. Topics included are: VOR, ILS, ADF, DME, R-NAV, transponders, VHF transceivers and audio systems. A detailed study of the FAA regulations as they apply to avionics maintenance technicians. Laboratory work includes operation of equipment, manufacturers manuals and publications.  
Prerequisite: AVE 152 or approval from program coordinator.  
Type: C

### **AVE 299 Internship 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: Coordinator approval.  
Type: C

## **Biology**

### **BIOL 100 General Biology: Ecology, Evolution and Genetics 3-2-4**

A laboratory course emphasizing scientific inquiry through the topics of biodiversity, evolution, ecology and genetics. Biological issues with personal and social implications will be introduced. Not intended for science majors. Students may not receive credit for both BIOL 100 and BIOL 104  
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T, IAI L1 900L

### **BIOL 101 Principles of Biology I 3-2-4**

A laboratory course emphasizing the fundamentals of organization, metabolism, photosynthesis, growth, genetics and evolution. Intended for science majors.  
Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T, IAI - L1 900L, 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) or divisional approval.  
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: Completion of ENG 91/ENG 95 and MATH 94 (with a grade of "C" or better).  
Type: T, IAI-L1900L

### **BIOL 105 Human Biology 3-2-4**

Students will be introduced to basic anatomy and physiology of the human systems.  
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T

### **BIOL 106 Environmental Science 3-0-3**

A course designed to provide a broad understanding of the physical, biological and social aspects of the environment. Topics include basic ecological concepts, energy problems, natural resources, human population growth and environmental pollution. Possible solutions to these topics will be considered. This course does not meet the laboratory science requirement at SWIC.  
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T, IAI - L1 905 (elective, not lab science)

### **BIOL 108 General Ecology 3-2-4**

An introduction to the principles of ecology: the interaction between organisms and the environment. Principles of energy flow, nutrient cycling, population ecology, biotic communities and human ecology will be considered. Field trips to natural areas, some of which are physically taxing, are an integral part of the course.  
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T, IAI - L1 905L

### **BIOL 110 Introduction to Marine Biology 3-4-5**

This course is offered for variable credit in two increments, which may be taken together or separately.  
Increment 1-lecture (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 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T elective, not lab science  
Increment 2-lab (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) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T

### **BIOL 151 Fundamental Botany 3-2-4**

This course considers the fundamental concepts of all living organisms as they relate to the plant kingdom, with primary emphasis on the structure and function of seed plants. Special consideration is given to biochemical makeup, cell and tissue anatomy, basic plant morphology and physiology, ecology and evolution.  
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T, IAI - L1 901L



## Course Description Guide (continued)

### **BIOL 157 Human Anatomy & Physiology I 4-2-5**

The course begins with a study of cells and tissues followed by a comprehensive anatomical and physiological study of the following human systems: nervous, endocrine, integumentary, skeletal, and muscular. Vertebrate dissections are required.

Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level. One year of high school biology or chemistry, or completion of BIOL 105 is recommended.  
Type: T

### **BIOL 158 Human Anatomy & Physiology II 4-2-5**

A comprehensive anatomical and physiological study of the following human systems: circulatory, immune, respiratory, digestive, urinary and reproductive. Aspects of microbiology are integrated into the course. Vertebrate dissections are required.

Prerequisite: BIOL 157 (with a grade of "C" or better) or divisional approval.  
Type: T

### **BIOL 204 Vertebrate Zoology 2-4-4**

This course is the study of diversity, evolutionary history, anatomy, physiology and systematics of vertebrates and their closest relatives. The course includes a significant laboratory component that involves dissection of preserved vertebrates.

Prerequisite: BIOL 101 (with a grade of "C" or better) or divisional approval.  
Type: T

### **BIOL 220 Intro to Cadaver Dissection 0-2-1**

This course is an introduction to human cadaver dissection with an emphasis on dissection techniques and gross anatomy of the human body. Students will work in small groups to perform supervised dissection of a human cadaver.

Prerequisite: Successful completion of BIOL 157 and approval of Life Sciences Department Chair.  
Type: T

### **BIOL 250 Microbiology 3-2-4**

This course is the study of the structure, metabolism, reproduction, heredity, evolution, ecological and pathological relationships of microbes including bacteria, viruses, fungi, yeasts and protozoa.

Prerequisite: BIOL 101 (with a grade of "C" or better) or BIOL 155 (with a grade of "C" or better) or BIOL 157 (with a grade of "C" or better) or divisional approval.  
Type: T

### **BIOL 270 Genetics 3-2-4**

This course takes a problem-solving approach to the study of three fundamental areas of modern genetics: transmission, molecular, and evolutionary genetics. Major principles in each area will be covered in sufficient detail to provide students with a broad understanding of the field. Laboratory experiments and activities will enhance and apply concepts covered in lecture.

Prerequisite: BIOL 101 (with a grade of "C" or better) or divisional approval; MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval.  
Type: T

### **BIOL 299 Special Topics in Biology (0-4)-(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

## **BLA – See Construction Bricklayer**

**Business** – See also: Accounting, Computer Information Systems, Culinary Arts and Food Management, Economics, Electronic Publishing, Management, Marketing, Network Design and Administration, Office Administration and Technology, Paralegal Studies, Real Estate Appraisal, Web Development and Administration

### **BUS 101 Introduction to Business 3-0-3**

A survey of the functional areas of business. Major topics include: the economic, legal, social and global environment in which modern businesses operate; social responsibilities of business; forms of business ownership; functions and responsibilities of managers; and fundamental concepts of marketing, accounting, finance, information management, and labor relations and human resource management.

Prerequisite: None.  
Type: T, IAI Bus 911

### **BUS 205 Economic and Business Statistics 4-0-4**

The following concepts and statistical techniques are included: measures of central tendency and variability; random variables and probability distributions; binomial, normal, and sampling distributions; estimation; tests of hypotheses; chi square tests; linear regression and correlation; and multiple regression. Statistical software projects are required. Students may receive credit for only one of the following: MATH 107, MATH 191, or BUS 205.

Prerequisites: Math placement test score or MATH 112 (with a grade of "C" or better) or division approval; completion of the geometry requirement; and reading placement above ENG 92 or concurrent enrollment in ENG 92.

Type: T, IAI – M1 902, IAI-BUS 901

*(Geometry requirement-completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)*

### **BUS 209 Business Computer Systems 3-0-3**

This course is designed primarily for students planning to pursue a baccalaureate degree with a major in a field of business. It covers the basics of management information systems from a business perspective. Hardware, operating systems, and applications software used in business enterprises are described. The course also discusses the role of the Internet, World Wide Web and e-commerce in modern business 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 Intellectual Property Law 3-0-3**

This course will provide students with an overview and understanding of the various intellectual property disciplines, including copyright, trade secret, trademark, and patent law. This course will emphasize both the theoretical and practical application of these areas of law.

Students will be required to complete writing projects. Students may receive credit for only one of the following: BUS 280 or PARL 280.

Prerequisite: None.

Type: C

## Course Description Guide (continued)

### **BUS 294 Special Topics/Issues in Business** (5-4)-0-(5-4)

Presents projects and topics in business by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.

Prerequisite: None.

Type: C

## Chemistry

### **CHEM 100 Chemistry in Everyday Life** 3-2-4

A survey of chemistry in the context of the things that can or do affect us in our everyday lives. Topics include air and water quality, global warming, fossil, solar and nuclear fuels, acid rain, plastics and nutrition. This course is designed for transfer students in liberal arts, and elementary education majors.

Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T IAI-P1 903L

### **CHEM 101 Introductory Chemistry** 3-4-5

Fundamental concepts in chemistry through discussion of the structure of matter, atomic theory, simple chemical calculations, the nature of chemical reactions, and introduction to organic chemistry. For students who have had no previous chemistry.

Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - P1 902L

### **CHEM 103 Intro Organic & Biological Chemistry** 3-4-5

An overview course designed to give students a basic understanding of organic nomenclature, functional groups, basic organic reactions, and biological molecules such as enzymes, proteins, lipids, carbohydrates and nucleic acids.

Prerequisite: CHEM 101 (with a grade of "C" or better) or CHEM 105 (with a grade of "C" or better).

Type: T

### **CHEM 105 General Chemistry I** 3-4-5

Basic principles of inorganic chemistry with emphasis on atomic structure, bonding, stoichiometry, chemical reactions, 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.

Prerequisites: CHEM 101 (with a grade of "C" or better) and concurrent enrollment in MATH 112, or one year of high school chemistry (with a grade of "C" or better for both semesters) and MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - P1 902L, 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 (with a grade of "C" or better) and MATH 112 (with a grade of "C" or better).

Type: T, IAI-CHM 912

### **CHEM 201 Organic Chemistry I** 3-4-5

An introduction to organic chemistry dealing principally with structure, reaction mechanisms and properties of organic compounds; with special emphasis on alkanes, alkenes, alkyl halides, alcohols, and ethers.

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 comprehension and speaking in Mandarin Chinese. Students are also introduced to the history and cultures of the Chinese-speaking world.

Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.

Type: T

### **CHIN 102 Elementary Chinese II** 4-0-4

This introductory language course is a continuation of CHIN 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Mandarin Chinese. Students are also introduced to the history and cultures of the Chinese-speaking world.

Prerequisite: Successful completion of CHIN 101 or equivalent.

Type: T

## Cisco Networking

- Also see *Network Design and Administration*

### **CISC 131 Cisco Network Fundamentals** 3-2-4

Cisco Network Fundamentals is the first of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

Semester offered: Fall.

Prerequisite: Concurrent enrollment in CISC 132.

Type: C

## Course Description Guide (continued)

### **CISC 132 Cisco Routing Protocols & Concepts 3-2-4**

Cisco Routing Protocols and Concepts is the second of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Each chapter walks the student through a basic procedural lab, and then presents basic configuration, implementation, and troubleshooting labs. Packet Tracer activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand.

Semester offered: Fall.

Prerequisite: CISC 131 with a grade of "C" or better.

Type: C

### **CISC 133 Cisco LAN Switching & Wireless 3-2-4**

Cisco LAN Switching & Wireless is the third of four courses leading to the Cisco Certified Networking Associate (CCNA) certification. This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a wireless LAN in a small to medium network.

Semester offered: Spring.

Prerequisites: CISC 132 with a grade of "C" or better.

Type: C

### **CISC 134 Cisco Accessing the WAN 3-2-4**

Cisco Accessing the WAN is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course discusses the WAN technologies and network services required by converged applications in Enterprise Networks. The course uses the Cisco Enterprise Composite model (ECM) to introduce integrated network services and explains how to select the appropriate devices and technologies to meet ECM requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. Students will prepare to take the CCNA certification exam.

Semester offered: Spring.

Prerequisites: CISC 133 with a grade of "C" or better.

Type: C

### **CISC 187 Cisco CCNA Exam Preparation 3-0-3**

The Cisco CCNA Exam Preparation course emphasizes the important concepts of the Cisco CCNA certification exam. In addition to reinforcing and reviewing topics learned in previous CCNA courses, this course helps students with organizing and preparing for the exam. The course focuses on installing, configuring and troubleshooting networks. Specific topics include IP addressing, router configuration and routing protocols, LAN and WAN connectivity, network security and wireless technologies.

Prerequisite: CISC 134 with a grade of "C" or better.

Type: C

### **CISC 201 Cisco CCNA Security 3-2-4**

The Cisco CCNA Security course prepares students for the Cisco CCNA Security exam. Students will develop skills necessary to secure Cisco routers and switches and their associated networks. This course teaches students the configuration, troubleshooting and monitoring of network devices to maintain confidentiality, integrity and availability of data and devices. The course also includes technologies that networks use in their security infrastructure. The course includes an introduction to core security technologies as well as how to develop security policies and mitigate risks. Topics include developing a security infrastructure, recognizing threats and vulnerabilities to networks, and mitigating security threats. Students will have an opportunity to apply their knowledge through hands-on activities and case studies.

Prerequisite: CISC 134 with a grade of "C" or better. Students

who meet the prerequisite through professional certification should contact the program coordinator.

Type: C

### **CISC 221 Cisco Advanced Routing 3-2-4**

Cisco Advanced Routing Configuration is one of the courses leading to the Cisco Certified Network Professional (CCNP) certification. This course teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIPv2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the more important techniques used for route filtering and route redistribution.

Prerequisite: CISC 134 with a grade of "C" or better. Students

who meet the prerequisite through professional certification should contact the program coordinator.

Type: C

### **CISC 223 Cisco Multilayer Switching 3-2-4**

Cisco Multilayer Switching is one of the courses leading to the Cisco Certified Network Professional (CCNP) certification. This course introduces students about the deployment of the state-of-the-art campus LANS. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, redundancy, Cisco AVVID, QoS issues, campus LAN security, and transparent LAN services.

Prerequisite: CISC 134 with a grade of "C" or better. Students

who meet the prerequisite through professional certification should contact the program coordinator.

Type: C

### **CISC 241 Cisco Voice over IP 2-2-3**

This course provides an introduction to converged voice and data networks as well as the challenges faced by its various technologies. The course presents Cisco solutions and implementation considerations to address those challenges. In this course, students will learn about the architecture, components, functionality and features of Cisco Unified Communications Manager and Cisco Unified Communications Manager Express. Students will also learn Voice over IP (VoIP) and Quality of Service (QoS) technologies and apply them to the Cisco Unified Communications environment.

Prerequisite: CISC 134 with a grade of "C" or better. Students

who meet the prerequisite through professional certification should contact the program coordinator.

Type: C

### **CISC 299 Special Topics in Cisco Networking (5-4)-0-(5-4)**

This course presents projects and topics in Cisco Networking by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.

Prerequisite: Varies by topic.

Type: C



## Course Description Guide (continued)

### Computer-Aided Drafting

#### **CAD 101 Basic Drafting 2-4-4**

This course is an introduction to sketching and Computer-Aided Drafting. Topics such as orthographic, multiview, oblique, axonometric projection, lettering, sections, geometric construction, auxiliary views, and dimensioning provide the necessary foundation for pictorial communication.

Prerequisite: CAD 120 or concurrent enrollment in CAD 120, or articulation for CAD 120.

Type: C

#### **CAD 102 Intermediate Drafting 2-4-4**

This course is a continuation of CAD 101, including descriptive geometry, intersections and developments, welding symbols and welding nomenclature, threads and thread nomenclature, working drawings, and introduction to sheet metal bends allowances. Students work in groups to solve problems and create complete sets of drawings simulating the workforce environment.

Prerequisites: CAD 120 and CAD 101 or articulation for CAD 120 and CAD 101.

Type: C

#### **CAD 120 Introductory CAD 2-2-3**

This course is an introduction to Computer-Aided Drafting (CAD). It will prepare students to operate the system and understand the applications of CAD to industry standards. Students will create, store, retrieve, edit, and print/plot commercial quality drawings. This course is offered as a dual credit course for area high schools. Credit does go towards the certificate and the associate's degree in Computer-Aided Drafting.

Prerequisite: Keyboarding and Windows XP knowledge.

Type: C

#### **CAD 200 Assembly Drawings 1-2-2**

This course will introduce the student to reverse engineering. Assembled mechanical components will be unassembled, measurements with use of micrometers, calipers, height gauge, thread gauges, and hole gauges will be taken to create sketches that will be used to create CAD drawings. Students will also be introduced to tolerancing symbols and feature control information.

Prerequisite: CAD 102 and CAD 220

Type: C

#### **CAD 201 Introduction to Architectural Drafting 1-2-2**

This course will introduce the student to plot plans, floor plans, elevation views, and foundation drawings. Students will create the necessary plans to create a scaled model of an architectural structure.

Prerequisite: CAD 102 and CAD 220

Type: C

#### **CAD 202 Structures Drafting 2-2-3**

This course is a continuation of CAD 210. Drawings created in CAD 201 and CAD 210 will be used to create window and door schedules, trusses, and other necessary structural features.

Prerequisites: CAD 102 and CAD 210; and completion of CAD 220 or concurrent enrollment in CAD 220.

Type: C

#### **CAD 203 Civ Eng Drafting 2-2-3**

This course covers all aspects of highway design drafting. Including: typical sections, details, plan and profile drawing, cross sections, drainage basics, and subdivision drawing. Basic survey and roadway calculations are also included.

Prerequisites: CAD 102 and CAD 225.

Type: C

#### **CAD 204 Manufacturing Drafting 2-2-3**

This course will focus on the development of production quality drawings for the manufacturing industry. Topics include tolerancing components to achieve designed fit, Geometric Dimensioning and Tolerance dimensioning techniques, advanced sheet metal bend allowances, and development of assembly level drawings. This course will utilize Autodesk Inventor software.

Prerequisites: CAD 102, CAD 220, and CAD 221.

Type: C

#### **CAD 206 E & I Draft 2-2-3**

This course includes the drafting and design of electrical distribution and instrumentation for the chemical, petroleum, utility and other related industries.

Prerequisites: CAD 102 and CAD 220.

Type: C

#### **CAD 208 Pipe Drafting 2-2-3**

This course reviews aspects of pipe drafting including symbols, piping accessories, equipment, plot plans, piping plans, elevations, sections, isometrics, working drawings and field data.

Prerequisites: CAD 102 and CAD 220.

Type: C

#### **CAD 210 HVAC/EL/Plumb Drafting 2-2-3**

This course is a continuation of CAD 201. Drawings created in CAD 201 will be used to create plans and details of the HVAC, power, lighting and plumbing systems for residential/commercial buildings.

Prerequisite: CAD 201

Type: C

#### **CAD 220 Advanced CAD I 2-2-3**

An advanced course in Computer-Aided Drafting (CAD) using AutoCAD where the latest industrial standards and procedures will be implemented. Topics include: advance drawing and modification commands, blocks, attributes, layouts and external references.

Prerequisite: CAD 120 and CAD 101 or articulation for CAD 120 and CAD 101.

Type: C

#### **CAD 221 Advanced CAD II 2-2-3**

This course begins the semester introducing AutoCAD concepts to generate 3-D models and moves into Autodesk Inventor software.

The students will take an in-depth look at Autodesk Inventor to generate solid model objects. The output of drawings will include detail, assembly, and other presentation drawings.

Prerequisite: CAD 102; and completion of CAD 220 or concurrent enrollment in CAD 220.

Type: C

#### **CAD 222 Machine CAD Post Assessment 1-0-1**

This course will consist of an overview of American Society of Mechanical Engineers (ASME) Computer-Aided Drafting (CAD) 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, and CAD 204 or concurrent enrollment.

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 (GD&T) concepts as established by the American Society of Mechanical Engineers (ASME) Y14.5 standards.

Prerequisite: CAD 102 and CAD 220.

Type: C



## Course Description Guide (continued)

**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 and 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 (ASME) Computer-Aided Drafting (CAD) 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, and CAD 202 or concurrent enrollment.

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: Current computer-aided drafting related employment.

Type: C

**CAD 291 Supervised Internship II 0-(5-30)-(1-6)**

This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship semester credits permitted in the program is six.

Prerequisite: Current computer-aided drafting related employment.

Type: C

**CAD 292 Supervised Internship III 0-(5-30)-(1-6)**

This course allows students to earn academic credit for supervised on the job experience. Five hours of work per week per semester is required for each hour of credit. The maximum number of internship semester credits permitted in the program is six.

Prerequisite: Current Computer-Aided Drafting related employment.

Type: C

**CAD 299 Special Topics in CAD (0-6)-(5-30)-(1-6)**

The application of drafting principles to specific problems. Case studies, simulations, special problems or problem-solving techniques will be used.

Prerequisite: None.

Type: C

## Computer Information Systems

**CIS 108 Computer Mathematics 3-0-3**

Topics include solution of quadratic and higher order equations and systems of linear equations. Emphasis is on having the student solve practical problems using analytical reasoning and decision making skills. Additional topics may include binary, octal and hexadecimal number systems; introduction to basic statistics, numerical integration and differentiation; computer computation; and error analysis.

Prerequisite: Math assessment score at the MATH 97 level or successful completion of MATH 94 with a grade of "C" or better.

Type: C

**CIS 120 Introduction to the PC 1-0-1**

This course introduces Windows-based microcomputers to those with little or no prior computer experience. Topics include terminology, keyboard usage, basic components of a computer system, beginning DOS commands, and an overview of possible computer applications.

Prerequisite: None. Keyboarding skill preferred.

Type: C

**CIS 121 DOS 1-0-1**

DOS is an introductory course designed to teach the disk operating system to students with little prior computer experience. All basic and intermediate DOS commands will be learned. Additionally, the DOS editing keys, wildcards, fixed disk commands, pipes, filters, and redirection will be covered.

Prerequisite: CIS 120 or basic computer skills.

Type: C

**CIS 125 Operating System Basics 1-0-1**

This course will provide students with the information and skills they will need to master the basic components of the Windows operating system.

Prerequisites: CIS 120 or basic computer skills.

Type: C

**CIS 147 Fonts & Type 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

Recommendation: Experience with Adobe Creative software

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 (HTML) to create Web pages. Students will become acquainted with the hardware, software, and programming techniques required in creating and maintaining Web documents and sites.

Prerequisite: CIS 125, CIS 160 or file management and Internet browser skills.

Type: C

## Course Description Guide (continued)

**CIS 162 Advanced HTML 2-0-2**  
Students will create multimedia Web pages using hypertext markup language. Cascading style sheets will be emphasized. Other topics covered include tables, forms, validation and JavaScript.  
Prerequisite: CIS 161 or coordinator approval.  
Type: C

**CIS 163 HTML Editor 1-0-1**  
This course is designed to teach students to use a popular HTML editor to create, manage, automate and publish Web pages. 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 or CIS 181 or file management skills.  
Type: C

**CIS 165 Game Programming I 3-0-3**  
This course is an introduction to game programming and game development. Students will use an object oriented programming language to learn fundamental programming concepts. Various predefined object types will be introduced and student will learn how to control object attributes and behaviors as they write event procedures containing variables, conditions, and loops. Topics will also include sound, animation, and graphics.  
Prerequisite: CIS 125 or file management skills  
Type: C

**CIS 171 Computer Graphics 3-0-3**  
This course will teach students advanced design skills in creating vector graphics using Adobe Illustrator. Students will prepare original publications including logos and advertisements.  
Prerequisites: CIS 125 or CIS 181 or file management skills.  
Type: C

**CIS 172 Photoshop 3-0-3**  
This course will teach students how to scan, create, modify and reproduce photographs, artwork, and printed advertising pieces. Students will learn how to deal with all types of graphics and prepare them for print or Web applications. Students will be exposed to techniques and skills to prepare them for employment as a photo retouch artist, or graphic designer. Students will also be exposed to vector graphic elements and how they interrelate to Adobe Photoshop.  
Prerequisite: CIS 125 or CIS 181 or file management skills.  
Type: C

**CIS 173 Graphics and Animation 3-0-3**  
This class will focus on using Flash to create graphic animations, developing buttons and menus, designing Flash Web pages, sustaining a viable website and providing user interactive Web pages. Course curriculum will cover Flash User Interface (UI), using layers and timeline, Flash Objects, sound/video, ActionScript Environment, debugging and using HTML. After taking this class, students will have a good understanding of Flash design, development, interactivity, usability and how to create a user-friendly web experience.  
Prerequisite: CIS 174 or HTML coding proficiency.  
Type: C

**CIS 174 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

**CIS 176 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

**CIS 177 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 Math 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 or CIS 183 or CIS 184  
Type: C

**CIS 178 Operating System Fundamentals 3-0-3**  
This course introduces students to the command line interface. It uses the Microsoft Windows Command Prompt window, referred to as the MS-DOS prompt window in earlier versions. Practical hands-on applications are presented for the study of batch files and other non GUI (graphical user interface) functions.  
Prerequisite: CIS 120 or basic computer skills.  
Type: C

**CIS 179 Computer User Support 3-0-3**  
This course will enable students pursuing a help desk career to provide high-quality technical customer support in any situation. They will develop the skills they need to interact effectively and appropriately with customers, whether face-to-face, on the telephone, or in written documents.  
Prerequisite: None  
Type: C

**CIS 180 Introduction to Programming 3-0-3**  
This course is an introduction to computer programming and software development. Students will use a visual development environment and an object oriented programming language to learn fundamental programming concepts. Various predefined object types will be introduced and students will learn how to control object attributes and behaviors as they write event procedures containing variables, conditions, and loops.  
Prerequisite: CIS 125 or file management skills  
Type: C

**CIS 181 Operating System/Windows 3-0-3**  
This course will teach students important topics of Microsoft Windows. Instruction will include the organization of files with Windows Explorer, personalizing the Windows environment, bringing the World Wide Web to the desktop, searching for information, working with graphics, and managing Windows. The version of Windows will vary depending on the location of the course.  
Prerequisite: CIS 120 or basic computer skills.  
Type: C

## Course Description Guide (continued)

### **CIS 184 Visual Basic Programming I 3-0-3**

This course introduces the fundamentals of the Visual Basic programming language. Students develop Console and Windows Forms applications written in Visual Basic using the Visual Studio development environment. Procedural programming topics include variables, control structures, built-in functions and data types, arrays, self-defined subroutines and functions written in Visual Basic. Object oriented programming topics include instantiation, encapsulation, class, property, method, and constructor declarations. The course ends with an introduction to collections, and language integrated queries.

Prerequisite: Successful completion of MATH 97 (with a grade of "C" or better), or math placement above MATH 97 and (CIS 180 or CIS 187 or CIS 250 or CIS 252).

Type: C

### **CIS 185 Intro to Information Technology 3-0-3**

This course provides an overview to the field of computer information systems. The history of computers, computer hardware and software, programming concepts, processing techniques, application software, file structures, data storage concepts, and data communications are included.

Prerequisite: None.

Type: T

### **CIS 187 Java Programming I 3-0-3**

This course is designed to teach students the basic concepts and skills necessary to create programs using the Java Programming language. Programs will include various control structures and techniques used in creating interactive programs for the Web. Object oriented programming techniques will be used.

Prerequisite: One of the following: CIS 180 or CIS 183 or CIS 184 or CIS 194 or CIS 250 or CIS 252.

Type: C

### **CIS 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 (SQL), 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 or coordinator approval

Type: C

### **CIS 211 Intro to Web Servers 3-0-3**

This course introduces the student to the basic structure of a Web server and examines topics that are important to organizations connected to the Internet, such as providing Web access, maintaining performance, ensuring security and integrating file transfer and media services.

Prerequisite: CIS 174 and CIS 177

Type: C

### **CIS 212 Intro to XML 3-0-3**

This course introduces the student to Extensible Markup Language, a language used in creating special purpose markup languages. Students will be introduced to both the structure of XML and its applications. Topics include how to define your own tags, how XML is used in data interchange, and how XML can be used to deliver web services.

Prerequisite: CIS 174 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: Successful completion of MATH 97 (with a grade of "C" or better), or math placement above MATH 97 and (CIS 180 or CIS 187 or CIS 184 or 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: Successful completion of MATH 97 (with a grade of "C" or better), or math placement above MATH 97 and (CIS 180 or CIS 187 or CIS 250 or CIS 184).

Type: C

## Course Description Guide (continued)

### **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, 177, 187, and 195 or coordinator approval.  
Type: C

### **CIS 257 Electronic Publishing 3-0-3**

This course will teach students to write, assemble and design publications using Adobe InDesign electronic desktop publishing software. Students will prepare publications from four broad categories: reports and proposals; directories, price lists, and catalogs; tables, and charts; and newsletters and magazines.

Prerequisite: CIS 125 or CIS 181 or file management skills  
Type: C

### **CIS 259 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 173, CIS 176 and CIS 257) or coordinator approval.  
Type: C

### **CIS 260 Advanced C++ Programming II 3-0-3**

This course is a continuation of the beginning C++ programming class. The course builds upon object-oriented concepts such as inheritance, function overloading, and polymorphism. Students apply techniques of dynamic memory to build arrays and objects that can adjust memory requirement at run time. Addition topics include the exploration of Input/Output capabilities and the string processing capabilities of the language.

Prerequisite: Successful completion of MATH 112 with a grade of "C" or better and CIS 250, or coordinator approval.  
Type: C

### **CIS 262 C# Programming II 3-0-3**

This course is a continuation of C# language topics, including exception handling, delegates, inheritance, polymorphism, and interfaces. Students will use the Visual C# language to develop advanced software components and class libraries in Visual Studio.

Prerequisite: Successful completion of MATH 112 with a grade of "C" or better and CIS 252, or coordinator approval.  
Type: C

### **CIS 263 Data Access 3-0-3**

This course is an introduction to data access. Students use an integrated development environment and multiple object oriented programming languages to create user interfaces that query and manipulate data from a variety of data providers. Students will create datasets that define data tables, queries, constraints and relationships. Students will also learn techniques to query in-memory data structures, handle errors in a multi-user environment, and use visual tools to create reports.

Prerequisite: CIS 184 and CIS 275 or coordinator approval.  
Type: C

### **CIS 264 ASP 3-0-3**

This course teaches students how to create dynamic, data driven web applications using Microsoft's Active Server Pages (ASP). 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 and CIS 184 and CIS 275 or coordinator approval.  
Type: C

### **CIS 272 Advanced Photoshop 3-0-3**

This course will teach students advanced scanner and camera capture techniques, advanced image changes, advanced graphics information and skills to assist the student to be able to create, scan and reproduce photographs, artwork, and printed advertising pieces using Adobe Photoshop software. Students will learn advanced techniques, special effects and design challenges on both graphics and fonts, how to integrate them successfully and prepare them for print or web applications.

Prerequisite: CIS 172 or coordinator approval.  
Type: C

### **CIS 273 Advanced Graphics and Animation 3-0-3**

This class will focus on using ActionScripting to create highly interactive multimedia-based 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 or CIS 183 or CIS 184.  
Type: C

### **CIS 275 SQL 3-0-3**

This course introduces students to Structured Query Language (SQL), the universal language used to control all relational database management systems. Students will learn to create, manipulate, and query data in a database using SQL commands.

Prerequisites: CIS 195 or database skills.  
Type: C

### **CIS 281 Database Programming 3-0-3**

This course is designed to teach students procedural programming using a relational database product. Students use fundamental language elements, including variables and control structures, to create and work with procedures, functions, and packages within the context of a popular relational database management system.

Prerequisite: CIS 275 and CIS 180  
Type: C

### **CIS 282 Database Application Development 3-0-3**

This course is continuation of CIS 281. Students will learn to develop applications for entering and displaying database data and will create an integrated database project. They will also learn to develop user database interfaces using dynamic Web pages.

Prerequisite: CIS 281 or coordinator approval.  
Type: C

### **CIS 283 Database Administration 3-0-3**

This course is an introduction to database administration. Students will install and configure a relational database management system, create and remove database instances, monitor and optimize performance, import and export data, configure logical and physical storage, manage users and roles, grant and revoke user and object privileges, and backup and restore databases.

Prerequisite: CIS 275 or coordinator approval.  
Type: C



## Course Description Guide (continued)

### **CIS 284 Visual Basic Programming II 3-0-3**

The course is a continuation of Visual Basic language topics, including exception handling, delegates, inheritance, polymorphism, and interfaces. Students will use the Visual Basic language to develop advanced software components and class libraries in Visual Studio. Prerequisite: Successful completion of MATH 112 with a grade of "C" or better and CIS 184, or coordinator approval.

Type: C

### **CIS 287 Java Programming II 3-0-3**

This course is designed to expand the subject material covered in the Java Programming class. Topics include the continuation of Java programming techniques and use of the common Java API. Subjects may include IO, JDBC, threads, Swing, and other packages found in the Java SDK. Students will continue their study of the Apache Tomcat web server and will be introduced to the Eclipse IDE.

Prerequisite: CIS 187 or coordinator approval.

Type: C

### **CIS 288 JSP 3-0-3**

This course will teach the basics of dynamic Web page development using Java Servlets and JavaServer pages (JSP). Course curriculum will cover the role of dynamic site generation, how Servlets and JavaServer Pages (JSP) are used to generate dynamic content, and how to set up a development environment for creating Servlets/JSP. After taking this class, students will have a good understanding of the uses of Servlets/JSP, the Servlet/JSP life cycle, and a basic understanding of the best practices involved in their development.

Prerequisite: CIS 174 and CIS 187

### **CIS 296 Web and Graphics Internship 1-10-3**

The student will complete a special assignment with an approved employer for 160 hours of related work experience. Evaluation of the student's performance will be a cooperative effort between the employer and the instructional staff. The primary purpose of the field project is to give the student an opportunity to gain meaningful work experience.

Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester or summer of study prior to graduation.

Coordinator approval.

Type: C

### **CIS 297 Information Technology Internship 1-10-3**

The student will complete a special assignment with an approved employer for 160 hours of related work experience. Evaluation of the student's performance will be a cooperative effort between the employer

and the instructional staff. The primary purpose of the field project is to give the student an opportunity to gain meaningful work experience.

Prerequisite: Minimum GPA of 2.5. Students should be enrolled in the last semester or summer of study prior to graduation.

Coordinator approval.

Type: C

### **CIS 299 Topics in CIS (.5-4)-0-(.5-4)**

CIS 299 is designed to enhance the student's understanding of a particular information processing technology or application.

Current technologies, software, and cases relating to the information processing environment will be presented and discussed.

Prerequisite: Divisional approval.

Type: C

## Construction Bricklayer

### **BLA 118 Construction Bricklayer Apprentice I 3-2-4**

This course will acquaint the student with some of the basic knowledge of the bricklaying trade. Material covered in the first year will include history, manufacturing processes and structural properties of masonry materials. Types of mortar and sand will also be covered.

Prerequisite: None.

Type: C

### **BLA 128 Construction Bricklayer Apprentice II 3-2-4**

Materials covered in this course will include manufacturing processes and structural properties of masonry materials. This course is a continuation of BLA 118.

Prerequisite: BLA 118 or coordinator approval.

Type: C

### **BLA 138 Construction Bricklayer Apprentice III 3-2-4**

This course of study will introduce the student to the tools, math and blueprints used in the bricklaying trade. Material will include the trowel, brick hammer, blacking chisel, story pole, and spacing ruler. Trade arithmetic, blueprints, and sketching will also be covered.

Prerequisite: BLA 128 or coordinator approval.

Type: C

### **BLA 148 Construction Bricklayer Apprentice IV 3-2-4**

Materials covered in this course will include the trowel, brick hammer, blacking chisel, story pole, and spacing ruler. Trade arithmetic, blueprints and sketching will also be covered. This course is a continuation of BLA 138.

Prerequisite: BLA 138 or coordinator approval.

Type: C

### **BLA 258 Construction Bricklayer Apprentice V 3-2-4**

This course is designed to give the three-year apprentice some practical shop work along with his on-the-job training. Material covered will include motion study, structural patterns, and laying of units.

Prerequisite: BLA 148 or coordinator approval.

Type: C

### **BLA 268 Construction Bricklayer Apprentice VI 3-2-4**

Materials covered will include motion study, structural patterns and laying of units. This course is a continuation of BLA 258.

Prerequisite: BLA 258 or coordinator approval.

Type: C

### **BLA 299 Special Topics in Construction Bricklaying 4-8-4**

This course is designed to familiarize students with special topics or problems in the Construction Bricklayers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.

Prerequisite: None

Type: C

## Course Description Guide (continued)

### Construction Carpentry

#### CCA 115 Construction Carpentry Apprentice I 3-2-4

This course is designed to let the modern apprentice, in the first phase of training, learn the how skills of the trade on the job. The theoretical and technical aspects of the trade are studied, along with tools, equipment, materials, processes, mathematics, interpretation of drawings, and layout.

Prerequisite: Coordinator approval.

Type: C

#### CCA 125 Construction Carpentry Apprentice II 3-2-4

This course will include the theoretical and technical aspects of the carpentry trade. Topics covered will include equipment, materials, processes, mathematics, and interpretation of drawings. This course is an extension of CCA 115.

Prerequisite: Coordinator approval.

Type: C

#### CCA 135 Construc Carpentry Apprentice III 3-2-4

Carpentry Apprenticeship III places emphasis on rough framing, roof framing, exterior and interior finish work, and building for the modern home or light commercial building. This course supplements the students on-the-job training and provides a good background for field work.

Prerequisite: Coordinator approval.

Type: C

#### CCA 145 Construc Carpentry Apprentice IV 3-2-4

Carpentry Apprenticeship IV includes material on rough framing, roof framing, exterior and interior finish work for the modern home or light commercial building. This course is an extension of CCA 135.

Prerequisite: Coordinator approval.

Type: C

#### CCA 165 Construction Carpentry Internship 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 Construc Carpentry Apprentice V 3-2-4

Carpentry Apprenticeship V is the beginning of the three years of instruction in carpentry. This unit constitutes related instruction for the third section apprentice that will be coordinated with his third year experience. It is designed to give the student an opportunity to study the nature of concrete and its mixtures in the pouring of concrete and building forms.

Prerequisite: Coordinator approval.

Type: C

#### CCA 265 Construc Carpentry Apprentice VI 3-2-4

This course will include heavy timber construction and the use of the level and level transit. This is an extension of CCA 255.

Prerequisite: Coordinator approval.

Type: C

#### 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 Construc Carpentry Apprentice VII 3-2-4

This course will place emphasis on design and control of concrete, reinforced concrete structures, post-formed concrete systems, heavy timber construction.

Prerequisite: Coordinator approval.

Type: C

#### CCA 285 Construc Carpentry Apprentice VIII 3-2-4

This course will introduce the carpenter to the fundamentals of AC and DC welding and the acetylene cutting that will be used in the carpentry trade. Types of equipment, materials, and their uses will be emphasized.

Prerequisite: Coordinator approval.

Type: C

#### CCA 290 Construction Carpentry Internship III 0-20-4

The Construction Carpentry Internship III course has been developed and established as the on-the-job advanced component of the Construction Carpentry Apprenticeship program. This course will reinforce both knowledge and skills of the apprentice at an advanced level by hands-on experience relating to topics such as the interpretation of drawings and layout, rough framing, roof framing, 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 Construc Cement Mason Apprentice II 3-2-4

This course will introduce the student to information concerning tools, placing and finishing concrete slabs, how to estimate during hot weather, and concreting in cold weather.

Prerequisite: CMA 113 or coordinator approval.

Type: C

## Course Description Guide (continued)

### **CMA 124 Construction Plastering Matls & Sys 3-2-4**

This course is an extension of CMA 114. Materials will include working conditions EIFS. (Exterior Insulation and Finishing Systems), backing materials and an overview of scaffolding systems. Prerequisite: CMA 114 or coordinator approval. Type: C

### **CMA 133 Construc Cement Mason Apprentice III 3-2-4**

This course is designed to give the second year apprentice practical experience in handling transit level and laying out buildings. The care and use of the hand tools will also be covered. Prerequisite: CMA 123 or coordinator approval. Type: C

### **CMA 134 Construction Plastering Principles 3-2-4**

This course is an extension of CMA 124. Materials will include working conditions EIFS (Exterior Insulation and Finishing Systems), backing materials and an overview of scaffolding systems. Prerequisite: CMA 124 or coordinator approval. Type: C

### **CMA 144 Construction Plastering Applications 3-2-4**

This course will introduce materials used in construction plastering. Materials will include veneer plaster, grouting, and fireproofing. Prerequisite: CMA 134 or coordinator approval. Type: C

### **CMA 245 Construc Cement Mason Apprentice IV 3-2-4**

This course is designed to give the second year apprentice practical knowledge in math, concrete figuring and blueprint reading. Also included will be job site safety and safe work practice. Prerequisite: CMA 133 or coordinator approval. Type: C

### **CMA 254 Plaster Substrates and Finishes 3-2-4**

This course will introduce the student to substrates and various plastering materials, application and mixing procedures. Prerequisite: CMA 144 or coordinator approval. Type: C

### **CMA 255 Construc Cement Mason Apprentice V 3-2-4**

This course will include information concerning drafting, types of form layouts and the setting of forms. The course will also include new materials and methods developed for the industry. Prerequisite: CMA 245 or coordinator approval. Type: C

### **CMA 264 Advanced Plastering Techniques 3-2-4**

This course is a continuation of CMA 254. It will cover plastering finishes, applying plaster and the finishing techniques for each type of application. An introduction to blueprint reading will also be included. Prerequisite: CMA 254 or coordinator approval. Type: C

### **CMA 265 Construc Cement Mason Apprentice VI 3-2-4**

This course will acquaint the student with practical knowledge of cement trowelling machines, CMT paving and blueprint reading. A short course in first aid will also be included. Prerequisite: CMA 255 or coordinator approval. Type: C

### **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 codeology as it relates to the National Electrical Code (NEC), measuring processes used in the electrical industry, intermediate conduit bending, and hydraulic, mechanical and hand benders. Prerequisite: IEW 112 Type: C

### **IEW 114 IBEW Electrician Inside Wireman IV 3.5-1-4**

This course is part of the IBEW Apprenticeship Program. The topics to be covered include inductance and capacitance in AC circuits, National Electrical Code (NEC) standards relating to transformers, transformer theory, transformer design and calculations, wiring methods and devices. Prerequisite: IEW 113 Type: C

## Course Description Guide (continued)

### **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

### **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 (DC) combination circuits, Alternating Current (AC) circuits, telephone systems, security and alarm systems and the National Electrical Code.

Prerequisite: IEW 152  
Type: C

### **IEW 154 IBEW Electrician Installer/Tech IV 3.5-1-4**

This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include the use of TIA/EIA Standards, Life Safety Systems, Network cabling, LAN Systems, interface of telephone and sound systems, and the National Electrical Code.

Prerequisite: IEW 153  
Type: C

### **IEW 157 IBEW Elec Installer/Tech Internship I 0-20-4**

This course is designed to compliment classroom instruction for the Construction Electrical Specialist program. The on-the-job component will consist of work relating to telecommunications installation; which includes telephone, fire alarm, security, fiber-optics, CCTV home automation, nurses call systems, the National Electrical Code and testing of various systems. All of the on-the-job work-related activities will be performed under the direct supervision of a qualified Telecommunications Installer/Technician. Prerequisite: IEW 153 and coordinator permission.

Type: C

### **IEW 211 IBEW Electrician Inside Wireman V 3.5-1-4**

This course is part of the IBEW Apprenticeship Program. The topics to be covered include AC/DC review, semiconductors, transistors, 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



## Course Description Guide (continued)

**IEW 213 IBEW Electrician Inside Wireman VII 3.5-1-4**

This course is part of the IBEW Apprenticeship Program. The topics to be covered include lightning protection, fiber optics, motor constructions, motor installations, motor protection, motor controls, and schematic diagrams.

Prerequisite: IEW 212

Type: C

**IEW 214 IBEW Electrician Inside Wireman VIII 3.5-1-4**

This course is part of the IBEW Apprenticeship Program. The topics to be covered include digital logic, ladder logic, logic circuits and controls, AC motor speed controls, programmable logic controllers (PLC)-basics, operation, and installation; designing and programming PLC; air conditioning and refrigeration systems, cable tray, motor control circuits and protection, and hazardous locations.

Prerequisite: IEW 213

Type: C

**IEW 215 IBEW Electrician Inside Wireman IX 3.5-1-4**

This course is part of the IBEW Apprenticeship Program. The topics to be covered include fire alarm systems-operation, installation, maintenance, troubleshooting; fundamentals of instrumentation and equipment used for calibration; telephone wiring and introduction to TIA/EIA standards and codes; air conditioning systems and basic security systems.

Prerequisite: IEW 214

Type: C

**IEW 216 IBEW Electrician Inside Wireman X 3.5-1-4**

This course is part of the IBEW Apprenticeship Program. The topics to be covered include solar power systems, high voltage maintenance and testing, power problems, power quality, power harmonics, automation networks, National Electrical Codes for special conditions, and NEC calculations.

Prerequisite: IEW 215

Type: C

**IEW 218 IBEW Elec Wireman 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 (AC) & Direct Current (DC) 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 complement classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will consist of work relating to the wiring of residential installations and specialized electrical systems for residential applications. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.

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 (EHV) primary metering and fusing, fuse principles, substation equipment, construction and safety procedures, oil circuit breakers, air break switches, watt hours and watt-hour meters.

Prerequisite: IEW 242

Type: C

## Course Description Guide (continued)

### **IEW 244 IBEW Electrician Lineman VI 3.5-1-4**

This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include emphasis on job site safety, fault currents, testing for line faults, voltage regulation, step regulators and tap changing transformers, capacitors and capacitor switching, lightning protection, wind energy, photovoltaics, labor management, foremanship and a comprehensive review on transformers, insulator testing, Live Line maintenance, substation control equipment, power factor, power harmonics, and blueprints.

Prerequisite: IEW 243

Type: C

### **IEW 245 IBEW Elec Lineman Internship II 0-20-4**

This course is designed to compliment classroom instruction for the Construction Electrical Specialist Program. The on-the-job component will reinforce both knowledge and skills of the apprentice by hands-on experience relating to topics such as the wiring of electrical service to residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journeyman electrician.

Prerequisite: IEW 243 and coordinator permission.

Type: C

### **IEW 251 IBEW Electrician Installer/Tech V 3.5-1-4**

This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include inductive and capacitive reactance, diodes, power supplies, transistors, amplifiers, oscillators, CCTV, and security systems.

Prerequisite: IEW 154

Type: C

### **IEW 252 IBEW Electrician Installer/Tech VI 3.5-1-4**

This course is a continuation of the IBEW Apprenticeship Program. The topics to be covered include CCTV surveillance systems, security ID systems, home automation theater, audio & video, nurse call systems, high performance testing of cabling systems, along with grounding and bonding according to the National Electrical Code.

Prerequisite: IEW 251

Type: C

### **IEW 257 IBEW Elec Installer/Tech Internship II 0-20-4**

This course is designed to compliment classroom instruction for the Construction Electrical Specialist program. The on-the-job component will consist of work relating to telecommunications installation; which includes telephone, fire alarm, security, fiber-optics, CCTV home automation, nurses call systems, the National Electrical Code and testing of various systems. All of the on-the-job work-related activities will be performed under the direct supervision of a qualified Telecommunications Installer/Technician.

Prerequisite: IEW 157 and IEW 251 and coordinator permission.

Type: C

### **IEW 299 Special Topics in Construction Electrical Specialist 4-8-4**

This course is designed to familiarize students with special topics or problems in the Construction Electrical Specialists' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.

Prerequisite: None

Type: C

## Construction Ironworker

### **IWA 119 Construc Ironworker Apprentice I 3-2-4**

The ironworker apprentice in the first course is introduced to the basic information about his trade. Materials covered will include basics in blueprint reading, welding, safety and rigging.

Prerequisite: Coordinator approval.

Type: C

### **IWA 129 Construc Ironworker Apprentice II 3-2-4**

This course is basically an extension of the first semester course. More information is given in blueprint reading, welding, safety and rigging.

Prerequisite: IWA 119 or coordinator approval.

Type: C

### **IWA 139 Construc Ironworker Apprentice III 3-2-4**

This is the first section course of an apprentice's second year training. Instruction will be in trade math, blueprints, structural, safety, welding and rigging.

Prerequisite: IWA 129 or coordinator approval.

Type: C

### **IWA 249 Construc Ironworker Apprentice IV 3-2-4**

This is the second semester of the apprentice's second year training. This instruction will include information in trade math, blueprints, structural, safety, welding and rigging. Although the units of study are the same, the material is more detailed and technical each semester.

Prerequisite: IWA 139 or coordinator approval.

Type: C

### **IWA 259 Construc Ironworker Apprentice V 3-2-4**

This course is the first semester of the ironworker's third year. The material covered will be included in three basic units of instruction. These units of instruction are blueprints and drawings, welding, structural, reinforcing, safety and ornamental ironwork.

Prerequisite: IWA 249 or coordinator approval.

Type: C

### **IWA 269 Construc Ironworker Apprentice VI 3-2-4**

This course is the second semester of the ironworker's third year. This course completes the apprentices formal classroom related training. The units of instruction will be the same as used in IWA 259. The material offered in this course, along with new materials, will include a review of the five previous courses of study.

Prerequisite: IWA 259 or coordinator approval.

Type: C

### **IWA 279 Construction Ironworker Apprentice VII 3-2-4**

This course will supplement the fourth year 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

### **IWA 289 Construction Ironworker Apprentice VIII 3-2-4**

This course will supplement the fourth year apprentices on site work experience with classroom instruction. The course will include advanced blueprint reading, commercial glass installation, commercial fencing, welding and safety training.

Prerequisite: IWA 279

Type: C

### **IWA 299 Special Topics in Ironworking 4-8-4**

This course is designed to familiarize students with special topics or problems in the Construction Ironworkers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.

Prerequisite: None

Type: C

## Construction Management Technology

CMT	150	Construction MGT Internship I	0-20-3
CMT	151	Construction MGT Internship II	0-20-4
CMT	201	Construction MGT Internship III	0-20-4
CMT	251	Construction MGT Internship IV	0-20-4

Provides experience in construction management. Each student will be required to be employed in a construction related field. The student will be monitored by experienced supervisory personnel. The student will be required to document and work a minimum of 240 to 320 clock hours per semester.

Prerequisite: Coordinator's approval-requires 12 semester credits of college work with six semester credits in CMT.

Type: C

CMT	100	Introduction to Construction	3-0-3
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Introduces the student to the basic fundamentals of the construction industry. Includes construction terminology, processes and procedures.

Prerequisite: None.

Type: C

CMT	102	Construction Blueprints & Specifica	3-0-3
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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
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A comprehensive study of the materials and methods used in building construction. Emphasis on structural materials.

Prerequisite: None.

Type: C

CMT	105	Computer Applications for Const	1-5-1
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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
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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
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The construction students will explore the basic trades' skills required to complete a modern building project. The course will survey painting, bricklaying, electrical and plumbing/pipefitting.

Prerequisite: Coordinator's approval

Type: C

CMT	147	Energy Auditor	3.5-1-4
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This course provides students with training in preparation for the Building Performance Institute (BPI) 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
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This course provides students with training in preparation for the Building Performance Institute (BPI) 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	.5-7-4
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This course provides students with training in preparation for the Building Performance Institute (BPI) oral and field practicum evaluation for RBE-WHALCI certification. This course is compliant with BPI RBE-WHALCI standards. Instruction will include insulation, air leakage, duct insulation, duct leakage, air barriers, IC and Non-IC rated lighting, door seals and gaskets, and material selection for proper dams. The BPI certification oral and practicum exam is given within 14 days of completion of the course. The BPI certification is contingent upon the successful completion of oral and field practicum. The course will also in OSHA Health and Safety training.

Prerequisite: None

Type: C

CMT	152	Construction Materials & Methods II	3-0-3
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A comprehensive study of the materials and methods used in building construction. Emphasis on closure and finishes.

Prerequisite: None.

Type: C

CMT	153	Construction Estimating-Cost Accounting	3-0-3
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The methods and procedures used in estimating construction costs.

Prerequisite: CMT 102 or coordinator's approval

Type: C

CMT	200	Adv Blueprint Read For Bldg Trades I	3-0-3
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The class emphasizes an understanding of the skills, the application and coordination of the contract documents that are used for large building and civil construction projects. Architectural documents of current building projects, as well as engineering drawings and specs will be reviewed and studied in detail.

Prerequisite: CMT 102 or coordinator's approval.

Type: C

## Course Description Guide (continued)

### **CMT 204 Basic Engineering for Builders 3-0-3**

The course will provide the student with a basic understanding of engineering principles that are used to build a building.  
Prerequisite: CMT 102, CMT 103, GT 105  
Type: C

### **CMT 244 Occupational Safety & Health I 3-0-3**

Familiarizes students with a total accident prevention program and safety movement. Concepts of safety education with special emphasis placed on obligations, responsibilities, principles and practices necessary in understanding accident prevention. For those individuals interested in or having direct responsibilities for the implementation and/or operation of an accident-prevention program.

Prerequisite: None  
Type: C

### **CMT 253 Construction Est Cost Accounting II 3-0-3**

The methods and procedures used by the construction industry in estimating construction costs. Computer estimating using Paces and Means software will be covered extensively. A continuation of CMT 153.

Prerequisite: CMT 153 or coordinator's approval.  
Type: C

### **CMT 257 Construction Planning & Scheduling 3-0-3**

The student will get an understanding of principles and details of critical path and precedence planning methods and bar charts used in project planning. The course will utilize SURETRAK 2.0 software by PRIMavera to allow hands-on preparation of schedules of actual projects.

Prerequisite: None.  
Type: C

### **CMT 258 Contracts & Claims 3-0-3**

This course will offer material that will make the job site foreman and project manager aware of the factors that cause legal problems that result in litigation. How to read a contract and when not to sign also will be covered. Topics will include contract language, liability, tort liability, contract documents and breach of contract.

Prerequisite: None.  
Type: C

### **CMT 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 258, GE 251  
Type: C

### **CMT 270 Green Building Methods 3-0-3**

This course is designed to address the environmental issues related to building practices and material choices, in addition to sustainable design strategies. Topics in the course will include the history of the green building movement, LEED certification, new building and renovation methods, land use planning and site considerations, effective energy and water usage, use and disposal of materials, indoor air quality, and economic issues. The student will explore the movement of the U.S. Green Building Council and other environmentally conscious agencies; as well as research of successful case studies.

Prerequisite: CMT 102, CMT 103, or coordinator's approval.  
Type: C

### **CMT 271 Alternative Energy Sources 3-0-3**

The world is approaching an energy crisis as oil production reaches its peak and other fossil-based fuels are being used to depletion. The United States is heavily dependent on foreign oil and continues to be a major polluting nation through its use of petroleum for transportation and coal for producing electricity. It is estimated that U.S. demands for electricity will double by 2030 while almost all American families will continue to own two or more vehicles. If we are to reduce our dependency on foreign oil and eliminate our nation's contributions to global warming and harmful gases, how will we satisfy our future energy needs to safeguard our economy, security and standards of living? This course exams why we need energy and how we use it. Students will study the types of fossil fuels we currently use to meet our energy needs and why we must find alternatives to these fuels. The course provides an overview of the major alternative energy sources that can replace fossil fuels and the advantages and disadvantages of each. The special cases of electricity, the electrical grid and transportation are covered in some detail. Through individual research, students will study how electricity is produced, transported, distributed and used. Students will also study how alternative energy sources will change American life and commerce, and the many career opportunities that will result from alternative energy. Additional research opportunities will be afforded students to study specific topics in more depth. These topics include the technical aspects of how dams, nuclear plants, wind turbines, solar panels, and the electric grid work.

Prerequisites: CMT 270 or permission of the coordinator.  
Type: C

### **CMT 272 LEED Certification Preparation 3-0-3**

The Leadership in Energy and Environmental Design (LEED) is a nationally accepted rating system for the design, construction and operation of high performance green buildings. This course is designed to prepare students to take and pass the Tier I LEED Green Associate certification exam which covers general green building and LEED knowledge. Tier I Green Associate is the first step in the LEED professional's career pathway. The Green Associate credential attests to demonstrated knowledge and skill in understanding and supporting green design, construction, and operations of high performance buildings. The exam for the LEED Green Associate will cover basic green building knowledge. The types of people who are fitted for this exam are the product manufacturers, the marketers, the finance people, customer service, students and carpenters who desire a basic knowledge about LEED buildings.

Prerequisites: CMT 270 and CMT 271 or permission of the coordinator.  
Type: C

### **CMT 280 BIM I: Model Articulation 3-2-4**

Building Information Modeling (BIM) allows construction professionals to communicate with the AEC community and workforce when virtual projects are a project requirement. BIM modeling results in three-dimensional virtualized buildings that contain information typically found in plans and specifications, allowing designers and constructors to communicate freely without confined barriers that result in adversarial relationships between owner, builder and designer. 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



## Course Description Guide (continued)

**CMT 281 BIM II: Pre Construction 3-2-4**  
Building Information Modeling (BIM) is not an “end all” solution. It’s important to recognize use the software will bring great advantage to the process of construction as we move from a fragmented 2-D documentation system that is inherently unintelligent, to one that is centrally based and able to parametrically analyze model data almost instantly. In our legacy system, individual drawings and lines have no value other than their printed form. This second semester class uses the intelligent model produced in semester one 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 3-2-4**  
Building Information Modeling (BIM) is not an “end all” solution. It’s important to recognize use the software will bring great advantage to the process of construction as we move from a fragmented 2-D documentation system that is inherently unintelligent, to one that is centrally based and able to parametrically analyze model data almost instantly. In our legacy system, individual drawings and lines have no value other than their printed form. This 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 will be given information and instruction in the fundamentals of the trade to supplement his on-the-job training.  
Prerequisite: None.  
Type: C

**PDA 127 Painting & Decorating Apprentice II 3-2-4**  
This course is designed to introduce the first-year apprentice to the painting and decorating trade. He will be given information and 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

## Course Description Guide (continued)

### **SMA 134 Construc Sheetmetal Apprenticeship III 3-2-4**

This course is designed to give the second year apprentice practical experience working with shop work problems. Items covered will include layout and welding of sheetmetal fittings.

Prerequisite: SMA 124.

Type: C

### **SMA 144 Construc Sheetmetal Apprship IV 3-2-4**

This course is designed to give the second year apprentice practical experience working with shop work problems. Items covered will include round layouts, 45- and 90-degree tees, tools, and equipment.

Prerequisite: SMA 134.

Type: C

### **SMA 154 Sheet Metal Applications 0-2-1**

This course is an extension of SMA 114 and will include the use of basic hand tools common to the trade, and the construction and fabrication of sheet metal objects with the use of simple pattern development templates. This course requires you to currently be enrolled in SMA 114.

Prerequisite: Concurrent enrollment in SMA 114.

Type: C

### **SMA 164 Sheet Metal Duct Design 0-2-1**

This course is an extension of SMA 124 and will include the use of hand tools common to the trade and the construction of fittings and duct work corrections common to the sheet metal trade. This course requires you to currently be enrolled in SMA 124.

Prerequisite: Concurrent enrollment in SMA 124.

Type: C

### **SMA 174 Sheet Metal Fastening Systems 0-2-1**

This course is an extension of SMA 134 and will include the use of welding and soldering to fabricate sheet metal fittings. This course requires you to currently be enrolled in SMA 134.

Prerequisite: Concurrent enrollment in SMA 134.

Type: C

### **SMA 184 Sheet Metal Construction 0-2-1**

This course is an extension of SMA 144 and will include pattern development for 45-degree and 90-degree elbows and fittings. This course requires you to currently be enrolled in SMA 144.

Prerequisite: Concurrent enrollment in SMA 144.

Type: C

### **SMA 214 Sheet Metal Caulks and Sealant 0-2-1**

This course is an extension of SMA 264 and will include the application of brazing as a water seal along with the type of sealing materials. This course requires you to currently be enrolled in SMA 264.

Prerequisite: Concurrent enrollment in SMA 264.

Type: C

### **SMA 234 Sheet Metal Installation 0-2-1**

This course is an overview of previous work and a review of previous experience. Activities will include pattern development, welding, brazing and fabrication. This course requires you to currently be enrolled in SMA 284.

Prerequisite: Concurrent enrollment in SMA 284.

Type: C

### **SMA 224 Sheet Metal Layout 0-2-1**

This course is an extension of SMA 274 and will include triangulation pattern, development problems, and fabrication using MIG welding. This course requires you to currently be enrolled in SMA 274.

Prerequisite: Concurrent enrollment in SMA 274.

Type: C

### **SMA 244 Sheet Metal Pattern Development 0-2-1**

This course is an extension of SMA 254 and will include problems in radial line development of cones and 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 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 (NRAEF) and Culinary (ACF) organizations 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

## Course Description Guide (continued)

### **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 and (CUL 116 or valid state of Illinois sanitation certificate).

Type: C

### **CUL 111 Professional Food Preparation II 3-4-5**

This course is a continuation of Professional Food Preparation I, CUL 110. Through the use of lab and lecture, students will move to more complex menus, including meats, poultry and seafood. They will study the proper storage and preparation of these items. A group, class project will expose the student to menu planning, preparation and presentation of a multi-course meal.

Prerequisites: CUL 110 and (CUL 116 or valid state of Illinois sanitation certificate).

Type: C

### **CUL 112 Advanced Professional Cooking 1-4-3**

Advanced Professional Cooking is an advanced food preparation course designed to help prepare students for careers and to help professional cooks advance their careers in the culinary arts as practiced today in top quality American food service operations.

Prerequisites: CUL 110, CUL 111 and (CUL 116 or valid state of Illinois sanitation certificate) or consent of coordinator.

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 and (CUL 116 or valid state of Illinois sanitation certificate).

Type: C

### **CUL 114 Garde Manger 1-4-3**

This course is designed for those students who are seeking to expand their knowledge of the art and craft of the cold kitchen. Students will learn preparation methods for cold sauces, soups, salads, forcemeats, sausages, pates, terrines, cured and smoked foods. Cheeses, hors d'oeuvres, appetizers, relishes, compotes, and condiments will be prepared, presented, and tested for taste. Various presentations will be covered.

Prerequisites: CUL 116 or valid state of Illinois sanitation certificate, CUL 110, and CUL 111

Type: C

### **CUL 115 Table Service 2-0-2**

This course is dedicated to various forms of table service. Everything from general job descriptions to the specific placement of silver and glassware. Learn how the French and Russians dine. Experience the art of napkin folding and other final touches that give tables that special flair. Course work includes importance and development of job descriptions, hand-on training and developing training workshops aimed at production of service.

Prerequisite: CUL 101 and (CUL 116 or valid state of Illinois sanitation certificate).

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. This course will prepare you for the Illinois Department of Public Health exam. 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 and (CUL 116 or valid state of Illinois sanitation certificate).

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 and (CUL 116 or valid state of Illinois sanitation certificate).

Type: C

### **CUL 128 Advanced Professional Baking 1-2-2**

This course provides students with challenging baking and pastry concepts and emphasis on complex recipes. The course focuses on the study and preparation of breads, tortes, cake decorating, cheesecakes, custards, puddings, Bavarian creams, mousses and other baked goods. Through lecture and hands-on application, students will prepare recipes from scratch. They will study proper preparation, scaling, measuring and mixing techniques. An understanding of numerous types of flours, yeasts and the ability to troubleshoot problems will be developed through demonstration and laboratory exercises.

Prerequisite: (CUL 116 or valid state of Illinois sanitation certificate) and CUL 127

Type: C

### **CUL 129 Cake Decorating I 1-2-2**

This course is designed to expose students to the proper procedure for producing traditional and contemporary cakes. Emphasis will be placed on decoration of cakes including proper use of a pastry bag and various tips, writing with chocolate, use of piping and other techniques. Butter cremes, royal icing and moldable icing (fondant) will be emphasized in this class. Additional hours outside regularly scheduled class time will be required to complete projects.

Prerequisite: CUL 101 and (CUL 116 or valid state of Illinois sanitation certificate).

Type: C

## Course Description Guide (continued)

**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, and 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

**CUL 209 Hospitality Management 3-0-3**  
This course is designed to assist students in becoming better managers and to put them at the leading edge of the hospitality industry. Students will study such topics as supervision, communication, training, motivation, decision making and a variety of other leadership qualities that are related to the hospitality industry.  
Prerequisite: None.  
Type: C

**CUL 212 Food Service Purchasing 3-0-3**  
This course is designed to give the student fundamental answers to the problems encountered in food service purchasing. The course will address development of purchasing specifications, vendor sourcing, sourcing quality, quality control, pricing, inventory control, receiving and storage and other aspects involved with food service purchasing.  
Prerequisite: MGMT 102 and CUL 101  
Type: C

**CUL 228 Culinary Nutrition for Food Service 3-0-3**  
This course is designed to help individuals develop a better understanding of the importance of nutrition. Communicating with nutritional specialists is also an important part of food preparation. Items to be covered will include nutrition in industry, eating habits, recipe development and trends in nutrition.  
Prerequisite: None.  
Type: C

**CUL 230 Internship I 0-15-3**  
The student will be assisted in finding a position in a hands-on field experience of 240 hours. This will enable the student to apply classroom theories to actual situations. Students will be graded on participation and on written reports which describe their experience.  
Prerequisite: Consent of coordinator.  
Type: C

**CUL 231 Internship II 0-15-3**  
The student will be assisted in finding a position in a hands-on field experience of 240 hours. This will enable the student to apply classroom theories to actual situations. Students will be graded on participation and on written reports which describe their experience.  
Prerequisite: CUL 230 and consent of coordinator.  
Type: C

**CUL 299 Special Topics in Food Service (.5-4)-0-(.5-4)**  
This course will focus on the study of specific topics in the food service industry. The student will be given case studies, simulation, special projects in cooking or problem solving procedures.  
Prerequisite: None.  
Type: C

## Early Childhood Education

**ECE 110 Intro to Early Childhood Education 3-0-3**  
Designed to familiarize students with the current philosophy of early childhood education, guidance techniques, classroom design, early childhood education teacher responsibilities, strategies for home-center collaboration, and the curriculum in early childhood education settings. Students will review the different types of early childhood education arrangements in the United States, including infant/toddler and school age programs. Federal laws, licensing and regulatory requirements for programs serving children birth to 12 years are covered. The history of educating children birth to 12 years will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in Early Childhood Education.  
Prerequisite: Reading assessment score at the ENG 92 level and writing score at the ENG 96 level or completion of ENG 91 and ENG 95.  
Type: T, IAI - ECE 911

**ECE 112 Growth and Development of Children 3-0-3**  
Designed to cover the theories of Erikson, Piaget, Vygotsky and others as a foundation to understanding the physical, social, cognitive and emotional developmental milestones in children prenatally to 12 years. The influence of family and community relations on development will be addressed. Observations of children in selected early childhood settings will be required. This course is accepted statewide by four-year institutions for students majoring in Early Childhood Education.  
Prerequisite: Reading assessment score at the ENG 92 level and writing score at the ENG 96 level or completion of ENG 91 and ENG 95.  
Type: T, IAI - ECE 912, EED 902

**ECE 114 Child Health Maintenance 3-0-3**  
Designed to address the health, safety and nutritional issues related to children in early childhood settings. Communicable illnesses, prevention methods, child care regulations, treatments for common injuries, legal mandates for reporting abuse and neglect, effects of violence on children, nutritional needs and menu planning will all be covered.  
Prerequisite: Reading assessment score at the ENG 92 level and writing score at the ENG 96 level or completion of ENG 91 and ENG 95.  
Type: C

**ECE 116 Children with Special Needs 3-0-3**  
Designed to provide the student with knowledge and skill related to caring for children with special needs due to deviations in growth and developmental patterns. Methods of assessing needs and helping the child to meet these needs will be stressed. Observations at select agencies will be required.  
Prerequisites: ECE 110 and ECE 112; reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.  
Type: C



## Course Description Guide (continued)

### **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: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements, ECE 110 and ECE 112.

Type: C

### **ECE 122 Infant and Toddler Care 3-0-3**

Examines the fundamentals of infant and toddler development, including planning and implementing programs in group care settings. Emphasizes meeting physical, social, emotional, and cognitive needs of children from birth to three years. Specific infant and toddler child care issues to be addressed are scheduling, preparing age appropriate activities, health and safety policies and procedures, record keeping, designing effective learning environments, and reporting to parents.

Prerequisites: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements, ECE 110 and ECE 112.

Type: C

### **ECE 125 Early Childhood Administration 3-0-3**

Examines the skills needed for establishing and managing early childhood programs. Emphasizes such topics as developing effective interpersonal communication techniques, staff selection and development, establishing programming and management philosophies and relevant policies, budgeting, record keeping, and overview of state licensing standards.

Prerequisites: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements, ECE 110 and ECE 112.

Type: C

### **ECE 200 ECE Leadership & Supervision 3-0-3**

This course will provide the student with knowledge of the leadership role in early childhood education. Effective supervision strategies will be examined. Additional topics include professionalism, ethical behavior, and advocacy.

Prerequisite: Successful completion of ECE 110 and ECE 112 or permission from the Program Coordinator.

Type: C

### **ECE 210 Understanding & Guiding Behavior of Young Children 3-0-3**

This course is designed to address the guidance and teaching techniques that will promote positive behavior in young children. The course will review developmental theories and practical strategies for working with young children and their families. The effects of the environment and adult/child interactions will be explored.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements; successful completion of ECE 110 and ECE 112 or permission from the program coordinator.

Type: T

### **ECE 250 Child, Family and Community 3-0-3**

This course focuses on the child in the context of family, school and community. Specific issues such as diversity, professionalism, and social policies will be discussed. The course will also promote awareness and effective use of community resources and partnership building. Parent education, changing families, and legal responsibilities of those involved in the care of children will be addressed.

Prerequisite: Successful completion of ECE 110 and ECE 112 or permission from the program coordinator.

Type: T

### **ECE 299 Special Topics/Early Childhood (1-4)-0-(1-4)**

An in-depth study of various areas in Early Childhood Education presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary.

Prerequisite: None.

Type: C

## Earth Science

### **ES 101 Earth Science 3-2-4**

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 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - P1 905L

### **ES 102 Physical Geology 3-2-4**

Examine what materials comprise the earth, what processes shape the earth and will understand how geologists study the earth. Specific topics include earth's interior, plate tectonics, earthquakes, details of the rock cycle and geologic time. Lab activities stress but aren't limited to rock and mineral identification as well as topographic map use. Students will also use scientific methods to study the earth. ES 101 is not a prerequisite for this course.

Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - P1 907L

## Course Description Guide (continued)

**ES 180 Historical Geology 3-2-4**  
An introduction to the geologic evolution of the earth with emphasis on North America. Investigated will be the principles, methods, procedures and problems of interpreting earth history from rock sequences, fossils and geologic maps.  
Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.  
Type: T, IAI - P1 907L

**ES 250 Introduction to Meteorology 3-2-4**  
This course provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as solar and terrestrial radiation, pressure and atmospheric circulation, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Laboratory sessions emphasize modern weather instruments and the synthesis/interpretation of weather data.  
Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level.  
Type: T, IAI-P1905L

**ES 299 Special Topics in Earth Science (1-3)-(0-6)-(1-4)**  
A seminar for in-depth study of current topics in the earth sciences. Readings, literature reviews, discussion and individual research emphasized. Topics vary according to student and instructor interest.  
Prerequisite: Varies depending on topic.  
Type: T

## Economics

**ECON 115 Introduction to Economics 3-0-3**  
ECON 115 is a survey of macro- and microeconomic principles to acquaint the student with economic concepts, institutions, and policies. Credit will not be given if this course is taken after ECON 201 or ECON 202; students needing more than one course in economics should take ECON 201 and ECON 202.  
Prerequisite: None.  
Type: T, IAI - S3 900

**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 work force.  
Prerequisite: None.  
Type: T

**ED 110 Personal/Career Development (1-4)-0-(1-4)**  
This course helps students to explore their personal pathways to career choices. Coordinating personal interests and skills, clarifying personal values and beliefs, and making effective career choices are interrelated skills to be developed in this class. Explorations will include values, decision making, career search, and the use of modern career assessment tools.  
Prerequisite: None.  
Type: T

**ED 120 Paraprofessional Test Prep (1-2)-0-(1-2)**  
This pass/fail course for paraprofessional educators is intended to prepare candidates for the WorkKeys and ParaPro tests that are used by the State of Illinois to certify paraprofessionals. The certification standards addressed in the course are required for compliance with the federal government's No Child Left Behind Act. Five learning modules will be covered, including an introduction to assessments, reading, writing, mathematics and test taking strategies. The course will include practical application examples and situations similar to those found on the WorkKeys and ParaPro tests. Students will gain a better understanding of how they learn as adults and effective strategies for test preparation.  
Prerequisite: None.  
Type: C

**ED 252 Educational Psychology 3-0-3**  
Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both ED 252 and PSYC 252.  
Prerequisite: PSYC 151 or permission of the instructor.  
Type: T

## Course Description Guide (continued)

### 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 – some may be assigned through Junior Achievement. Students must complete a background check, and possibly 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 is 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 assessment scores at ENG 101 level, or completion of all reading and writing developmental requirements.

Type: T

### ED 256 Field Experience in Education 1-(2-6)-(1-3)

This course is intended for education majors. 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 work force. One semester credit is equivalent to 30 hours experience in partner school classrooms. The course is designed to provide students with the opportunity to gain additional experience in the classroom prior to transfer to four year institutions. Students will be 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 or written permission of the Education coordinator.

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 (SOE) 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.

Prerequisite: None. ED255 or ECE110 is highly encouraged, but not required.

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: ED255 or ECE110 is highly encouraged, but not required. *Online sections may be required to attend an orientation prior to the start of class (teacher will notify as needed).*

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 (IDEA) 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. Students must complete a background check, and possibly 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 is 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 assessment scores at ENG 101 level, or completion of all reading and writing developmental requirements.

Type: T

### ED 267 Diversity in 21st Century Schools 3-0-3

This course is designed to examine the concept of diversity in 21st century American public schools. We will examine the impact that immigration has on public schools including the growth of ESL, the impact of standardized testing on non-English speaking populations, special education services, graduation requirements, and religious accommodations for non-Judeo Christian populations. We will assess the impacts of the Civil Rights Act, ESEA and Title IX legislation on opportunities for women and minorities. We will investigate emerging issues including gay, lesbian and transgendered youth, homeless teenagers, gender segregated classrooms, and the inclusion of children with disabilities into regular traditional classes.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### ED 270 Classroom Management 3-0-3

This course is designed to examine the many facets of effectively managing a classroom. The course will examine the characteristics of effective educators including interpersonal skills, conflict resolution, classroom organizational techniques, instructional design, effective discipline plans, and effective communication (with parents, administrators, and the public at large.) Assessment types and strategies will be a component of the course.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. Successful completion of ED 255-Introduction to Education or written permission of the Education coordinator.

Type: T

### ED 280 Introduction to Teaching Reading 3-0-3

This is an introductory course in the field of reading, designed for elementary (K-9) and early childhood (preK-3) education majors.

Students will gain an overview of the field by examining such topics as reading definitions, theories of the reading process, the role of affect, emergent literacy, word recognition and vocabulary development, comprehension, instructional methodologies, and reading assessment. Students cannot receive credit for both ED 280 and ENG 280.

Prerequisite: Completion of ENG101 with a C or better. ED255 or ECE110 is highly encouraged, but not required.

Type: T

## Course Description Guide (continued)

**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 themed text set. (Students may not receive credit for both ED 293 and LIT 293).  
Prerequisite: "C" or better in ENG 101.  
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: GT 104 and EET 131 or consent of coordinator  
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: GT 104 and EET 131 or consent of coordinator  
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 create 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 or consent of coordinator  
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: GT 104 and EET 131 or consent of coordinator  
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 and EET 131 or consent of coordinator  
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 and EDM 221 or consent of coordinator  
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: GT 104 and EET 131 or consent of coordinator  
Type: C

## Electrical/Electronic Technology

**EET 101 Intro to Electricity and Electronics 2-2-3**  
This course is designed as the beginning course for those entering the electrical and/or electronics career field. The course's primary focuses are to (1) inform students about the variety of specialty areas, categories of work relevant to the field, and educational requirements and opportunities that can lead to successful employment; (2) introduce students to the fundamental principles of electricity, basic electrical circuits, electrical/electronic components, electrical/electronics diagrams, and become familiar with the National Electric Code; and (3) provide the opportunity for students to become skilled in using common test equipment and tools used to construct, install, measure, and repair electrical wiring and cabling, and electrical/electronic systems and equipment.  
Prerequisite: None  
Type: C

**EET 102 Electrical/Electronics Computer Applications 1.5-1-2**  
This course is designed to familiarize students with computer applications and software routinely used in the electrical and electronics career field. Course covers basic principles of computer operation, use of productivity software common to the workplace, and technical applications frequently used by electrical or electronic technicians to design, draw, construct, and simulate/test electrical circuits and systems.  
Prerequisite: None  
Type: C

**EET 111 Electrical Circuits 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 be used to test more complex circuits.  
Prerequisite: EET 111  
Type: C



## Course Description Guide (continued)

### **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 or consent of coordinator

Type: C

### **EET 200 Digital Electronic Circuits 2-2-3**

Knowledge of electronics will be expanded in this course to include the principles and operation of digital devices and circuits used in computers and automated industrial/commercial equipment. Breadboarding of logic elements into functional circuits in laboratory projects/computer simulation will validate and reinforce classroom learning.

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 (PV) 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 emphasize 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 assemble language programming of a microprocessor trainer.

Prerequisite: EET 200.

Type: C

### **EET 225 Microprocessor Interfacing 3.5-1-4**

The principles of interfacing the microprocessor to analog and digital circuitry will be covered in this course. Input/output, serial/parallel data transfer and circuit isolation and loading principles are included. Laboratory exercises will require construction of external circuits to be interfaced with an operating microprocessor.

Prerequisite: EET 210.

Type: C

### **EET 231 Introduction to Robotics 3.5-1-4**

This course provides a comprehensive approach to learning the technical aspects of robotics. The course covers robotic principles, power supplies and movement systems, sensing and end-of-arm tooling, and control systems. The course also covers typical programming techniques for basic robots as well as larger industrial robots.

Prerequisite: EET 101 or consent of coordinator

Type: C

### **EET 232 Instrumentation Fundamentals 3.5-1-4**

This course will provide the fundamental principles of automatic process control. It will include primary measurement, transmission, and control. Laboratory work will consist of demonstrations, the use of test equipment for calibration and hands-on exercises. This course will assist the student in becoming familiar with primary elements, transducers, recorders, indicators and controllers.

Prerequisite: EET 111 or consent of coordinator.

Type: C

### **EET 234 Instrumentation Systems 3.5-1-4**

This course is designed to reinforce and build on topics learned in Instrumentation Fundamentals. The student will gain comprehensive knowledge of measurement, transmission, control and documentation. This course will have special emphasis on hardware, calibration, and troubleshooting.

Prerequisite: EET 232.

Type: C

### **EET 235 Programmable Logic Controllers 3.5-1-4**

This course offers electricians or electronic technicians a first course in programmable logic controllers (PLCs). It focuses on the underlying principles of how PLCs work and provides practical information about installing, programming, and maintaining a PLC system. No previous knowledge of PLC systems or programming is necessary. This course presents PLCs in a generic sense, and the content is broad enough to allow the information to be applied to a wide range of PLC models. All topics are covered in small segments, developing a firm foundation for each concept and operation before advancing to the next. Each topic covered contains a variety of generic programming assignments that are compatible with most types of PLCs.

Prerequisite: EET 200 or consent of coordinator.

Type: C

### **EET 238 Special Purpose Electrical Devices and Wiring 2.5-1-3**

This course is designed for students desiring to enter the residential or commercial electrician field. It provides the student with an overview of knowledge and skills regarding special purpose electrical devices and circuits that electricians may encounter on the job. Covers basic instrumentation concepts 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 111

Type: C

### **EET 240 AC/DC Motors & Generators 3.5-1-4**

Presented in this course will be construction features, principles of operations and characteristics of DC and AC motors and generators. The testing and troubleshooting of motors and generators will also be covered. Lab work will include demonstrations and hands-on work with various motors and generators including use of basic test equipment.

Prerequisite: EET 111.

Type: C

### **EET 241 Electrical Power, Motors, & Controls 2.5-1-3**

An additional course for students desiring to enter the residential or commercial electrician field. This course provides an overview of the concepts, operation and application of a variety of components, control devices and electrical systems frequently encountered by electricians. Course includes theoretical and practical application of electrical power systems, single/three phase power circuits, transformers, motors and generators, and motor controls.

Prerequisite: EET 111

Type: C

## Course Description Guide (continued)

### **EET 242 Electrical Control Systems I 3.5-1-4**

The intent of this course is to introduce the student to electrical drawings, which are the electrician's primary means of communication. The rules for working with line diagrams will be covered as well as the principles of operation and application of the components used to make up electrical control circuits. The classroom study of the text and workbook will be supplemented by lab projects whenever practical.

Prerequisite: EET 111.

Type: C

### **EET 243 National Electrical Code 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 or consent of coordinator

Type: C

### **EET 244 Electrical Control Systems II 3.5-1-4**

This course is intended to supplement and expand the knowledge required in control systems. More complex circuitry will be presented along with applications to specific equipment requirements. Concepts of power distribution, principles of operation and application of more control devices and troubleshooting concepts will be covered.

Prerequisites: EET 242, EET 240 or concurrent enrollment in both.

Type: C

### **EET 246 Electrical Power Distribution (Ind.) 3.5-1-4**

This course will cover the generation, transmission and distribution of electric power. The components and methods used to accomplish this will be included along with the safety procedures that are necessary in handling high voltage electricity.

Prerequisite: EET 242.

Type: C

### **EET 247 DC Crane Controls 3.5-1-4**

This course is designed for persons to become knowledgeable in the principles of electrical overhead traveling cranes. Students will learn to read and understand various electrical diagrams and be able to apply safe working procedures related to the maintenance of several of the major types of EOTC equipment. Troubleshooting and corrections of most electrical problems found in D.C. Crane controls and periodic preventive maintenance inspections will be covered.

Prerequisite: EET 240.

Type: C

### **EET 250 Microcomputer Maintenance-Beginning 2-2-3**

This is the first of a three-course sequence for the Microcomputer Technology Degree. This course is for people who want to learn how to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and accessories. Coverage includes: hardware operation, hardware/software interaction, motherboards and their components, memory, installing, configuring and troubleshooting Integrated Drive Electronics (IDE) hard drives, introduction to personal computer (PC) networking, and the role of the PC technician in logical troubleshooting. This course helps to prepare the student for a successful result on the Computer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam

Prerequisites: Basic computer skills or consent of coordinator.

Type: C

### **EET 252 Microcomputer Maintenance-Intermediate 2-2-3**

This is the second of a three-course sequence for the Microcomputer Technology Degree. This course is for people who want to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and accessories. Coverage includes: Learning the personal computer boot process and use of command line programming, introduction into electricity and power supplies, floppy drives and other removable media, installing and troubleshooting peripheral input/output devices, video cards, monitors, and modems, the use of personal computers (PCs) on the Internet, understanding the basics of the Small Computer Systems Interface (SCSI) and installing and configuring SCSI hard drives and devices. This course helps to prepare the student for a successful result on the Computer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam.

Prerequisite: EET 250 or consent of coordinator.

Type: C

### **EET 255 Microcomputer Maintenance-Advanced 2-2-3**

This is the third of a three-course sequence for the Microcomputer Technology Degree. This course is for people who want to upgrade, repair, maintain, and troubleshoot microcomputers. This course covers state-of-the-art hardware and software. Coverage includes: Understanding, installing, managing, and troubleshooting the Windows 9x, Windows NT Workstation, Windows 2000 Professional, and Windows XP Professional architectures, supporting notebook computers and personal digital assistants (PDAs), installing, troubleshooting and sharing printers, and guidelines for assembling a personal computer (PC) from separately purchased parts. This course helps to prepare the student for a successful result on the Computer Technology Industry Association (CompTIA) A+ PC Hardware (Core) exam and the CompTIA A+ PC Operating System (OS) exam.

Prerequisite: EET 252 or consent of coordinator.

Type: C

### **EET 256 Preparation for A+ Certification 2-2-3**

Throughout this course you will learn all of the technical skills necessary to become an A+ certified technician. These skills will be learned through a series of hands-on lab exercises and review questions designed to teach and improve your PC configuration and troubleshooting skills which are necessary to function as a PC support or helpdesk technician. Students may receive credit for only one of the following: EET 256 or NETW 130.

Prerequisite: Completion of or concurrent enrollment in EET 255, CISC 131, NETW 101, or consent of coordinator.

Type: C

### **EET 260 Communication Electronics I 2-2-3**

First in a three-course sequence for communication electronics degree. An introduction to digital and data transmission techniques. Terminal and network protocols and limitations are explored.

Prerequisite: EET 111 or consent of coordinator.

Type: C

### **EET 264 FCC General License Preparation 2-2-3**

A course designed to prepare students to take the FCC license examination for General Radiotelephone. The goal is to cover the operation, installation and maintenance of commercial and amateur radio transmitting and receiving equipment.

Prerequisite: EET 121 or consent of coordinator.

Type: C

### **EET 265 Communication Electronics II 2-2-3**

Second in a three-course sequence. A continuation of EET 260 with specialization in circuits, systems, and transmission.

Prerequisite: EET 260 or consent of coordinator.

Type: C

## Course Description Guide (continued)

### EET 267 Communication Electronics III 2-2-3

Third in a three-course sequence. This course outlines processes, procedures and practical applications of digital and test equipment. Establishes the system and component standards required during operation and to facilitate trouble analysis of digital and analog communication systems.

Prerequisite: EET 265 or consent of coordinator.

Type: C

### EET 269 Electrical/Electronics Tech Capstone 1.5-1-2

This course is designed as a capstone class for electrical and electronics technology associate of applied science students who are preparing to graduate and enter the work force. Course will summarize all electrical and electronics courses students took to fulfill their degree requirements. Additionally course will cover information students need to prepare for their job search such as resume writing, interviewing skills, preparation for employment testing, customer service skills, and other information students need for a successful career in the electrical and electronics field.

Prerequisites: Must have applied for graduation

Type: C

### EET 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: Coordinator approval.

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, intravenous therapy, and trauma.

Prerequisite: EMS 110 (EMTP 110), BIOL 105 or concurrent enrollment, and 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 and 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 and 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 (CAD) will be used to produce technical drawings. Topics covered include: lettering, technical sketching, orthographic views, sections, isometrics, obliques, dimensioning, and Descriptive Geometry.  
Prerequisite: Keyboarding and Windows 7 knowledge.  
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 resultants, equilibrium, center of gravity, and moments of inertia.  
Prerequisites: PHYS 204 (with a grade of "C" or better) and MATH 203 (with a grade of "C" or better).  
Type: T, 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 (with a grade of "C" or better) and MATH 203 (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 (with a grade of "C" or better) and PHYS 205 (with a grade of "C" or better).  
Type: T, IAI-EGR 931



## Course Description Guide (continued)

**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) or divisional approval.  
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: Assessment.  
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: Appropriate score on the assessment test, or successful completion of ENG 91.  
Type: P

**ENG 95 Basic Writing I 3-0-3**  
ENG 095 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 peer 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 Basic Writing II 3-0-3**  
English 096 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: Assessment or successful 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: English placement test score or completion of all reading and writing developmental courses.  
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: "C" or better in ENG 101  
Type: T, IAI - C1 901R

**ENG 103 Technical Communication 3-0-3**  
This course focuses on effective technical and professional communication. Students will learn to read professional situations rhetorically, considering the needs, attitudes, and assumptions of their audiences, as well as the demands and limitations imposed by different contexts. The course stresses collaboration, critical thinking and reading, and effective uses of technology in communication.  
Prerequisite: ENG 101.  
Type: C

**ENG 107 Creative Writing 3-0-3**  
A workshop course to give direction and criticism to students who want to write fiction, non-fiction or poetry. Students are part of a critical circle. They submit material to the group and critique work of others. After practicing the craft of writing, students are encouraged to submit manuscripts to an off-campus publisher.  
Prerequisite: Reading and Writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T

**ENG 108 Modern Grammars 3-0-3**  
This course is designed to improve and apply theoretical knowledge of the workings of language in general and English in particular. It will focus on stylistics: sentence elements, grammar, and punctuation, and how these are used to convey meaning effectively. The course will also provide a brief sampling of various topics in linguistics, including the development of the English language.  
Prerequisite: None.  
Type: T

**ENG 200 Service Learning 2-2-3**  
This course gives students the opportunity to provide service to their communities through volunteer work. The course combines community service and classroom instruction with a focus on critical reflective thinking, civic responsibility, and social awareness. Students will be assigned to or choose an agency, community action group, or educational facility for service based upon their skills, knowledge, and general interests. Main topics of the course will include: volunteerism, civic/social responsibility, civic engagement, social issues, empowerment, professionalism, and other social issues topics. Students cannot receive credit for both ENG 200 and SRV 200.  
Prerequisite: ENG 101 with a grade of "C" or better.  
Type: T

## 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: English 107 or instructor approval.

Type: T

### **ENG 280      Introduction to Teaching Reading      3-0-3**

This is an introductory course in the field of reading, designed for elementary (K-9) and early childhood (preK-3) education majors. Students will gain an overview of the field by examining such topics as reading definitions, theories of the reading process, the role of affect, emergent literacy, word recognition and vocabulary development, comprehension, instructional methodologies, and reading assessment. *Students cannot receive credit for both ED 280 and ENG 280.*

Prerequisite: Completion of ENG 101 at 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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - F2 908

### **FILM 140      Video Editing I      1-5-3**

An introduction to the principles and aesthetics of motion picture editing, along with hands-on instruction and practice in 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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **FILM 150      Moviemaking I      1-5-3**

Provides an introduction to 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 non-fiction project (instructional video or documentary) and a short fictional narrative. Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **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 ADR (automated dialog replacement) and Foley sound effects.

Prerequisite: FILM 140 with a grade of "C" or better.

Type: T

### **FILM 240      Video Editing II      1-5-3**

A continued hands-on workshop in digital video editing. Students will edit a variety of dramatic, informative, and experimental projects. There will be an increased focus on more complex editing techniques such as 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 make-up, 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 fire fighter trainee to become a Certified Fire Fighter according to standards set by the National Fire Protection Association. It includes instruction in fire service history and organization, fire fighter 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 to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.  
Prerequisite: None  
Type: C

### **FS 102 Fire Behavior & Combustion 3-0-3**

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.  
Prerequisite: None  
Type: C

### **FS 110 Fire Prevention 3-0-3**

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, 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 fire fighter trainee to become a Certified Fire Fighter according to standards set by the National Fire Protection Association. It includes instruction in ropes and knots, fire protection systems, salvage, overhaul, protection of fire scene evidence, fire department communications, fire prevention, and public education.

Prerequisite: FS 115

Type: C

### **FS 131 Fire Protection Systems 3-0-3**

This course provides information relating to the features of design and operation of fire alarm systems, water based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

Prerequisite: FS 110 or FS 130

Type: C

### **FS 159 Fire Suppression & Rescue .5-0-.5**

This is a refresher course for active fire department personnel. The successful student shall possess the skills necessary to properly function as a member of a fire suppression and rescue company.

Prerequisite: Coordinator permission

Type: C

### **FS 160 Technical Rescue Awareness .5-0-.5**

This course is designed to introduce the student to the risk of structural collapse, rope, confined space, vehicle and machinery, water, wilderness, and trench rescues.

Prerequisite: Coordinator permission

Type: C

### **FS 170 Strategy & Tactics 3-0-3**

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire grounds.

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 130.

Type: C

### **FS 206 Fire Protection Hydraulics 3-0-3**

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

Prerequisite: FS 110 or FS 130

Type: C

### **FS 210 Fire Service Instructor II 3-0-3**

The successful student shall possess the skills necessary to operate as a Fire Service Instructor II according to standards set by the National Fire Protection Association.

Prerequisite: FS 200.

Type: C

### **FS 211 Fire Officer II 2-2-3**

The successful student shall possess the skills necessary to operate as a multi-company fire officer according to standards set by the National Fire Protection Association.

Prerequisite: FS 201

Type: C

### **FS 231 Fire Service Administration 3-0-3**

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the perspective of the company officer.

Prerequisite: FS 101

Type: C

### **FS 233 Occup Safety & Health in EMS 3-0-3**

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

Pre-requisite: FS 101 or FS 130

Type: C

### **FS 237 Legal Aspects of FS 3-0-3**

This course introduces the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.

Prerequisite: FS 101 or FS 130

Type: C

### **FS 260 Vehicle Rescue Operations 3-0-3**

The successful student shall possess the skills necessary to operate as a Rescue Technician at the Vehicle and Machinery Operations level according to standards set by the National Fire Protection Association.

Prerequisite: FS 160 or 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



## Course Description Guide (continued)

**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) 3-0-3**  
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) 3-0-3**  
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.  
Prerequisites: Reading assessment score at ENG 92 level 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 or departmental approval.  
Type: T

**FREN 201 Intermediate French I 4-0-4**  
Continued development of listening, speaking, reading and writing skills in French. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in French.  
Prerequisite: FREN 102 or departmental approval.  
Type: T

**FREN 202 Intermediate French II 4-0-4**  
Continued development of listening, speaking, reading and writing skills in French. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in French.  
Prerequisite: FREN 201 or departmental approval.  
Type: T, IAI - H1 900

**FREN 299 Special Topics in French (1-4)-0-(1-4) 3-0-3**  
An in-depth study of various areas in French language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.  
Prerequisite: Sophomore standing and one year of French, or departmental approval.  
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 occupancy patterns, economic activities, and human-environment relations.  
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T

**GEOG 152 World Regional Geography 3-0-3**  
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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T, IAI - S4 900N

**GEOG 202 Economic Geography 3-0-3**  
This course investigates the changing geography of the global economy. Topics covered include economic globalization, trade and investment, production, and regional development. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.  
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T, IAI - S4 903N

**GEOG 240 Geographic Info Systems I 3-0-3**  
This course is a hands-on introduction to the Geographic Information Science (GIS). 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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T

## Course Description Guide (continued)

### **GEOG 241 Geographic Info Systems II 3-0-3**

In this course, students will both expand their conceptual understanding of geospatial science and learn additional practical GIS software skills. The course focuses on remote sensing and raster data analysis, with additional attention given to 'spatially enabling' various types of data for use in a GIS.

Prerequisite: Completion of GEOG 240 with a grade of "C" or better.

Type: T

### **GEOG 299 Special Topics in Geography (1-3)-0-(1-3)**

An in-depth study of selected areas of geography. Individual research is emphasized. Topics vary each semester. This course may be taken more than once for credit under different topics.

Prerequisites: Sophomore standing, one course in geography and/or instructors written approval.

Type: T

## German

### **GERM 101 Elementary German I 4-0-4**

This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in German. Students are also introduced to the history and cultures of the German-speaking world.

Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.

Type: T

### **GERM 102 Elementary German II 4-0-4**

This introductory language course is a continuation of GERM 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in German. Students are also introduced to the history and cultures of the German-speaking world.

Prerequisite: GERM 101 or departmental approval.

Type: T

### **GERM 201 Intermediate German I 4-0-4**

Continued development of listening, speaking, reading and writing skills in German. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in German.

Prerequisite: GERM 102 or departmental approval.

Type: T

### **GERM 202 Intermediate German II 4-0-4**

Continued development of listening, speaking, reading and writing skills in German. Grammar review. Cultural and literary readings, compositions. Course is conducted almost entirely in German.

Prerequisite: GERM 201 or departmental approval.

Type: T, IAI - H1 900

### **GERM 299 Special Topics in German (1-4)-0-(1-4)**

An in-depth study of various areas in German language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.

Prerequisite: Sophomore standing and one year of German, or departmental approval.

Type: T

## **GT – See Technical Math**

## Health

### **HLTH 151 Personal Health and Wellness 2-0-2**

A study of vital health principles and problems using a wellness approach. Emphasis will be on the importance of making healthy lifestyle choices that affect individuals, families, and communities.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### **HLTH 152 First Aid-Medical Self Help 2-0-2**

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: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### **HLTH 154 Nutrition, Exercise, & Weight Mgmt 2-0-2**

Designed to help the student better understand the relationship of dieting and exercise to obesity. Emphasis will be on the practical application of effective methods of weight management, including physical and behavior approaches. Fad diets, eating disorders, common problems of dieting, and proper eating habits will be studied.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### **HLTH 164 Consumer Health 3-0-3**

This course is designed to help the student develop the skills and strategies necessary to make intelligent decisions regarding the purchase and the use of health products and services.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### **HLTH 299 Special Topics in Health (.5-4)-0-(.5-4)**

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: Prerequisites for this course will vary depending upon the nature and level of information presented in the course. Minimum prerequisites will be completion of ENG 91 or reading placement above ENG 91 level and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

## Health Information Technology

### **HIT 101 Health Information Intro 1-2-2**

This course covers: introduction to the Health Information Management (HIM) 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 (AHIMA), ethics, accrediting and licensing bodies (Ex: 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/coordinator permission

Type: C

## Course Description Guide (continued)

### **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 EHR (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 records) 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 (Ex: 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 (Ex: 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-DRGs), 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

## Course Description Guide (continued)

**HIT 250 Legal Aspects of HI 2-0-2**  
This course covers: study of the medical record as a legal document; confidential communications, ROI (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, HIPAA (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

## Health Related Occupations

**HRO 90 Health Sciences Prep 5.5-3-7**  
This course is designed to assist the student who is interested in health science to further develop his/her self-concept and match abilities to potential career choices. Students will learn medical terminology, basic structure and function of the body systems, organs, tissues, and cells; use health science scenarios/case studies to reinforce learning. Upon completion, students will have CPR and First Aid certifications. This course is designed for students who are interested in a career in healthcare and tested into development reading and writing. The course will assist students in developing their reading and writing skills while learning health science content.  
Prerequisite: Eligible for ENG 92  
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 at 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



## 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 or approval of coordinator.

Type: C

#### **HVAR 153 Heating Fundamentals 2-4-4**

Introduces the student to four major categories of heating systems, gas-fired forced-air, oil heating, hydronics, and electric furnaces.

The basic configurations, components, and controlling systems for each category will be covered and compared to the others. Troubleshooting for each type of heating system will also be discussed.

Prerequisite: HVAR 103 or approval of coordinator.

Type: C

#### **HVAR 201 Psychrometrics & Load Calculations 3-2-4**

Contains ventilation and air conditioning basics with emphasis placed on psychrometrics and heat load calculations in order to determine equipment size needed for specific applications of both winter and summer air conditioning.

Prerequisite: HVAR 152 or concurrent enrollment in HVAR 152.

Type: C

#### **HVAR 202 Commercial Refrigeration I 2-4-4**

Introduces the components that make up commercial refrigeration systems as well as their application within the systems.

Troubleshooting and repair of commercial refrigeration systems are introduced. Testing of compressors, metering devices, evaporators, condensers and specialty controls are emphasized.

Prerequisite: HVAR 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 and HVAR 153 or approval of coordinator.

Type: C

#### **HVAR 205 Commercial Icemakers & Watertreatment 2-2-3**

Covers the treatment of the water used in commercial ice machine applications as well as the treatment needed to insure proper machine function. Public health considerations will be covered as will calcium build-up and proper cleaning procedures. Several types of commercial icemakers will be discussed from the standpoint of how they function, how they are controlled, and troubleshooting procedures.

Prerequisites: HVAR 101, HVAR 103, HVAR 152 or approval of coordinator.

Type: C

#### **HVAR 206 Commercial Refrig Load Calculations 1-0-1**

Heat load calculations for walk-in coolers and freezers based on the product load. The sizing of the refrigeration equipment required for the walk-in cooler or freezer will also be covered.

Prerequisites: HVAR 101, HVAR 152, HVAR 202 or approval of coordinator.

Type: C

#### **HVAR 207 Commercial Refrig. Transition 1-2-2**

The procedures that must be followed to successfully change out the CFC refrigerants currently in use in commercial refrigeration are covered in this course. Step by step cleanup procedures, refrigerant oils and the characteristics are emphasized in this course.

Prerequisites: HVAR 101, HVAR 152, HVAR 202 or the approval of the coordinator.

Type: C

#### **HVAR 208 Intro to HVAR Computer Applications 1-1-1.5**

This course is designed to introduce the student to the use of computer related HVAR aids such as computerized load calculations, online job searches and HVAR training aids.

Prerequisite: Approval of the coordinator

Type: C

#### **HVAR 210 Mech Codes & Installation Practices 2-4-4**

Students will learn how to install various major appliances. Plumbing and venting codes as set forth in the local codes will be discussed.

Prerequisites: None.

Type: C

#### **HVAR 211 Distribution Panels & Elect Building Wiring 2-2-3**

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

## Course Description Guide (continued)

**HVAR 251 Commercial Refrigeration II 2-4-4**  
Commercial refrigeration systems designs identified and component efficiency studies are made to help explain the overall make-up of commercial refrigeration systems. Troubleshooting of these systems is emphasized.

Prerequisite: HVAR 202 or approval of coordinator.  
Type: C

**HVAR 252 Air Conditioning & Htg. Sys. Design 2-4-4**  
Using blueprints and heat load information, the student designs air conditioning and heating distribution systems. The student is introduced to commercial roof top air conditioning units in this course.

Prerequisite: HVAR 152 or concurrent enrollment in HVAR 152.  
Type: C

**HVAR 253 Licensing & Certification Prep 3-0-3**

The course consists of a series of practice tests over a wide variety of subjects. These subjects include: residential heating, residential cooling, heat pumps, light commercial equipment, commercial equipment, mechanical installation practices, as well as some major appliance topics. The tests are designed to help the student prepare for any type of certification test that he/she may be required to take.

Prerequisite: 12 semester credits of HVAR courses completed or approval of coordinator.

Type: C

**HVAR 256 Advanced Elect. Controls & Systems 2-4-4**

A review of basic controls and circuitry leading to advanced air conditioning, heating and refrigeration controls and circuitry as well as solid state electronics controls.

Prerequisite: HVAR 103 or approval of coordinator.  
Type: C

**HVAR 257 Internship 0-(2.5-20)-(5-4)**

Gives the students occupational experience while completing the prescribed course of study in HVAR. This is an elective to provide on-the-job experience for the student entering the Air Conditioning, Heating and Refrigeration field. The student must complete 320 hours of work experience for four semester hours of credit.

Prerequisites: 12 semester credits of HVAR courses completed and approval of the coordinator  
Type: C

**HVAR 258 Natl Electrical Code Interpretation 3-0-3**

Advanced studies of the terms and concepts that are required for proficiency in interpretation of electrical codes and regulations. Based on the National Electrical Code and a review of practical electrical field knowledge and industrial/residential qualifying exams. This course prepares the student for future career advancements that involve testing by various regulatory agencies. Of particular interest to electricians, contractors, inspectors, and pre-architecture/engineering students.

Prerequisite: HVAR 211 or approval of coordinator  
Type: C

**HVAR 260 Refrigerant Transition/Recovery Cert 5-0-.5**

Prepares individuals with a basic knowledge of air conditioning and refrigeration to successfully pass an environmental protection agency approved certification exam. This exam will allow the individual to work in the refrigeration and air conditioning industry.

Prerequisite: None.  
Type: C

**HVAR 262 Air Delivery Systems Mtls. & Mthds. 0-2-1**

Introduces sheet metal components necessary to physically install a heating and air conditioning system. Tools and assembly will also be covered.

Prerequisite: None.  
Type: C

**HVAR 263 Heat Pumps 2-2-3**

Introduces air-to-air and ground source heat pump systems. Components unique to heat pumps will be discussed, along with their function in the system. Control systems and troubleshooting will be covered. Emphasis will be placed on the selection of components and the installation of heat systems.

Prerequisite: HVAR 152 or approval of coordinator.  
Type: C

**HVAR 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 and HVAR 153 or approval of coordinator  
Type: C

**HVAR 299 Special Problems in HVAR 4-0-4**

This course is designed to meet the needs of students requiring instruction on special topics or problems in the heating, ventilation, air conditioning and refrigeration field. This course provides the student with the knowledge and/or skills necessary to address the particular topics or problems outlined in the course syllabus.

Prerequisite: Approval of the coordinator.  
Type: C

## History

**HIST 101 World Civilization I 3-0-3**

A survey of world history from the birth of civilization to the end of the religious wars in the seventeenth century. Subjects discussed will include the evolution of Greek, Roman, Chinese, Japanese, Islamic, and native American civilizations; the development of the great world religions; and the birth and growth of Europe. The course will conclude with a discussion and a review of the European wars of religion.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T, IAI - S2 912N

**HIST 102 World Civilization II 3-0-3**

This course is a survey of world history from the mid-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 assessment scores at the ENG 101 level 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 SWTC.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T, IAI - S2 910N

## 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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S2 918N

### **HIST 117 African History 3-0-3**

A broad overview of the historic, economic, political and social development of the African Continent. Particular emphasis will be upon the background of this area and how this impacted its development and importance to the industrialized world as we approach the 21st century. Completion of this course fulfills the Non-Western Culture requirement for graduation from 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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S2 903

### **HIST 154 History Travel/Study Tour 3-0-3**

An in-depth historical study of various regions via travel. The regions emphasized vary each semester the course is offered. The course may be taken more than once for credit with different itineraries.

Prerequisite: None

Type: T

### **HIST 160 Survey of British History I 3-0-3**

Survey of British History from early Britons to 1714. Topics covered include early Britons and Roman invasions, emergence of England, Norman Conquest and relations with Europe, conquest of Wales, wars between England and Scotland, Henry VIII and English Reformation, 1688 Revolution, Parliament, House of Windsor.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 161 Survey of British History II 3-0-3**

Survey of British History from 1714 to present. Topics covered include Whigs, Tories, and Walpole as "first Prime Minister," Scotland, Wales and "Celtic Nationalism," Irish question, growth of British Empire in India and North America, American Revolution, Industrial Revolution, Gladstone Disraeli and Victorian Britain socialism, Common Market, Britain today.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 180 U.S. History to 1865 3-0-3**

The development of the American civilization starting with the European background and ending with the Civil War. Includes the Age of Discovery; the period of colonization of the Spanish, French, Dutch and English; the American Revolution; the early years of the Republic; the development of the Constitution; the War of 1812; the growth of nationalism and manifest destiny; and the Civil War.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S2 900

### **HIST 181 U.S. History, 1865 to the Present 3-0-3**

The course begins with the Reconstruction period, and includes the transformation of America from an agrarian to urban civilization with emphasis on politics, business, finance, labor and society. Among the topics covered are the end of Isolation, the Populist and Progressive movements, World War I, the Roaring Twenties, the Great Depression, World War II, the Cold War, the emergence of the Civil Rights Movement, the Sixties, and National Politics: 1968-1998.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S2 901

### **HIST 230 African-American History 3-0-3**

A course designed to study the African-American impact on the economic, political and cultural institutions of the United States. The range includes the topics of slavery prior to the Civil War, the war itself, reconstruction and establishment of the Jim Crow system. Included in this course is an examination of the role of the African-American in the 20th century and the Civil Rights movement.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, 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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 250 20th Century Western Civilization 3-0-3**

A survey of 20th century Western civilization that includes a review of the definitions, causes, and effects of the major forces that have influenced the development of modern Western societies.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 282 Russian History 3-0-3**

Aimed at acquainting the student with Russia and its past, the course is divided into four broad periods, including ancient Russia to the rise of the Kievan state, Kievan domination to the birth of modern Russia under Ivan III, Russia under the Tsars to the Revolution in 1917, and the Revolution to Khrushchev, the Cold War, and the end of the Soviet Union. Each period will be studied as a separate unit contributing to the overall history of Russia.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 286 History of Religion 3-0-3**

A survey of the history of the world's religions with an emphasis upon each faith's origins, important leaders, mythology and doctrine, organizational development, and influence upon society. Primal religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shinto, Judaism, Christianity, and Islam are among the religions examined. The approach of the course is open and unbiased, promoting the intellectual study of religion. Completion of this course fulfills the Non-Western Culture requirement for graduation from Southwestern.

Recommended Prerequisite: HIST 101 or HIST 151.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H5 904N

### **HIST 288 History of Illinois 3-0-3**

A survey of Illinois culture and history beginning with native American population through the appearance of the Europeans to the present day. Changes and developments in Illinois society, economics, and politics will also be examined.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 292 U.S. History Since 1945 3-0-3**

The course involves concentration in areas of U.S. history since 1945. Includes the roles played by women, minorities, the business labor movement, cultural patterns, the civil rights movement, presidential administrations, the cold war, and foreign policy. U.S. foreign policy will be examined from the prewar era to the present day.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **HIST 299 Special Topics in History (1-3)-0-(1-3)**

An in-depth study of history presented by discussions and/or individual research and reading by the student. Topics vary each semester. This course may be taken more than once if different topics are discussed.

Prerequisites: Sophomore standing, one year of history and divisional approval.

Type: T

## 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 and either BIOL 101 or BIOL 151, or approval from program coordinator.

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 or approval from program coordinator.

Type: C



## Course Description Guide (continued)

### **HORT 135 Turf Management 4-0-4**

The study of grass types, uses, land preparation, seeding, sodding, irrigation, fertilization, pests and management practices of turf. (Offered summer)

Prerequisite: HORT 102 or approval from program coordinator.

Type: C

### **HORT 136 Identification & Use of Ornamentals 3-0-3**

The study of the identification, ecology and use of ornamental plants, woody and herbaceous plants, deciduous trees, shrubs, and ground covers. (Offered fall)

Prerequisite: HORT 102 or approval from program coordinator.

Type: C

### **HORT 152 Greenhouse Management 4-0-4**

The study of watering, fertilization, ventilation, temperature, humidity, light and general management practices of greenhouses. (Offered spring)

Prerequisite: HORT 102 or approval from program coordinator..

Type: C

### **HORT 165 Floral Design 2-2-3**

This course includes the study of basic design principles, decorative uses and arrangements of flowers, foliages, and accessories. This includes the construction of occasional floral arrangements. (Offered spring and fall)

Prerequisite: None.

Type: C

### **HORT 168 Floral Shop Management 3-0-3**

This is a study of the retail florist industry, its problems and its rewards. Topics include procedures for setting up, financing and managing a flower shop. Basic information on practical standards and prospects, personal qualifications, and an introduction to operating problems.

Prerequisite: HORT 165 or approval from program coordinator.

(Offered fall of even numbered years)

Type: C

### **HORT 175 Home Gardening 3-0-3**

The study of lawn care, plantings, seedlings, flowers, fruits, vegetables, trees and shrubs with the homeowner in mind.

Prerequisite: None.

Type: C

### **HORT 185 Use of Horticultural Equipment 3-0-3**

The emphasis of this course is the use of modern equipment and its maintenance and care. Structures and construction methods ranging from cold frames to refrigerated storage houses are also studied.

Prerequisite: None.

Type: C

### **HORT 195 Indoor Plant Culture and Gardening 3-0-3**

The student will learn identification, culture techniques and propagation of foliage and conservatory plants, with uses in accenting interior decor. (Offered fall of odd numbered years)

Prerequisite: HORT 102 or approval from Program Coordinator.

Type: C

### **HORT 215 Horticultural Diagnostics 2-2-3**

A diagnostic approach to plant problems is given using a systematic evaluation of the site and affected plants. Diagnostic tools and sampling are discussed. Examples of noninfectious disorders, insects, infectious diseases, as well as environmental problems are presented. (Offered fall)

Prerequisite: HORT 102 or concurrent enrollment in HORT 102.

Type: C

### **HORT 226 Landscaping 3-0-3**

This course teaches the principles of design in landscaping, site analysis, construction and costs with the aid of drawings, models and case studies. (Offered spring)

Prerequisite: HORT 136 or concurrent enrollment in HORT 136, or approval from program coordinator.

Type: C

### **HORT 227 Landscape Construction 2-2-3**

This course covers the techniques and use of materials for constructing various small landscapes. It will provide the basic knowledge and skills needed for planning and constructing garden terraces, walks, fences, benches, garden pools, outdoor lighting, etc. (Offered fall)

Prerequisite: HORT 226 or approval from program coordinator.

Type: C

### **HORT 228 Computer-Aided Landscaping 1-4-3**

In this course students will use a current computer software package to create two-dimensional and perspective views, as well as three-dimensional presentations of landscape designs. They will create photorealistic color designs, generate professional drawings, and produce detailed estimates that match the landscape plans. (Offered spring)

Prerequisite: HORT 226 or approval from program coordinator.

Type: C

### **HORT 232 Irrigation & Design 2-2-3**

The study of the principles of irrigation with an emphasis on turfgrass. Prerequisite: HORT 135 or approval from Program Coordinator.

Type: C

### **HORT 235 Advanced Turf Management 3-0-3**

Topics covered in this course include grass types, uses, land preparation, seeding, sodding, irrigation, fertilization, pests, and management practices of turf. (Offered fall of odd-numbered years)

Prerequisite: HORT 135 or approval from program coordinator.

Type: C

### **HORT 237 Arboriculture 3-0-3**

The study of production of trees, shrubs and herbaceous plants as well as their placement, cultivation, arrangement and management for ornamental use. (Offered spring of even-numbered years)

Prerequisite: HORT 132 or approval from program coordinator.

Type: C

### **HORT 242 Fruit Production 3-0-3**

The study of the science and practice of growing, harvesting, handling, storing, processing, and marketing of fruits. It is designed to present students with the scope of tree fruits, brambles, and other fruits commonly grown in the area. (Offered fall of even-numbered years)

Prerequisite: HORT 102 or approval from program coordinator.

Type: C

### **HORT 252 Advanced Greenhouse Management 3-0-3**

Commercial crop production and management practices including cultural and technical aspects, and management of personnel, records and overhead. (Offered fall of even numbered years)

Prerequisite: HORT 152 or approval from program coordinator.

Type: C

### **HORT 262 Small Fruit Production 2-0-2**

This course teaches the science and practice of growing, harvesting, handling, storing, processing, and marketing of small fruits. (Offered spring of even-numbered years)

Prerequisite: HORT 102 or consent of program coordinator.

Type: C

## Course Description Guide (continued)

### **HORT 265      Advanced Floral Design      2-2-3**

This is an advanced floral design course with emphasis on artistic qualities, sympathy floral arrangements, bridal designs, and theme development.

Prerequisites: HORT 165 or consent of instructor.

Type: C

### **HORT 275      Grounds Maintenance      4-0-4**

This course emphasizes practical applications of grounds management techniques which are approached abstractly in other horticulture classes. When possible, the school facilities will be used as examples, but area parks, cemeteries, and other real estate complexes will also be visited. (Offering spring of odd-numbered years)

Prerequisites: HORT 132 and HORT 135, or approval from program coordinator.

Type: C

### **HORT 278      Horticultural Pest Management      3-0-3**

This course will cover pesticide laws and liability, safety, formulations, application equipment, equipment calibration, record keeping, integrated pest management, insects, diseases, weed, and environmental considerations.

Prerequisite: HORT 102 or approval from program coordinator.

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.

Prerequisites: HORT 102 or consent of program coordinator.

(Offered spring of odd-numbered years)

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, 132, 135, 136, 152, 226, 287, and 288, or Coordinator approval.

Type: C

### **HORT 299      Special Topics in Horticulture      (1-4)-(0-4)-(1-6)**

Application of horticulture principles to specific problems through case studies, simulation, special projects or problem-solving procedures.

Prerequisite: Varies depending on topic.

Type: C

## 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 assessment score above the ENG 92 level or completion of ENG 91 (if applicable) and concurrent enrollment in ENG 92.

Type: T

### **HMS 200      Human Services Applications      3-0-3**

This course provides an overview of the skills and applications necessary to work in the field of human services. This course also serves as elective preparation for advanced study in the human services profession. Specific issues encountered in the field will be addressed in regards to current ethical and professional standards, policy, procedures, and practice. The diversity of special populations and the interdependent relationships of community organizations designed to meet their needs will be examined.

Prerequisite: Completion of HMS 100 with a grade of "C" or better.

Type: C

### **HMS 250      Human Services Seminar      3-0-3**

This seminar provides 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

## Course Description Guide (continued)

**HMS 280 Human Services Practicum 0-20-4**  
This course provides supervised experience in various human services agencies and specializations. Clinical exposure provides students with the opportunity to practice concepts and skills learned throughout the Program. Students will be required to sign a Code of Ethics Compliance before entering fieldwork.  
Prerequisite: Completion of HMS 100, HMS 200, and HMS 250 with a grade of "C" or better. Students must sign a waiver for a criminal background check.  
Type: C

## Independent Study

**IND 296 Independent Study (1-4)-(0-6)-(1-4)**  
For the student with the unique capability and unusual interests. Designed cooperatively between the student and the division with a faculty adviser assigned to the student by the dean to guide the student and evaluate progress.  
Prerequisite: Assignment of faculty advisor by dean.  
Type: T

## Industrial Electricity – See *Electrical and Electronics Technology*

## Industrial Mechanics

**IML 101 O.S.H.A. Awareness .5-0-.5**  
This course familiarizes the student with the industries' regulatory agencies (e.g., OSHA, EPA, & DOT).  
Prerequisite: None.  
Type: C

**IML 102 Hazard Communication (HAZCOM) 1.5-0-1.5**  
This course covers the procedures Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) will regulate to the industry. Students will be trained in the handling, storage, and compliance of hazardous materials.  
Prerequisite: None.  
Type: C

**IML 103 Personal Protection Equip (P.P.E.) .5-0-.5**  
This course will provide training for all types of personal protection worn by the industrial worker and will provide instructional training for the industrial safety technician.  
Prerequisite: None.  
Type: C

**IML 105 Industrial Math II 3.5-1-4**  
This course is divided into three parts: (1) deals with the fundamentals of applied algebra which includes sections on symbols, equations, ratios and proportion, exponents, radicals, and formulas; (2) deals with fundamentals of applied geometry, geometric lines and shapes common in geometry, geometric lines and shapes common in geometric construction; (3) deals with fundamentals of trigonometry right triangles, acute triangles, and oblique triangles, by use of specialized workbooks. Participants are exposed to craft related mathematics in their field.  
Prerequisite: None.  
Type: C

**IML 106 Industrial Piping Fundamentals 3.5-1-4**  
This course is designed to introduce the non-pipefitter with an overview of the more important areas of study for industrial pipefitting. The course is designed to introduce mechanics with a practical knowledge of those skills required to function in industry as a pipefitter. (Pending ICCB Approval)  
Prerequisite: None  
Type: C

**IML 110 First Aid/C.P.R. 1-0-1**  
This course provides training and certification in emergency first aid and CPR. 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 (OSHA) 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 pipefitting and electrically related crafts.  
Prerequisite: IML 120 and IML 105 or concurrent enrollment.  
Type: C

**IML 133 Rigging (Industrial) 3.5-1-4**  
Units on lifting practices, wire and fiber rope, size and weight estimation, and material handling devices are presented to prepare the participant to meet the dangerous and demanding conditions relevant to the loading, unloading, storing and assembly or erection of equipment and structural members.  
Prerequisite: None.  
Type: C

**IML 139 Industrial Bearings 3.5-1-4**  
This course is designed to introduce the many types of bearings used by modern industries. The material will include types of bearings, types of applications for each, lubrication practices, bearing codes, and maintenance practices used by modern industry.  
Prerequisite: None.  
Type: C

## Course Description Guide (continued)

### **IML 149 Industrial Pumps & Compressors 3.5-1-4**

This course is designed to introduce the many types of industrial pumps and compressors used by modern industries. The material will include the types of pumps and compressors, types of application, parts identification, lubrication, and safety along with related auxiliary equipment.

Prerequisite: None.

Type: C

### **IML 150 Stationary Engineering I 4-0-4**

This course is designed to introduce students to the general concepts of low and high pressure boilers, including pressure, stress and safety factors along with explanation and purpose of all the pertinent equipment used.

Prerequisite: None

Type: C

### **IML 151 Stationary Engineering II 4-0-4**

This course is designed to expand students' knowledge of the detailed concepts of low and high pressure boilers, including pressure, stress and safety factors along with a detailed explanation and purpose of all equipment used with emphasis on pumps.

Prerequisite: IML 150

Type: C

### **IML 169 Industrial Pneumatics 3.5-1-4**

This course is designed to introduce the apprentice to the basic theory of pneumatics. The material covered will include functions, pumps, motion, cylinders, accumulators, types of valves and pressure control systems.

Prerequisite: None.

Type: C

### **IML 189 Fork Lift Truck Safety 0.5-0-0.5**

This course will provide the student with safety training in the operation of a fork lift truck and also provide knowledge of the 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 (O.S.H.A.). Students will be trained in entry, monitoring, and rescue of a confined space.

Prerequisite: None.

Type: C

### **IML 201 Hazardous Waste Operations (HAZWOPER) 2.5-0-2.5**

This course provides training in the collection and disposal of hazardous wastes with the use of a Class A suit with oxygen tanks. A medical clearance is required to wear the suit on the job. An OSHA 30-hour Certification card is issued upon completion of course.

Prerequisites: None.

Type: C

### **IML 202 8 Hr. Haz Waste Operations Refresh 0.5-0-0.5**

This course is designed as a refresher for students who have completed the 40-Hour HAZWOPER course.

Prerequisite: IML 201.

Type: C

### **IML 203 24 Hour HAZMAT .5-1-1**

This course provides training in the clean-up resulting from a hazardous spill. The course will consist of eight hours of lecture with a 16 hour lab simulating clean-up and disposal of a spill in Class A suites.

Prerequisite: None.

Type: C

### **IML 204 O.S.H.A. 10 Hour Outreach 0.5-0-0.5**

This course will provide the student with an OSHA 10-hour certification card which covers basic safety requirements associated with the following: Hazard Communication, Personal Protective Equipment (PPE), Fire Extinguishers, Confined Space, and working hazards.

Prerequisite: None.

Type: C

### **IML 205 O.S.H.A. 30 Hour Outreach 2-0-2**

This course will provide the student with an OSHA 30-hour certification card which covers the entire spectrum of OSHA compliance areas such as Lockout/Tagout, OSHA awareness, Personal Protective Equipment (PPE), 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 (OSHA) and Environmental Protection Agency (EPA) 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 O.S.H.A. Awareness II 0.5-0-0.5**

This course is designed to update students with any changes in any of the regulatory agencies (e.g., OSHA, EPA, & 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 (OSHA) and Environmental Protection Agency (EPA).

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 (O.S.H.A.) 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 C.P.R. procedures per the American Red Cross standards.

Prerequisite: IML 110. (Pending ICCB approval)

Type: C



## Course Description Guide (continued)

### **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 (OSHA).

Prerequisite: IML 200.

Type: C

### **IML 250 Stationary Engineering III 4-0-4**

This course is designed to expand students' knowledge of the detailed concepts of steam engines, turbines, air-compressors, related theory and application of electricity.

Prerequisite: None

Type: C

### **IML 251 Stationary Engineering IV 4-0-4**

This course is designed to expand students' knowledge of the detailed concepts and applications of electricity and refrigeration principles.

Prerequisite: IML 250

Type: C

### **IML 289 Forklift Truck Safety II 0.5-0-0.5**

This will provide the student with re-certification in the operation of a forklift truck and provide knowledge of the revised Occupational Safety and Health Administration (OSHA) standard required by 29CFR1910.178.

Prerequisite: IML 189.

Type: C

### **IML 299 Prob in Millwright (1-4)-(1-8)-(1-4)**

This course is designed to familiarize students with special topics or problems in the Industrial Millwright field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.

Prerequisite: Coordinator permission.

Type: C

## Industrial Pipefitting

### **IDP 116 Industrial Pipefitter A 3.5-1-4**

This course is designed to give the pipefitter apprentice knowledge and skill in the use of rigging, ladders, scaffolds, safety, traps, pipe layout, alignment and template making.

Prerequisite: None.

Type: C

### **IDP 126 Industrial Pipefitter B 3.5-1-4**

This course is designed to give the second-semester apprentice knowledge and skills in the use of metrics, steam piping, heat exchangers, pipe supports, filters, pipe insulation, lubrication and pipe bending.

Prerequisite: IDP 116 and IML 105 or concurrent enrollment.

Type: C

### **IDP 136 Industrial Pipefitter C 3.5-1-4**

This course is designed to give the second-year apprentice knowledge and skills in the use of pipe supports, steam piping, theory, piping problems in relation to steam and different types of heat exchangers.

Prerequisite: IDP 126.

Type: C

### **IDP 146 Industrial Pipefitter D 3.5-1-4**

This course is designed to give the second-year apprentice knowledge and skills in the use of templates, template drawing, pipe layout and pipe alignment.

Prerequisite: IDP 126.

Type: C

### **IDP 256 Industrial Pipefitter E 3.5-1-4**

This course is designed to give the third-year apprentice knowledge and skills in the use of pipe blueprints, sketching, pipe schematics and single-line pipe drawing.

Prerequisites: IDP 136, IDP 146.

Type: C

### **IDP 266 Industrial Pipefitter F 3.5-1-4**

This course is designed to give the third-year apprentice knowledge and skill in the use of mathematics as they apply to the pipe trade, allowance for fittings, angles in plumbing, wye fittings and cast iron pipe.

Prerequisites: IDP 136, IDP 146.

Type: C

### **IDP 276 Industrial Hydraulics I 3.5-1-4**

This course is designed to give students an understanding of the fundamental principles of hydraulic circuitry. This course will also teach students correct shop procedures and develop mechanical skills required for proper installation and maintenance of components.

Prerequisite: None.

Type: C

### **IDP 286 Industrial Hydraulics II 3.5-1-4**

This course is designed to develop the students proficiency in analyzing and troubleshooting hydraulic circuitry. The objective shall be to maximize durability and system function while reducing component malfunction and energy consumption. This course will also contain a study of circuit control.

Prerequisite: IDP 276.

Type: C

### **IDP 299 Probs in Pipefitting (1-4)-(1-8)-(1-4)**

This course will familiarize students with special topics or problems in the Industrial Pipefitter field, and to provide them with the knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.

Prerequisite: None.

Type: C

## IWA – See Construction Ironworker

## Journalism

### **JOUR 101 Introduction to Journalism 3-0-3**

A study of the basic principles of news gathering, reporting, interviewing and writing. The course examines the following: the idea of news writing; types of journalistic articles; lead writing techniques; ethical issues in journalism; the application of research methods, including the use of library and online sources; and the types of publications which use journalistic writing. Students write basic stories under real time constraints.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI MC 919

### **JOUR 110 Introduction to News Editing 3-0-3**

The study of the principles and practices of editing copy, including the duties and role of copy editors, and copy flow patterns in the process of preparing local and wire service articles for publication or broadcast. The course includes an introduction to the principles and techniques of electronic editing, information management and publication design, emphasizing the editing of body copy and display type for maximum clarity and impact.

Prerequisite: Reading and writing assessment scores at ENG 101 level 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; AP style and copy editing; news judgment; ad design and ad sales; photography; and newspaper layout and design. The class may be repeated for credit up to a maximum of three times.

Prerequisite: Assessment reading and writing scores at ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T

### **JOUR 299 Special Topics in Journalism (1-4)-0-(1-4)**

Special topics and issues in journalism presented through lectures, discussions, readings, and/or individual assignments and research projects. Topics vary each semester. Course may be taken more than once if different topics are covered.

Prerequisites: Sophomore standing and one course in journalism, or permission of instructor.  
Type: T

## Labor

### **LABR 120 Laborer Craft Orientation 2-1-2.5**

This course will introduce the student to the Construction Industry and acquaint the student with the required personal skills necessary for entry level into the major construction industries. This course will also include 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 include rough terrain forklift operation training, frame scaffolding, Morgen scaffolding, non-stop scaffolding, mason king scaffolding, and masonry saw operator training.

Prerequisite: LABR 120  
Type: C

### **LABR 122 Concrete Practices & Procedures 1.5-1-2**

This course will introduce the student to concrete practices and procedures and bobcat operator training. The course will include information on concrete components, materials; mix proportions, the hardening process, concrete finishing techniques, E-Z pavement breaker, concrete saws and vibrators.

Prerequisite: None  
Type: C

### **LABR 123 Asphalt Technology & Construction 1.5-1-2**

This course will introduce the student to asphalt technology and construction. The course will include information on the model DM-4000 Paver; Eager Beaver Paver; Manual Tape Applicator; Carbide Asphalt Grinder; the asphalt roller and paint striping process.

Prerequisite: None  
Type: C

### **LABR 124 Lead Base Paint Abatement 1.5-1-2**

This course will cover important information and aspects that the laborer must know regarding lead base paint abatement to work 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 and grade, and the metric uses in pipe laying. The course will also include trenching and excavation safety pertinent to pipelaying.

Prerequisite: None  
Type: C

### **LABR 126 Construction Landscaping Maintenance 1.5-1-2**

This course will introduce the student to the principles of landscaping maintenance relating to the construction trades. The course will also include information on lawn and ground covers, fertilizing, soil testing, irrigation, and the elements of pruning.

Prerequisite: None  
Type: C

### **LABR 127 Basic Construction Surveying 1.5-1-2**

This course will introduce the student to the fundamentals of construction surveying. The course will cover terms and definitions, basic construction drawings, instruments, calculations, lines, grades, and hand signals common to surveying in the construction trades.

Prerequisite: None  
Type: C

### **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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T, IAI - H3 901

**LIT 117 Literature Written by Women 3-0-3**  
This course principally uses contemporary American literature written by women of minority cultures as well as European American women. It will be organized thematically around issues of women's discourse.  
Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.  
Type: T, IAI - H3 911D

**LIT 120 Introduction to Poetry 3-0-3**  
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 assessment scores at ENG 101 level 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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 134 is NOT a prerequisite for LIT 133.  
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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 133 is NOT a prerequisite for LIT 134.  
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 assessment scores at ENG 101 level 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 assessment scores at ENG 101 level 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: "C" or better in ENG 101.  
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: "C" or better in ENG 101.  
Type: T

**LIT 213 American Literature I 3-0-3**  
This is a survey course which introduces students to a wide range of authors from 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 shall be a "mosaic of American writers."  
Prerequisite: "C" or better in ENG 101.  
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.  
Prerequisite: "C" or better in ENG 101. LIT 213 is NOT a prerequisite for LIT 214.  
Type: T, IAI - H3 915

## Course Description Guide (continued)

### 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 assessment scores at ENG 101 level 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: "C" or better in ENG 101.

Type: T

### LIT 251 British Literature I 3-0-3

This is a survey of British literature from the Middle Ages through the eighteenth century. The disparate voices that comprise the literature of the British Isles at the time are examined.

Prerequisite: "C" or better in ENG 101. LIT 252 is NOT a prerequisite for LIT 251.

Type: T, IAI - H3 912

### LIT 252 British Literature II 3-0-3

This is a survey of British literature from the nineteenth century to the present. The disparate voices, including colonial and post-colonial voices, that comprise British literature during these centuries are emphasized.

Prerequisite: "C" or better in ENG 101. LIT 251 is NOT a prerequisite for LIT 252.

Type: T, IAI - H3 913

### LIT 290 Shakespeare – Comedies & Histories 3-0-3

Literature 290 is a study of Shakespeare's comedies and histories. 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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 291 is NOT a prerequisite for LIT 290.

Type: T, IAI - H3 905

### LIT 291 Shakespeare – Tragedies & Romances 3-0-3

Literature 291 is a study of Shakespeare's tragedies and romances. 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 assessment scores at ENG 101 level or completion of all reading and writing developmental requirements. LIT 290 is NOT a prerequisite for LIT 291.

Type: T, IAI - H3 905

### LIT 293 Children's Literature 3-0-3

Primarily for the prospective preschool or elementary teacher, the course emphasizes the selection and presentation of literature for preschool and elementary-age children. Students will be acquainted with the wide variety of children's literature books available and the possibilities of children's literature in the learning process. Assignments may include the production of a portfolio of critiques of children's literature books (of up to 100), demonstration of classroom applications using children's literature at different grade levels, development of multimedia and creative instructional materials, participation in literature circles using chapter books, participation in service 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: "C" or better in ENG 101.

Type: T

### LIT 299 Topics in Literature 3-0-3

Examination of a selected topic or movement through study and discussion of representative works of literature. No topic/problem can be offered more than twice in three years.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

## Management

### MGMT 102 Business Mathematics 3-0-3

This course covers the fundamental processes in mathematical computations used in business and consumer finance. Topics covered are percentage, interest, consumer credit, cash and trade discounts, mark up, payroll, property and income taxes, Social Security, and stocks and bonds are covered.

Prerequisite: Math assessment score at MATH 94 level or completion of MATH 93 with a grade of "C" or better.

Type: C

### MGMT 117 Personal Finance 3-0-3

This course is a study of financial choices and decisions facing the individual. Topics included are budgeting, credit, real estate, insurance, investments, taxes and retirement planning.

Prerequisite: 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: MGMT 203.

Type: C

### MGMT 203 Business Plan Basics 1-0-1

This course provides an overview of the development of a basic business plan for a start-up operation. Key topics include: competitive analysis, financial projections and start-up costs. Students will develop a business plan as part of the course.

Prerequisite: MGMT 201

Type: C



## 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 completion of the Entrepreneur Certificate and sophomore standing; SPCH 151; ENG 101.

Type: C

### **MGMT 206 Individual & Business Income Tax 3-0-3**

This course is a study of federal income taxes as they relate to individuals with some discussion of business taxes. The primary objective of the course is to learn federal income tax laws and how to find answers to tax questions. It is only casually concerned with the mechanics of filling in tax forms. Topics included are gross income (exclusions and inclusions), ordinary gains and losses (recognition and basis), capital gains and losses of individuals, deductions, and expenses.

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: Reading assessment score at ENG 101 level or completion of ENG 92 level with a grade of C or better.

Type: C

### **MGMT 214 Principles of Management 3-0-3**

A detailed analysis of management functions including planning, organizing, staffing, directing and controlling. The schools of management are explained. The orderly presentation of fundamental knowledge of management provides the student with the framework for further studies in management and related business fields as well as a background for practical application of management principles in business and other organizations.

Prerequisite: Reading assessment score at ENG 101 level or completion of ENG 92 level with a grade of "C" or better.

Type: C

### **MGMT 217 Human Resource Management 3-0-3**

This course is concerned with the human resource management functions. This course will emphasize the legal environment surrounding equal employment opportunities, job design and analysis, recruiting, orientation and training, performance appraisal, compensation systems, labor relations, collective bargaining and grievance handling, and health and safety in the workplace.

Prerequisite: Reading assessment score at ENG 101 level or completion of ENG 92 level with a grade of "C" or better.

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: Reading assessment score at ENG 101 level or completion of ENG 92 level with a grade of "C" or better.

Type: C

### **MGMT 221 Fundamentals of Labor Relations 3-0-3**

Current, practical problems in employee, union and government relations. Major topics are history of the labor movement, collective bargaining, grievance procedures, arbitration and mediation as well as an overview of labor law, and contract writing and interpretation. For those persons with a demonstrated interest in labor relations as well as those who are directly involved in labor relations.

Prerequisite: Reading assessment score at ENG 101 level or completion of ENG 92 with a grade of "C" or better.

Type: C

### **MGMT 240 Ethics in the Workplace 1-0-1**

This course provides an opportunity for the student to examine personal ethics related to the workplace; determine how those ethics compare to other students' ethical standards; review common ethical issues in the workplace and discuss how to resolve them; discuss management's role in establishing an ethical atmosphere; review a variety of companies' codes of ethics; and, briefly review corporate social responsibility.

Prerequisite: Reading assessment at ENG 101 level or completion of ENG 92 with a grade of "C" or better.

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: ACCT 105 or ACCT 110; MGMT 102.

Type: T

### **MGMT 269 Accounting AAS Internship (.5-3)-(10-15)-(.5-3)**

This course is a supervised work-experience program requiring an average of 15 hours per week in an accounting focused position. If the student is already employed in an accounting position, the job may qualify for the internship but is subject to approval by the instructor. The instructor and the college's internship coordinator also provide assistance to students in finding an appropriate internship position.

Prerequisite: Sophomore standing; ACCT 110; ACCT 111; minimum GPA of 3.0 in ACCT course work

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: MGMT 241 and MGMT 204

Type: C

## Manufacturing Technology

### **MFT 101 Manufacturing Technology 3-0-3**

This course is an introductory study of basic processes, equipment, and material used in manufacturing. Includes plastics, metal removal, materials joining, forming, casting, and some of the newer processes. This course also introduces the student to safety, health, and the production control process.

Prerequisite: None.

Type: C

## 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 (SPC). This course covers quality techniques and concepts, variation, the normal curve, data analysis, and data collection. Also covered are bar charts, mean, range, standard deviation, X-R chart, I-R chart, P chart, interpretation of control charts, and process capability. Students will be encouraged to solve mathematical problems and construct the various types of charts.

Prerequisite: None

Type: C

### **MFT 103 CAD/CAM 1-2-2**

This course is designed to provide advanced machining experiences in the use of CAD/CAM machining processes. The students will develop the drawing, part program, text files, and document files using AutoCAD and the latest CAM software. The students will use these programs to produce various component parts as assigned. Various applications of 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 (PLCs). Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots.

Prerequisite: None.

Type: C

### **MFT 105 CAM Operations 1-2-2**

A continuation of the study of CNC programming with emphasis on advanced milling and turning machine techniques, 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 (PLCs). Focuses on the underlying principles of how PLCs work and provides practical information about installing, programming and maintaining a PLC system. Emphasizes the use of PLCs to control the operation of automated manufacturing systems. Course includes system theory as well as actual hands-on experience with a simple manufacturing system.

Prerequisite: MFT 104 and MFT 107.

Type: C

### **MFT 107 Industrial Electricity 3.5-1-4**

This course is designed to provide manufacturing technology students with general knowledge of electricity and electronics to prepare them for advanced studies as well as specialization in a specific area. Students learn the theory of electricity and electrical circuits, and then focus on the installation, maintenance, and industrial application of electrical equipment and controls. Course includes theoretical and practical application of electrical power systems, wiring, single/three phase power circuits, transformers, motors and generators, and motor controls.

Prerequisite: None.

Type: C

### **MFT 120 Warehousing Environment 1.5-0-1.5**

This course provides learners with an overview of the functional and structural composition of warehousing and distribution centers. Topics include product flow, warehousing processes, working safely in a warehousing environment, principles in running a business, workplace ethics and how employees affect the bottom line.

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: Reading assessment score at the ENG 101 level or completion of ENG 92 with a grade of "C" or better..

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: Must be competent computer and Internet user.

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: Reading assessment score at the ENG 101 level or completion of ENG 92 with a grade of "C" or better; MKT 126 preferred; students must be competent in the use of a computer and with the Internet.  
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: Reading assessment score at the ENG 101 level or completion of ENG 92 with a grade of "C" or better; MKT 226; Students must be competent in the use of a computer and the Internet.  
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**

Provides a systematic approach to the application of the marketing concept. This systematic approach involves a determination of company marketing objectives, an analysis of market opportunities, the selection of target-market segments, the development of marketing strategies and plans, and the observation of target market responses. Evaluation of responses suggests adjustments that may be needed within the marketing system to better accomplish company marketing goals. Prerequisite: MKT 126 and MKT 231 or MKT 242.  
Type: C

### **MKT 231 Consumer & Market Behavior 3-0-3**

Students will study what motivates consumers to make purchases; who and what influences consumers' buying habits; and how marketers use this knowledge to create and sell products and services. Prerequisite: MKT 126.  
Type: C

### **MKT 242 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: Reading assessment score at ENG 101 level or completion of ENG 92 level with a grade of "C" or better.  
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 (NMT) 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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*



## Course Description Guide (continued)

### **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 also have an 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 choice; 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

Type: C

*Pending ICCB Approval*

### **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

Type: C

*Pending ICCB Approval*

### **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 Communication

### **MCOM 201 Introduction to Mass Communication 3-0-3**

A survey of mass media and their effect on American society. The course will explore the major forms of the mass media, including newspapers, magazines, radio, television, film, advertising, and public relations. Emphasis will be placed on the historical development and the major functions, elements, and theories of mass communication.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and 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 assessment score at ENG 92 level and writing scores at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T

### **MCOM 221 Voiceover II 3-0-3**

A performance and critique based course expanding on the student's voice acting work in Voiceover I. Course emphasis is on characterization development as a tool for improving analysis and delivery of dramatic and narrative copy. Students in broadcasting, communication and theatre will find the course beneficial in developing skills and techniques for evaluating voice and speech patterns; interpreting commercial, dramatic, industrial and narrative copy or scripts; and effectively communicating ideas naturally through the intimacy of microphone use.

Prerequisite: MCOM 220

Type: T

### **MCOM 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: Assessment reading score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and 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: Successful completion of ENG 101 or equivalent; additional requirements may apply, depending upon course content.

Type: T

## Mathematics

### **MATH 93      Review of Arithmetic      3-0-3**

This course is for students who want to improve their mastery of arithmetic skills or who are not prepared for Basic Algebra. The course covers operations with whole numbers, fractions, decimals, percentages, 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: None.

Type: P

### **MATH 94      Basic Algebra      (3-5)-0-(3-5)**

This is an introductory course in algebra. It covers such topics as signed numbers, linear equations and inequalities in one variable, applied problems, exponents, polynomials, factoring, graphs of linear equations in two variables, and systems of two linear equations. Prerequisite: MATH 93 (with a grade of "C" or better) or math placement above MATH 93 level or division approval.

Type: P

### **MATH 96      Elementary Geometry for College Students      4-0-4**

This is an elementary geometry course for students who have not successfully completed one year of high school geometry. This course covers such topics as line and angle relationships, parallel lines, similar and congruent triangles, two-column deductive proofs, indirect proofs, properties of quadrilaterals and circles, areas, and volumes.

Prerequisite: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 or division approval. Students who have successfully completed one year of high school geometry at a public or an NCA accredited high school should provide the Enrollment Services office with an official copy of their high school transcript at least one month prior to the beginning of the semester. Please see the Math department chair for geometry placement if unique circumstances exist.

Type: P

### **MATH 97      Intermediate Algebra      5-0-5**

The course consists of the following topics: real numbers, linear equations and inequalities, graphs of lines and linear inequalities, functions, systems of linear equations, exponents and polynomials, factoring, rational expressions, roots and radicals, quadratic equations, and nonlinear inequalities. This course is designed to prepare students for MATH 105, MATH 107, MATH 111, or MATH 112.

Prerequisites: MATH 94 (with a grade of "C" or better) or math placement above MATH 94 level or division approval; completion of the geometry requirement; and completion of ENG 91 or reading placement above ENG 91 level.

Type: P

(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

### **MATH 105      Mathematics for Elementary Teachers I      4-0-4**

This is the first of a two-course sequence (MATH 105 and MATH 106) designed to meet the needs of students majoring in elementary education. Students are strongly encouraged to successfully complete both classes at the same college. MATH 105 alone does not fulfill the general education requirement for an AA degree. MATH 105 covers problem solving, logic and mathematical reasoning, sets, functions, numeration systems, interpretations of the four basic arithmetic operations, algorithms for the arithmetic operations, mental computation strategies, elementary number theory, fractions, decimals, proportions, and irrational numbers. (Note: This course is a content course, not a methods course.)

Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T

(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

### **MATH 106      Mathematics for Elementary Teachers II      4-0-4**

This is the second course of a two-course sequence (MATH 105 and MATH 106) designed to meet the needs of students majoring in elementary education. Students are strongly encouraged to successfully complete both classes at the same college. Completion of this two-course sequence fulfills the math requirement for an AA degree. MATH 106 covers: probability and statistics; introductory geometry; congruence, similarity, and constructions; motion geometry and tessellations; and concepts in measurement. (Note: This course is a content course, not a methods course.)

Prerequisites: MATH 105 (with a grade of "C" or better) and completion of ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 903

### **MATH 107      General Education Statistics      4-0-4**

The following concepts and statistical techniques are included: organization, presentation, and description of quantitative data (graphical methods and numerical methods); probability and probability distributions; sampling and statistical inferences (interval estimation and hypothesis testing); and correlation and regression. Students will be required to use a calculator and 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.

Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 902

(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

### **MATH 111      Liberal Arts Mathematics      4-0-4**

This course focuses on mathematical reasoning and the solving of real-life problems by looking at a few topics in depth. 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.

Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 904

(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

### **MATH 112      College Algebra      4-0-4**

Topics included are: 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.

Prerequisites: MATH 97 (with a grade of "C" or better) or math placement above MATH 97 level or division approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T

(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)

## Course Description Guide (continued)

### **MATH 113      Finite Math for Business & Social Science      4-0-4**

This course covers topics in mathematics with current applications in business and social science. Topics included are mathematical modeling, solving systems of linear equations, matrices and matrix algebra, linear programming, the simplex method, mathematics of finance, sets and counting, probability, and Markov chains. This course is not designed for engineering, mathematics, or physical science majors but for transfer students in business and social science. Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 906

*(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)*

### **MATH 114      Trigonometry      3-0-3**

MATH 114 is a calculus preparatory course designed primarily for students majoring in mathematics, science, or engineering. The topics covered include right triangle trigonometry, trigonometric functions, law of sines, law of cosines, vectors, graphs, inverse trigonometric functions, equations, identities, and 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.

Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T

*(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)*

### **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: Concurrent enrollment in MATH 114-Trigonometry or math placement above MATH 114; concurrent enrollment in ENG 92 or reading placement above ENG 92 level, or divisional approval.

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: Concurrent enrollment in MATH 114-Trigonometry or math placement above MATH 114; concurrent enrollment in ENG 92 or reading placement above ENG 92 level, or divisional approval.

Type: T, IAI - CS 911

*(Pending IAI major panel approval)*

### **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. Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 902

*(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)*

### **Calculus Sequence**

#### **MATH 203      Analytic Geometry & Calculus I      5-0-5**

#### **MATH 204      Analytic Geometry & Calculus II      5-0-5**

#### **MATH 205      Analytic Geometry & Calculus III      4-0-4**

The calculus sequence is designed for students whose area of concentration is mathematics, science, or engineering. The Mathematics department at SWIC believes calculus students must become aware of the advances in technology and its uses in mathematics, particularly in calculus. Therefore, computer technology is integrated in the calculus sequence through the use of the Mathematica software package. Students are also required to use graphing calculators on some assignments and/or tests. It is recommended that any calculus sequence be completed in the college in which it was begun. However, if a student transfers during the sequence, he/she is urged to discuss the calculus entry level with the math department of the school to which he/she is transferring.

The MATH 203 course content includes the topics of limits of functions, derivatives, extrema of functions, tangents, asymptotes, definite and indefinite integrals, differentiation and integration of transcendental functions, and applications of calculus in physical science and engineering.

Prerequisites: MATH 114 (with a grade of "C" or better) or math placement above MATH 114 or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 900-1, IAI-MTH 901

*(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)*

The MATH 204 course content includes the topics of applications of integration, techniques of integration, infinite series, conic sections, parametric equations, and polar functions.

Prerequisite: MATH 203 (with a grade of "C" or better) or divisional approval.

Type: T, IAI - M1 900-2, 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) or divisional approval.

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) or divisional approval; and completion of ENG 92 or reading placement above ENG 92 level.

Type: T



## Course Description Guide (continued)

### **MATH 213      Calculus for Business & Social Science      4-0-4**

This course introduces the concepts of differential and integral calculus with applications to problems in business and social science. Topics included are limits, derivatives, continuity, integration techniques, logarithmic and exponential functions, and partial derivatives. Computer and/or calculator aided instruction will be used throughout the course. The course is designed for transfer students in business and social science; it is not for engineering, mathematics, or physical science majors.

Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval; completion of the geometry requirement; and concurrent enrollment in ENG 92 or reading placement above ENG 92 level.

Type: T, IAI - M1 900 - B

*(Geometry requirement—completion of MATH 96 (with a grade of "C" or better) or successful completion of one year of high school geometry.)*

### **MATH 270      Computer Science II - 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 – Computer Science I-C++ (with a grade of "C" or better); concurrent enrollment in MATH 203 – Calculus & Analytic Geometry I or math placement above MATH 203; completion of ENG 92 or reading placement above ENG 92 level, or divisional approval.

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 – Computer Science I-Java (with a grade of "C" or better); concurrent enrollment in MATH 203 – Calculus & Analytic Geometry I or math placement above MATH 203; completion of ENG 92 or reading placement above ENG 92 level, or divisional approval.

Type: T, IAI – CS 912

*(Pending IAI major panel approval)*

### **MATH 290      Differential Equations      3-0-3**

This is the first course in ordinary differential equations with applications to the sciences. Topics include first-order differential equations, separation of variables, exact equations, linear equations with constant coefficients, undetermined coefficients, linear independence, LaPlace transforms, boundary value problems, and numerical methods. Students will be required to use CAS systems such as Mathematica and symbolic calculators.

Prerequisite: MATH 205 (with a grade of "C" or better) or divisional approval.

Type: T, 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) or divisional approval.

Type: T, IAI-M1 906, 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: Vary depending upon the nature and level of information presented, minimum prerequisites will be appropriate math placement test score or completion of MATH 97-Intermediate Algebra (with a grade of "C" or better) or divisional approval.

Type: T

## Medical Assistant

### **MA 130      Medical Office Clinical Procedures I 1-2-2**

Clinical Procedures I introduces the student to basic aseptic technique as it involves the obtaining of vital signs and preparing and assisting with the physical exam.

Prerequisite: Program admission.

Type: C

### **MA 135      Health Care & Patient Communication      2-0-2**

Provides the student with skills in communication which are the basis of their function as a professional Medical Assistant. Techniques of interaction are taught to enable the student as a professional to reduce stress for themselves and for those with whom they will come in contact. Legal and ethical issues relative to communication are discussed.

Prerequisite: Program admission.

Type: C

### **MA 140      Medical Office Procedures      3.5-0-3.5**

This course introduces the student to the job description and attitudes needed to work in the medical office. Specific skills taught are administrative procedures, which involve reception, mailing, phone, filing, maintaining medical records, financial record-keeping, applied medical-legal concepts, coding, billing, banking and collection.

Prerequisite: Program admission or Coordinator permission.

Type: C

### **MA 141      Medical Insurance & Coding      2-0-2**

This course introduces the student to insurance terminology, medical coverage and common insurance forms. The student identifies and codes procedures and diagnoses for completion of insurance forms.

Prerequisites: MA 140 and MA 150 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 physicians 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**  
The student will be proficient in ICD and CPT coding and insurance submission procedures.  
Prerequisites: Department consent.  
Type: C

**MA 255 Medical Assistant Management Internship 1-10-3**  
This course builds on basic administrative skills and introduces the student to management skills needed in a medical facility. The student will complete course objectives on preparation and implementation of office policies, employee selection, and required legal forms in management. (10 hours administrative practicum)  
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

## Course Description Guide (continued)

### **MLT 200 Hematology 3-3-4**

Hematology is an introduction to the study of clinical hematology. Emphasis is placed on basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of hematology disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other disorders will be stressed. The collection, handling and processing of samples used in Hematology testing will be covered in detail. (Eight-week module: six hours lecture, six hours lab.) Summer  
Prerequisites: MLT 150 with a "C" or better.  
Type: C

### **MLT 210 Applied Clinical Microbiology 3-4-5**

A study of the normal and pathogenic microflora of man with emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing, and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, mycology, parasitology and mycobacteriology. (Six hours lecture, eight hours lab, eight-week module.) Spring  
Prerequisite: MLT 150 with a "C" or better.  
Type: C

### **MLT 220 Serology 2-2-3**

An introduction to immunology with emphasis on applied clinical immunology. The immune response, properties and synthesis of antibodies, antigen and antibody reactions, and the serological procedures most widely performed in the clinical laboratory are the major topics for discussion. (Eight-week module, four hours lecture, four hours lab.) Fall  
Prerequisite: MLT 150 with a "C" or better.  
Type: C

### **MLT 240 Immunochemistry 3-3-4**

A study of the blood groups of man and their significance in blood-banking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes, and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed. (Eight-week module, 6 hours lecture, 6 hours lab.) Spring  
Prerequisite: MLT 150 with a "C" or better.  
Type: C

### **MLT 242 Phlebotomy Clinical 0-12-3**

This course provides a clinical opportunity to apply skills and knowledge or anatomy, medical terminology, blood collection methods and related laboratory procedures. It consists of 120 hours at a clinical site.  
Prerequisite: Coordinator permission, HRO 100, CIS 120 or CIS 125, MLT 100 all with a grade of "C" or better.  
Type: C

### **MLT 245 Clinical Practice I 0-24-3**

Supervised clinical experience. Students rotate through the hematology, serology, chemistry, coagulation and urinalysis departments of an affiliate hospital. (40 hours per week for 9 weeks.) Fall  
Prerequisites: MLT 150 with a grade of "C" or better.  
Type: C

### **MLT 250 Coagulation 1-2-2**

This course discusses the four major systems of hemostasis, which includes the blood vessels, the platelets, the coagulation factors, and the fibrinolytic system. This includes the test methodologies and disease states associated with each of the four major systems. (Eight-week module, two hours lecture, four hours lab weekly.) Spring  
Prerequisite: MLT 150 with a "C" or better.  
Type: C

### **MLT 260 Clinical Microscopy 2-2-3**

A study of the anatomy and physiology of the renal system and its role in maintaining homeostasis. Includes the physical, chemical and microscopic examination of urine and urinary sediment. Tests applied to other body fluids (e.g. synovial fluid, cerebrospinal fluid, semen, and gastric fluid) are also studied. (Eight-week module, four hours lecture, four hours lab.) Fall  
Prerequisite: MLT 150 with a "C" or better.  
Type: C

### **MLT 270 Clinical Chemistry 3-3-4**

A study of the diagnostic chemistry tests performed in the average clinical laboratory. Includes normal and abnormal physiology, principles of the reactions and methods used, interpretation of test results, and the sources of error in test performance. Basic instrumentation, reagent preparation, laboratory mathematics and quality control are stressed. Eight-week module, six hours lecture, six hours lab. Fall  
Prerequisite: MLT 150 with a "C" or better.  
Type: C

### **MLT 275 Clinical Practice II 0-24-3**

Supervised clinical experience. Students will rotate through the microbiology and immunochemistry at an affiliate hospital. (Consists of 40 hours per week for nine weeks) Spring  
Prerequisites: MLT 150 with a "C" or better  
Type: C

## **Military Science – Army ROTC**

### **MSC 101 Introduction to Military Science 1-2-2**

Introduces military issues and role of the U.S. Army in national defense systems. Reviews time management, goal setting, and motivational leadership.  
Prerequisite: None.  
Type: T

### **MSC 102 Introduction to Military Operations 1-2-2**

Studies the modern battlefield and its relationship to leadership, team building, and stress management. Individual communication skills and group dynamics are stressed.  
Prerequisite: None.  
Type: T

### **MSC 201 Applied Military Skills 2-2-3**

Provides detailed instruction and practical exercises in military writing, briefing, and decision-making. Extensive instruction and practice are provided in the reading and use of maps and compasses.  
Prerequisite: None.  
Type: T

### **MSC 202 Small Unit Leadership 2-2-3**

Provides basic background in first aid and individual field-movement skills and instruction in the use of analytical aids in planning, organizing, and controlling a changing environment.  
Prerequisite: None.  
Type: T

## **Music**

### **MUS 101 Music Appreciation 3-0-3**

This course presents a survey of Western music from the Middle Ages through the present. In addition to learning musical elements and orchestral instruments, students will be introduced to the compositions of the master composers and stylistic characteristics of the various musical eras. A writing component such as a concert report or research paper is required.  
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.  
Type: T, IAI - F1 900

## Course Description Guide (continued)

**MUS 102 American Popular Music 3-0-3**  
This Humanities course presents a survey of American popular music. It covers the time span from 1619 to the present and will allow the student an opportunity to examine the various types, styles and influential musicians of American Pop music.  
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.  
Type: T, IAI - F1 904

**MUS 103 Music Literature 3-0-3**  
This course is designed as a survey of music literature of the Western tradition from the Middle Ages to the present. Representative selections by major composers of each era are chosen to illustrate the characteristic styles, techniques, forms and performance practices of vocal and instrumental music. An emphasis is placed on guided listening and elementary score reading. Offered in spring semester only.  
Prerequisite: MUS 105 or permission of the instructor.  
Type: T

**MUS 104 Fundamentals of Music 3-0-3**  
This is a beginner's course in reading music notation and understanding keys, scales and chords, including an introduction to the keyboard. The course is designed for a variety of music students: those who are beginning the study of music with little or no background; those who are prospective college music majors who must prepare for formal training in harmony and counterpoint; elementary school teachers who need a basic knowledge of music; and those students who would like a degree of music literacy.  
Prerequisite: None.  
Type: T

**MUS 105 Music Theory I 4-0-4**  
This course provides an introduction to fundamental melodic and harmonic principles of common practice theory. Students will learn to write, hear, play, and analyze music of all periods and styles. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, rhythmic dictation), and singing skills (solfege and sight-singing). Offered in fall semester only.  
Prerequisite: A grade of "C" or better in MUS 104 or satisfactory score on the fundamental theory skills test. Piano proficiency or concurrent enrollment in class piano is strongly suggested.  
Type: T

**MUS 106 Music Theory II 4-0-4**  
Continuation of MUS 105. This course provides an introduction to fundamental melodic and harmonic principles of common practice theory. Students will learn to write, hear, play, and analyze music of all periods and styles. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, and rhythmic dictation), and singing skills (solfege and sight-singing). Offered in spring semester only.  
Prerequisite: A grade of "C" or better in MUS 105. Students are strongly encouraged to continue to enroll in subsequent levels of class piano.  
Type: T

**MUS 110 World Music 3-0-3**  
This course covers the basic elements of music (melody, rhythm, harmony, and form) and perceptive listening relevant to non-western music. The music culture of several non-Western societies will be examined. Completion of this course fulfills the Third World Culture requirement for graduation at SWIC.  
Prerequisite: Reading assessment score at the ENG 92 level or completion of ENG 91.  
Type: T, IAI - F1 903N

**MUS 111 Class Instruction in Piano I 2-0-2**  
This is a beginning course for students without previous piano study. Students are expected to practice daily. Required of the music major without piano background, but may be taken as an elective by the non-major.  
Prerequisite: None.  
Type: T

**MUS 112 Class Instruction in Piano II 2-0-2**  
Continuation of MUS 111.  
Prerequisite: "C" or better in MUS 111 or consent of instructor.  
Type: T

**MUS 113 Class Instruction in Voice I 2-0-2**  
This introductory level course focuses on the learning of the fundamentals of sound, healthful vocal technique. Instruction is given through group and individual performance. Students will gain an understanding of all areas of vocal technique as they learn a variety of vocal literature selections. An emphasis will be placed on the development of each individual as a soloist.  
Prerequisite: None.  
Type: T

**MUS 114 Class Instruction in Voice II 2-0-2**  
A continuation of MUS 113, this introductory level course focuses on improvement in all areas of vocal technique. Students will expand their musicianship skills and extend their repertoire through an appropriate variety of vocal literature, including the introduction of Italian song literature. Instruction is given through group and individual study and performance. An emphasis will be placed on the development of each individual as a confident, expressive soloist.  
Prerequisite: "C" or better in MUS 113  
Type: T

## Private Applied Music

### Music-Private Applied Music for Enrichment

Private music lessons are offered to students desiring to improve their music skills in the following instruments: piano; voice; trumpet; French horn; trombone; tuba/euphonium; flute; clarinet; oboe; bassoon; saxophone; violin; viola; cello; double bass; guitar; bass guitar; percussion (drum set, snare drum, timpani, mallets, Latin percussion). These courses may be repeated up to a maximum of 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 Coordinator of the program, Adam Huckle at 618-235-2700 ext. 5180 or adam.huckle@swic.edu, for instructions and instructor assignment. First time private applied students should contact Assistant Professor Huckle **prior** to enrolling.

<b>MUS 119</b>	<b>Piano</b>	<b>1-1-0</b>
<b>MUS 120</b>	<b>Voice</b>	<b>1-1-0</b>
<b>MUS 121</b>	<b>Trumpet</b>	<b>1-1-0</b>
<b>MUS 122</b>	<b>French horn</b>	<b>1-1-0</b>
<b>MUS 123</b>	<b>Trombone</b>	<b>1-1-0</b>
<b>MUS 124</b>	<b>Tuba/Euphonium</b>	<b>1-1-0</b>
<b>MUS 125</b>	<b>Flute</b>	<b>1-1-0</b>
<b>MUS 126</b>	<b>Clarinet</b>	<b>1-1-0</b>
<b>MUS 127</b>	<b>Oboe</b>	<b>1-1-0</b>
<b>MUS 128</b>	<b>Bassoon</b>	<b>1-1-0</b>
<b>MUS 129</b>	<b>Saxophone</b>	<b>1-1-0</b>
<b>MUS 130</b>	<b>Violin</b>	<b>1-1-0</b>
<b>MUS 131</b>	<b>Viola</b>	<b>1-1-0</b>
<b>MUS 132</b>	<b>Cello</b>	<b>1-1-0</b>
<b>MUS 133</b>	<b>Double Bass</b>	<b>1-1-0</b>
<b>MUS 134</b>	<b>Guitar</b>	<b>1-1-0</b>
<b>MUS 135</b>	<b>Bass Guitar</b>	<b>1-1-0</b>
<b>MUS 136</b>	<b>Percussion</b>	<b>1-1-0</b>

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

## Course Description Guide (continued)

### MUS 140 Diction For Singers 1-0-1

This course is designed to focus on the area of vocal technique related to making words clear through correct enunciation of vowels and syllables and correct, efficient articulation and projection of consonants. Students will learn and apply basic rules governing diction for singing English song literature along with the correct pronunciation of Italian and German song literature. Representative selections of song literature in each language will be chosen to illustrate proper diction technique. Emphases are placed on the International Phonetic Alphabet (IPA) as an aid in the pronunciation of foreign song material and guided listening to English and foreign art songs.

Prerequisite: Prior or current enrollment in Class Instruction in Voice or Private Applied Voice, or permission of the instructor.

Type: T

### MUS 145 Recording Studio Orientation 3-0-3

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: "C" or better in MUS 104 or satisfactory score on fundamental theory skills test.

Type: T

### MUS 151 Recording Engineer Musicianship II 3-0-3

Continues the study of music presented in MUS 150 and includes the application of melody, rhythm, chords, chord progression, modality, and music notation/score reading. This highly specialized and accelerated course is designed to meet industry demands in the recording arts, and should only be considered by those with a strong musical background. 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 assessment score at the ENG 92 level or completion of ENG 91.

Type: T

### MUS 154 Survey of Music Computer Technology 3-0-3

An examination of proprietary music software/hardware and its application in current use within the recording industry. Included is the study and implementation of MIDI and digital sampling technology in the audio recording industry. Offered in fall semester only.

Prerequisite: MUS 111 or concurrent enrollment in MUS 111 or permission of instructor.

Type: T

### MUS 155 Survey of Music Computer Technology II 3-0-3

A continuation of MUS 154, this course is an examination of sampling and sound design software programs and how they integrate into the recording studio. A further analysis of MIDI functionality and sequencing using proprietary software is also included. Offered in spring semester only.

Prerequisite: "C" or better in MUS 154

Type: T

### MUS 159, 160, 259, 260 Concert Band I-IV 0-3-1

The Concert band is an ensemble dedicated to the study and performance of a wide variety of musical literature. Repertoire represents a variety of musical styles from the music of the baroque, classical, romantic, and 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, or departmental approval. 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 (solfege 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 principles. This course will concentrate on the development of written skills (four-part writing and analysis), aural skills (melodic, harmonic, and rhythmic dictation), singing skills (solfege 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. Prerequisite: A grade of "C" or better in MUS 205. Students are strongly encouraged to continue to enroll in subsequent levels of class piano. Type: T

### MUS 213 Class Instruction in Piano III 2-0-2

This course is designed for the music major or minor or any student who is interested in continuing to improve piano skills. Prerequisite: "C" or better in MUS 112 or consent of instructor. Type: T

### MUS 214 Class Instruction in Piano IV 2-0-2

This course is designed for the music major or minor or any student who is interested in improving piano skills. Prerequisite: "C" or better in MUS 213 or consent of instructor. Type: T

## Private Applied Music

### Music-Private Applied Music for the Music Major or Music Minor

Private music lessons are offered to students pursuing a major or minor in music in the following instruments: piano; voice; trumpet; French horn; trombone; tuba/euphonium; flute; clarinet; oboe; bassoon; saxophone; violin; viola; cello; double bass; guitar; bass guitar; percussion (drum set, snare drum, timpani, mallets, Latin percussion). These courses may be repeated up to a maximum of 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 Coordinator of the program, Adam Huckle at 618-235-2700, ext. 5180 or adam.huckle@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 3-3:50 p.m. during several weeks of the semester. In addition, music majors must attend a specified number of concerts each semester in accordance with Music Department policy. All students perform in a final examination jury at the end of the semester. Type: T

### MUS 250 Basic Digital Recording Techniques 3-0-3

A hands-on approach to gaining technical and electronic understanding of various equipment used in the basic recording studio. Subjects covered include an introduction to the physical aspects of sound, sound level measurement, introduction to microphone techniques, psychoacoustics, basic electricity, principles and practice of magnetic and digital recording, and an overview of the recording studio. Prerequisite: "C" or better in MUS 104 or concurrent enrollment in MUS 104 or satisfactory score on the fundamental theory skills test, and completion of or concurrent enrollment in MUS 145. Type: T

### MUS 251 Advanced Digital Recording 3-0-3

A continuation of MUS 250. Digital recording technology using Pro Tools is discussed and demonstrated. Topics include: recording console theory and operation, microphone design and techniques, signal processing and digital effects equipment, hard-disc recording, and reproduction. Prerequisite: "C" or better in MUS 250. Type: T

## 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: Completion of or concurrent enrollment in MUS 251 and MUS 151 or MUS 106, or consent of instructor.

Type: T

### **MUS 255 Music Technology Practicum 1-10-3**

Practical experience for advanced students in a professional recording industry setting. This course may be repeated for additional credit. Not more than six hours toward the major are allowed. Students must complete an application which can be found by going to the web address [swic.edu/music](http://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 (LAN) and Wide Area Networks (WAN) and related media, connections and components. Other topics covered include the OSI model, TCP/IP, and network security.

Prerequisite: Basic computer skills.

Type: C

### **NETW 105 Data Assurance 1-0-1**

This course provides an overview of computer and network security issues including the numerous types of attacks computers are vulnerable to, the types of attacker profiles, and the hardware and software defense solutions available.

Prerequisite: Basic computer skills.

Type: C

### **NETW 130 Preparation for A+ Certification**

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 132 with a grade of “C” or better. Students who meet the requisite through professional certification or work experience should contact the Program Coordinator.

Type: C

### **NETW 151 Telecommunications 3-0-3**

This course is a comprehensive overview of how information, including voice and data, travel throughout telecommunications networks. The primary focus of the course is the fundamentals of telecommunications technologies, associated terminology and methods used to route traffic across the telecommunications network. Topics include switching, signaling, Time Division Multiplexing, the Public Switched Telephone Network, and services offered to residential and business customers.

Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 182 Linux Operating System 3-0-3**

This course introduces the fundamentals of the Linux operating system. The basics of Linux system concepts, architecture, and administration will be covered. Students will learn about the Linux file system, file processing, editors, basic shell programming, utilities, and the X Window System.

Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 188 Windows Server I 3-0-3**

This course provides students with the knowledge and skills that are required to manage and maintain the Microsoft Windows Server Environment. The course focuses on selecting server and client hardware, installing and configuring a server, setting up and managing network services, establishing remote access services, interoperating on a network, setting up Internet services, monitoring and tuning a server, and troubleshooting problems. Students will have an opportunity to apply their knowledge through hands-on projects and case study assignments. Upon completion of the course, students are prepared for Microsoft certification exam.

Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 191 TCP/IP 3-0-3**

This course teaches students one communications architecture: Transmission Control Protocol/Internet Protocol (TCP/IP) and its implementation with Windows server and client operating systems.

Prerequisite: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 211 Digital Forensics 3-0-3**

This course deals with the preservation, identification, extraction, documentation, and interpretation of digital data. Students will learn the basic artifacts of each of today's most popular operation systems and PC applications. The course will also include an overview of communication artifacts. Topics covered include evidence handling, chain of custody, collection, preservation, identification, and recovery of digital data. This course will feature the use of today's most popular forensics tools.

Prerequisite: Intermediate computer skills, including file management skills and knowledge of various operating systems.

Type: C

## Course Description Guide (continued)

### **NETW 261 Emerging Network Technologies 3-0-3**

This course is designed to familiarize students with emerging technologies and developing trends in computer networking and the overall impact of these technologies and trends on Information Technology. Topic areas align with the skills needed for technicians to administer and troubleshoot computer networks including current networking terminology, protocols, standards, software, and hardware. The course will develop skills necessary to apply these topics to maintaining and upgrading existing networks or to developing and implementing new networks.

Prerequisite: CISC 134 with a grade of "C" or better. Students who meet the requisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 271 Network Security 3-0-3**

This course provides an overview of information security (InfoSec) practices and techniques. Students will become familiar with the concepts and terms associated with computer and programming security techniques, local and wide area network (LAN/WAN) implementation, and network architecture. Topics will include TCP/IP, operating system best practices, application development best practices, networks and services, communications concepts, hardware, and communications media.

Prerequisites: NETW 101 or CISC 131. Students who meet the prerequisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 288 Windows Server II 3-0-3**

This course provides students with an understanding of the administrative tools that are used to implement, manage, and maintain Microsoft Windows Server Network Infrastructure. Topics in the course include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. Students will have an opportunity to apply their knowledge through hands-on projects and case study assignments. Upon completion of the course, students are prepared for Microsoft certification exam.

Prerequisite: NETW 188. Students who meet the prerequisite through professional certification or work experience should contact the program coordinator.

Type: C

### **NETW 295 Network Internship 0-15-3**

This course requires an average of 15 hours a week of supervised work experience at an approved work site. The course provides the necessary articulation between theory and the world of computer networking and is required for all students seeking a degree in Networking Design & Administration.

Prerequisite: Minimum GPA of 2.5. Students should be enrolled in last semester of study prior to graduation. Coordinator approval.

Type: C

### **NETW 299 Special Topics in Networking (.5-4)-0-(.5-4)**

This course presents projects and topics in networking by simulated experiences, observations, discussions, conferences, readings or individual research. Current technologies related to the field of networking will be presented and discussed. Projects and topics will vary to meet individual interest and needs.

Prerequisite: Varies by topic.

Type: C

## **Nurse Assistant – See HRO**

## **Nursing Education**

### **NE 100 Clinical Calculations for Nurses 3-0-3**

This course is designed to enable the student to learn basic mathematical concepts and systems of measure and calculate oral and parenteral dosages for selected medication. This course or successful completion of the NE 100 Proficiency test is required for admitted nursing students. The NE 100 Proficiency Test will be available during NE orientation. (Summer only.)

Prerequisite: Acceptance into the nursing program.

Type: C

### **NE 102 Introduction to Nursing Procedures 1-3-2**

The course is designed to enable the student to perform basic nursing procedures related to the care of clients. Focus of the course is on developing a theoretical foundation for specified procedures along with practice of the procedures in a simulated setting in the classroom and laboratory. The course will prepare the student to perform basic procedures necessary to the nursing care of a 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. The developmental stages of newborn, infancy and adulthood are presented in relation to basic Human needs.

Prerequisite: Acceptance into nursing program. Completion of or concurrent enrollment or waiver of NE 102, NE 103, BIOL 155/157, SOC 153, HRO 150.

Type: C

### **NE 105 Health Continuum II 2-0-2**

Emphasis on the study of 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

## Course Description Guide (continued)

**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 on a microcomputer using one of the most popular word processing packages. Topics include: document creation, editing, printing, headers/footers, tables, graphics, macros, merging, spell/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



## Course Description Guide (continued)

### **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 (2 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 familiarization 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 dictation for transcription materials reflect contemporary and technological trends. Emphasis will be placed on proofreading, grammar, and punctuation skills. Students may specialize in general, legal, or medical applications/transcription.

Prerequisite: Knowledge of document processing.

Type: C

### **OAT 170 Keyboarding/Touch System 2-0-2**

This two semester hour course has three major purposes: (1) to enable students to develop basic touch keyboarding skills for computers, (2) to teach students to use word processing software to complete practical applications on the microcomputer, and (3) to develop good proofreading skills. The student who completes this course will be able to input alphabetic, numerical, and symbolic information on electronic keyboards. He/she will also be able to format, edit, retrieve, and save and print using word processing software.

Prerequisite: None.

Type: C

### **OAT 171 Keyboarding & Document Processing I 3-0-3**

This is an entry level course designed to enable students to gain touch typewriting skills using correct fingering techniques. The student should develop the typing skills necessary for entry-level employment and/or personal use. Units of instruction include business letters, memos, tables, outlines, and manuscripts. When the course is completed, students should type at speeds of 20-50 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

## Course Description Guide (continued)

### **OAT 175 Electronic Spreadsheet 3-0-3**

The course is designed to teach students to use an electronic spreadsheet package. Comprehensive instruction in the major features of the application will be covered. Topics include creating, editing, formatting, inserting, formulas, and preparing charts. Other topics include graphs, date, statistical, table lookup, dynamic functions, calculation order, nested conditional, file linking commands, and macros. Uses of the database query, sort, statistical functions, and fill are also covered.

Prerequisite: Keyboarding skill and Windows knowledge.

Type: C

### **OAT 180 Word Processing 3-0-3**

The course is designed to teach students to use a word processing package. Comprehensive instruction in the major features of the application will be covered. Topics include creating, editing, formatting, tables, columns, headers, footers, graphics, macros, styles, templates, and forms.

Prerequisite: Keyboarding skill and Windows knowledge.

Type: C

### **OAT 184 MS Office Specialist Testing Preparation 1-0-1**

This course will allow the student to synthesize knowledge of Microsoft Office applications and make final preparations for testing. The course may be repeated when the student prepares for a second or third application test.

Prerequisite: Knowledge of Microsoft Office Suite.

Type: C

### **OAT 185 Database Applications 3-0-3**

The course is designed to teach students to use a database applications software package. Topics include identifying database terminology, designing tables and queries, printing and designing forms and reports.

Prerequisite: Keyboarding skill and Windows knowledge.

Type: C

### **OAT 190 Web Design with Microsoft Office 3-0-3**

This course is designed to teach students to create web pages using current web page design software. Students will receive instruction on creating and revising a Web page, using lists, hyperlinks, pictures, tables, frames, animation features, and HTML forms.

Prerequisite: Keyboarding skill and Windows knowledge.

Type: C

### **OAT 225 Advanced Word Processing 3-0-3**

Comprehensive instruction in the advanced features of word processing will be covered. Topics include merging, tables and indexes, macros, fill-in forms, graphics, templates, and integration with other applications.

Prerequisite: OAT 180.

Type: C

### **OAT 230 Advanced Electronic Spreadsheet 3-0-3**

Comprehensive instruction in the advanced features of electronic spreadsheets will be covered. Topics include templates, lists, custom formatting, ranges, macros, toolbars, and charts. Analysis tools in Excel including pivot tables, reports, goal seek, solver, and auditing will be covered.

Prerequisite: OAT 175.

Type: C

### **OAT 240 Advanced Database Applications 3-0-3**

Comprehensive instruction in the advanced features of database applications will be covered. Topics include building and modifying tables and forms, refining queries, defining relationships, ensuring data integrity, designing forms and reports, creating and editing macros, and linking and embedding with other applications.

Prerequisite: OAT 185.

Type: C

### **OAT 256 Office Management 3-0-3**

This course provides a comprehensive study of office management as a total office support system used throughout a business firm or organization. The topics covered include communications, systems analysis, office automation, telecommunications, reprographic systems, records management, micrographics, and human resource management.

Prerequisite: Sophomore standing.

Type: C

### **OAT 260 Administrative Office Procedures 3-0-3**

The duties and responsibilities of office support personnel are emphasized in this capstone course. Students will demonstrate skills through practical, hands-on application. Topics include records management, job-seeking skills, office etiquette and ethics, telephone techniques, review of current literature, and group presentations on pertinent issues and trends. Document processing skill and Windows knowledge are recommended.

Prerequisite: Sophomore standing.

Type: C

### **OAT 261 Business Communications 3-0-3**

This course is concerned with the development of the skills and strategies necessary for effective oral and written business communication. Students will learn to write and speak naturally, concisely, and clearly.

Prerequisite: ENG 101.

Type: C

### **OAT 273 Document Processing III 3-0-3**

This course is a continuation of OAT 172 and includes advanced production work, the creation of original documents, the completion of specialized office applications, and advanced speed building activities. When the course is completed, the student should type at speeds of 40-70 gross words per minute with a maximum of five errors on a five-minute timing. Computers and word processing software will be used to complete applications.

Prerequisite: OAT 172 or equivalent.

Type: C

### **OAT 274 Law Office Computer Applications 3-0-3**

This course covers legal terminology, basic procedures, and document production used in a law office through hands-on instruction in software programs commonly used in law offices. Students will prepare legal documents in a variety of legal areas including real estate, corporate, bankruptcy, estate planning, litigation, family law, and other areas of law found in a general practice. Students will also be introduced to practical computer applications used in legal organizations. Students may receive credit for one of the following: OAT 274 or PARL 274.

Prerequisites: OAT 122 or OAT 180.

Type: C

### **OAT 275 Law Office Management 3-0-3**

This course covers the theory and practical aspects of law office management, including the functions of management, administrative procedures, basic principles of finance, facilities management, human resource management, and leadership skills.

Prerequisite: Sophomore standing.

Type: C

## Course Description Guide (continued)

### **OAT 276 Current Technology for Office Support 3-0-3**

This course is designed to familiarize students with the most current technology and its impact on office support. Because this is such a fast-paced field, the course will continually be updated to match the needs of the changing workplace. Topics include electronic mail, the Internet and its impact on office support, current communications technologies, and current software applications including office suites, scheduling, and calendaring packages. Interpersonal skills, teamwork, communication skills, and ethical considerations applicable to today's work environment will be developed and practiced.

Recommendation: Knowledge of Windows, computer terminology, and document processing. Sophomore Standing.  
Type: C

### **OAT 280 Virtual Office Technologies 3-0-3**

This course will provide the student with the necessary skills to develop and successfully operate a virtual office that provides administrative support and technical services for the rapidly changing global business environment.

Prerequisite: Sophomore standing  
Type: C

### **OAT 285 Microsoft Office Suite II 3-0-3**

This course is a continuation of Microsoft Office Suite I. Office support applications of Microsoft Office will be taught, emphasizing realistic business assignments involving document production that duplicates on-the-job performance. Integration of the various Microsoft Office applications will be an integral part of the course.

Prerequisites: OAT 156.  
Type: C

### **OAT 293 Office Admin. & Technology Intern 1-10-3**

This course requires a total of 160 hours of supervised work experience at an office site. The course provides the necessary articulation between academic theory and the world of work and helps the student make a supervised transition to the career of his/her choice.

Prerequisites: Sophomore standing; Minimum GPA of 2.0; For Administrative Assistant; Legal, Medical, and Accounting Office Specialist - OAT 260, 261, 273 or concurrent enrollment or coordinator approval. For Office Technology Specialist - OAT 180, 256, 260, 261, 273, 276 or concurrent enrollment or coordinator approval.  
Type: C

### **OAT 299 Special Topics in Office Admin & Tech (.5-4)-0-(.5-4)**

Presents projects and topics in business by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.

Prerequisite: None.  
Type: C

## Paralegal Studies

### **PARL 120 Introduction to Paralegal Studies 3-0-3**

Provides a basic background in the United States legal process. This course will provide an introduction to civil and criminal processes, legal terminology, and a history of common law. Students will examine the role of the paralegal in the legal system and discuss the ethics, regulations, and professional responsibilities involved in their roles as paralegals. Basic legal concepts and legal analysis will be discussed. Students will learn to read and brief legal cases.

Prerequisite: None.  
Type: C

### **PARL 220 Legal Research and Writing I 3-0-3**

Students will examine the federal and state court systems and be introduced to case and statutory analysis. Students will learn to use a law library and the resources available there. They will examine the role of paralegals in the litigation process and will also learn to analyze and synthesize written opinions. Students will be required to complete several writing projects.

Prerequisite: ENG 101 and PARL 120.  
Type: C

### **PARL 225 Legal Research and Writing II 3-0-3**

Students will continue to develop their skills and working knowledge of research materials, tools, and strategies. There will be instruction on computer aided research. They will use the results of their research to complete several additional writing projects, including memoranda of law and an appellate brief.

Prerequisite: PARL 220.  
Type: C

### **PARL 230 Civil Procedure 3-0-3**

Students will examine the lawyers' and paralegals' roles in handling civil cases. The strategy and mechanics of civil procedure will be explored in depth with special emphasis on Illinois law and Federal procedure. Students may be required to prepare various writing projects.

Prerequisites: PARL 120, PARL 220, and PARL 240.  
Type: C

### **PARL 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. Other topics will include negligence, willful and wanton misconduct, professional malpractice and workers' compensation, products liability and other current tort topics. Students will be required to complete several writing projects including drafting of a complaint that contains all elements of a tort 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, and PARL 240.  
Type: C

### **PARL 260 Family Law 3-0-3**

Students will review the law as it relates to different aspects of domestic relations such as marriage, divorce and separation, maintenance, child custody and support, illegitimacy, adoption, and prenuptial agreements. Special emphasis will be placed on Illinois law. Students will be required to complete writing projects.

Prerequisite: None.  
Type: C

## Course Description Guide (continued)

**PARL 265 Wills, Probate, and Estate Planning 3-0-3**  
Students will study the most common forms of wills and trusts and the fundamental principles of law applicable to each. This course will place emphasis on the administration of estates under the Illinois Probate Act. Students will be required to complete several writing projects.

Prerequisite: None.

Type: C

**PARL 270 Criminal Law 3-0-3**

Causes of action of criminal liability on the misdemeanor and felony level will be studied. Some constitutional law issues raised by a criminal practice will also be addressed. Students will study the procedures of the criminal system, from arrest through post-trial motions, sentencing, and appeal. Students will be required to complete several writing projects.

Prerequisite: None.

Type: C

**PARL 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 Intellectual Property Law 3-0-3**

This course will provide students with an overview and understanding of the various intellectual property disciplines, including copyright, trade secret, trademark, and patent law. The course will emphasize both the theoretical and practical application of these areas of law. Students will be required to complete writing projects. Students may receive credit for only one of the following: BUS 280 or PARL 280.

Prerequisite: None

Type: C

**PARL 290 Paralegal Field Project 0-15-3**

Supervised on-the-job training and experience in public or private offices typically employing paralegals. Students must work at least 225 hours to receive classroom credit for the course. The course provides the necessary articulation between academic theory and the world of work and helps the student make a supervised transition to the career of his/her choice.

Prerequisites: Student must have a 2.75 in PARL course work and an overall GPA of no less than 2.0. Student must have completed 18 credit hours of PARL courses which must include PARL 220, PARL 230, and PARL 240. Enrollment in the Paralegal internship requires approval of the Coordinator.

Type: C

**PARL 299 Special Topics in Paralegal Studies (5-4)-0-(5-4)**

Presents projects and topics in paralegal studies by simulated experiences, observations, discussions, conferences, readings and individual research. Projects and topics will vary to meet individual interest and needs.

Prerequisite: None.

Type: C

**PDA – See Construction Painting & Decorating**

## Philosophy

**PHIL 150 Introduction to Philosophy 3-0-3**

Historically, philosophy has been many things. In the context of this course, it is largely a point of view, a way of thinking. This way of thinking approaches life by reflecting upon the ideas that we use to make sense of life. Further, in the last hundred years we have come to see this point of view in conjunction with a tradition of literature, and a tradition of concerns. Thus, the aim of an introduction to philosophy is to get students to take up this point of view, even if only for a moment and not for a lifetime, and further to get students to see something of the tradition of its literature and concerns. Students take up the point of view by reading, or reading about, specific philosophical works or concerns.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 900

**PHIL 151 Introductory Logic 3-0-3**

Introduction to Logic is a reflection on thought, discourse, and argumentation. It accomplishes this through the examination of deductive logical systems, argument forms, and informal fallacies. However, the course also provides an examination of the philosophical questions or the nature of truth, language, and thought. And also, through reading, analyzing, and interpreting argumentative essays, the course provides students an opportunity to see issues of logic in concrete discourse.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 906

**PHIL 152 Ethics 3-0-3**

As Aristotle says, the purpose of studying ethics is practical. That is, it helps one aim the arrow of human action with more precision, making it more likely that one will hit the target and live well. In this course, ethical theories are used as a means to reflect upon the issues which underlie human action. This includes examination of the idea of the good life, of human nature and natural law, of standards of value and their justifications, of the concept of freedom, of the idea of justice, of the idea of pleasure, etc. The course also includes a philosophical examination of selected life problems: the problems of technology and environmental degradation, the problems of socio-economic organization, the problems of individual freedom, and the problems of traditional obligations to family and work.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 904

**PHIL 153 Intro to History of Philosophy I: Classical Thought 3-0-3**

An introductory survey of major philosophers and philosophical systems of thought. The content of the course will emphasize readings, lectures, films, videotapes, and discussions. Requires term paper(s) on specific thinkers, systems of thought, and issues. Offered periodically.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 901



## Course Description Guide (continued)

### PHIL 154 Intro to History of Philosophy II: Contemporary Thought 3-0-3

An examination of major thinkers and problems of contemporary thought. Emphasizes the readings, lectures, films, videotapes and discussions. Requires term paper(s) on individual thinkers and problems. Related, but not sequential to PHIL 153. Offered periodically.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 902

### PHIL 155 Non-Western Philosophy 3-0-3

This course offers students an opportunity to explore modes of thought which developed in Non-Western (pre-industrial Non-European) cultures. Included in this survey will be the ideas of Hinduism, Buddhism, Confucianism, Taoism, Islam, and the "mythological" thought of at least one of the following cultural groups: Native Americans, Africans, Australo-Aborigines, and Polynesians. In addition to a survey of ideas, the course stresses the reading and interpreting of primary text against its relevant cultural/historical back-drop. Completion of this course fulfills the Third World culture requirement for graduation from SWIC.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 903N

### PHIL 156 Biomedical Ethics 3-0-3

The intent of the course is to introduce students to core issues of biomedical ethics. Ethics, in general, investigates answers to the questions of what we should value, and on what theories we might base decisions regarding how we are to live and act. Biomedical ethics looks to answer these questions within the context of medical care and its distribution. It raises questions of the rights and duties of health care providers and patients, and of the moral dilemmas that arise in context of the American medical system.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### PHIL 160 Introduction to Philosophy of Religion 3-0-3

The course will show how the application of techniques of philosophical analysis can assist in the clarification of certain important cognitive and conceptual problems in religious belief. Following an outline introduction to the main problems of Western philosophy and to the techniques of philosophical methodology, students will be invited to survey a range of problems: the concept of God and the cognitive significance of theistic belief; the intelligibility of religious language; the classification of religious experience, intellectual challenges to religious belief and the philosophical analysis of religious doctrine. In each case, students will be invited to reach a clear understanding of the issues involved and to reflect in a critical way upon them.

Prerequisite: Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - H4 905

### PHIL 171 Aesthetics 3-0-3

Aesthetics is a term that has evolved over time. Originally associated with the general notion of perception and sensory experience, it has over time become more strictly associated with the perception and sensory experience of what may be considered beautiful. In this regard, aesthetics has developed into a field that considers the nature of beauty, formulating theories of art and beauty, providing tools for analyzing fundamental concepts of art and the artistic endeavor, and proving a sense of the value and meaning of art and beauty.

Prerequisite: Assessment reading and writing scores at ENG 101 level or completion of all reading and writing development requirements.

Type: T

### PHIL 299 Special Topics in Philosophy (1-4)-0-(1-4)

Special topics and issues in philosophy presented through lectures, discussions, readings, and/or individual research. Topics vary each semester. Course may be taken more than once if different topics are covered.

Prerequisites: Sophomore standing and one course in philosophy, or permission of instructor. Reading and writing assessment scores at ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

## Physical Education

### PE 101 Coed Volleyball 0-2-1

This is a beginning course in volleyball stressing individual skills, basic rules and strategy.

Prerequisite: None.

Type: T

### PE 102 Coed Basketball 0-2-1

This is a beginning course in basketball stressing individual skills, basic rules, strategy, history, and terminology.

Prerequisite: None.

Type: T

### PE 105 Bowling 0-2-1

This is an elementary course stressing basic skills, rules, and strategy.

Prerequisite: None.

Type: T

### PE 106 Golf 0-2-1

This is a practical course in golf, primarily for beginners.

Prerequisite: None.

Type: T

### PE 107 Beginning Swimming 0-2-1

Introduction to basic elementary swimming, stressing orientation to water and the basic strokes.

Prerequisite: None.

Type: T

### PE 108 Intermediate Swimming 0-2-1

This course stresses a review of the basic skills and additional arm strokes and leg movements necessary in mastering the following: free, breast, butterfly, and back strokes. In addition, students will be instructed in safety and survival skills and basic rescue techniques in the water.

Prerequisite: PE 107 or consent of instructor.

Type: T

### PE 109 Coed Water Safety and Lifesaving 0-2-1

An advanced swimming course to provide the individual with the knowledge and skills necessary to save his or her own life or the life of another in the event of a water emergency.

Prerequisite: PE 107 or 108 or consent of instructor.

Type: T

### PE 110 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

## Course Description Guide (continued)

**PE 113 Beginning Tennis 0-2-1**  
A beginning course in the basic skills of tennis including tennis rules, strategy, and scoring.  
Prerequisite: None.  
Type: T

**PE 114 Intermediate Tennis 0-2-1**  
Designed as both a comprehensive review of strokes learned at the beginning level and an opportunity to add the lob, drop shot and smash to the players basic stroke skills. More emphasis on singles and doubles play is given than at the beginning level.  
Prerequisite: PE 113 or the ability to pass a basic skills test.  
Type: T

**PE 115 Personal Defense-Karate I 0-2-1**  
Introduction to basic karate techniques for self defense and body-toning exercises. No previous training necessary.  
Prerequisite: None.  
Type: T

**PE 116 Personal Defense-Karate II 0-2-1**  
Advanced karate techniques, physical conditioning and philosophical teachings of karate.  
Prerequisite: PE 115 or consent of instructor.  
Type: T

**PE 118 Personal Defense-Kodokan Judo I 0-2-1**  
Beginning course in self defense, stressing the fundamentals of Kodokan Judo.  
Prerequisite: None.  
Type: T

**PE 119 Personal Defense-Kodokan Judo II 0-2-1**  
Intermediate course in self defense stressing the development of physical and mental coordination to a high degree of proficiency.  
Prerequisite: PE 118.  
Type: T

**PE 120 Personal Defense-Kodokan Judo III 0-2-1**  
Advanced course in self defense Kodokan Judo III offering serious students of judo an opportunity to earn an additional promotion in Nikyu-second-degree brown belt.  
Prerequisite: PE 119 or Brown Belt standing in Judo or equivalent.  
Type: T

**PE 124 Beginning Soccer 0-2-1**  
Students learn the rules of the game, basic skills, basic drills, strategy and scoring.  
Prerequisite: None.  
Type: T

**PE 128 Aerobic Exercise 0-2-1**  
An exercise/dance course designed to introduce students to low impact aerobics, strength training, cardio-boxing, hi/lo aerobics and/or body sculpting.  
Prerequisite: None.  
Type: T

**PE 132 Pilates I 0-2-1**  
This class focuses on strengthening and lengthening the entire body through the Pilates techniques of core conditioning and breathing.  
Prerequisite: None  
Type: T

**PE 141 Yoga I 0-2-1**  
An exercise course designed to introduce students to the breathing technique, postures, and benefits of yoga.  
Prerequisite: None  
Type: T

**PE 142 Yoga II 0-2-1**  
An exercise course designed to build upon techniques and skills mastered in Yoga I.  
Prerequisite: PE 141  
Type: T

**PE 145 Tai Chi 0-2-1**  
Tai Chi or Tai Chi Chuan is a centuries old Chinese exercise for health, relaxation, meditation, self-defense, and self-cultivation. Tai Chi, a form of martial art, grew out of the Chinese art of fighting and many movements still show elements of self-defense. Unlike other forms of martial art, all movements are done slowly and gently and are designed to relax and develop the whole body. Tai Chi is considered a healing exercise because of its reputation for lessening many ailments.  
Prerequisite: None  
Type: T

**PE 146 Tai Chi Intermediate 0-2-1**  
This course is designed to build upon the skills and techniques mastered in PE 145. Tai Chi or Tai Chi Chuan is a centuries old Chinese exercise for health, relaxation, meditation, self-defense, and self-cultivation. Tai Chi, a form of martial art, grew out of the Chinese art of fighting and many movements still show elements of self-defense. Unlike other forms of martial art, all movements are done slowly and gently and are designed to relax and develop the whole body. Tai Chi is considered a healing exercise because of its reputation for lessening many ailments.  
Prerequisite: PE 145  
Type: T

**PE 150 Introduction to Exercise Science 3-0-3**  
An introduction to physical education and exercise science for those considering careers in teaching, health, fitness, or recreation. Topics include historical foundations, teacher preparations, exercise physiology, exercise and sport psychology, physical fitness and health, and career preparation.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T

**PE 152 Physical Fitness Testing & Prescription 3-0-3**  
This course is an introduction to the principles of exercise testing and prescription as they apply to fitness, health, and performance. Topics covered include the role of the health related components of fitness in health and performance, the physical fitness of normal and special populations, and the significance of cardiovascular programs through the life cycle.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T

**PE 155 Physical Fitness & Wellness 2-0-2**  
Designed to help the student understand and evaluate wellness and exercise needs and develop an individual physical fitness program. The information presented represents a consensus of presently available scientific evidence in the areas of exercise physiology and health. It is recommended that students be enrolled in a physical fitness course such as PE 160, 161, 260 or 261.  
Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.  
Type: T

## Course Description Guide (continued)

### PE 156 Individual Exercise and Health 2-0-2

This course is designed to develop attitudes, strategies, and lifetime exercise habits for health. Emphasis will be placed on understanding the relationship between exercise and health over one's lifetime. It is recommended that students be enrolled in a physical fitness course such as PE 160, 161, 260 or 261.

Prerequisite: Completion of ENG 91 or reading placement above ENG 91 level; and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### PE 160 Physical Fitness I 0-2-1

An introduction to and participation in an individual physical fitness program using a combination of resistance training and aerobic conditioning. After initial orientation and assessment, students will be provided opportunities to improve levels of muscular and cardiovascular fitness using a prescribed program of exercise. The student has the option of enrolling in a graded section or a pass/fail section at the time of registration.

Prerequisite: None.

Type: T

*(Individualized programming allows student to progress at his/her own rate.*

*PE 160 requires an orientation session during the first week of the semester.)*

### PE 161 Physical Fitness II 0-2-1

A continuation of physical fitness programming based upon individual improvement.

Prerequisite: PE 160.

Type: T

*(Individualized programming allows student to progress at his/her own rate.)*

### PE 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: Completion of ENG 91 or reading placement above ENG 91 level and completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### PE 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.

Prerequisites: Consent of instructor.

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.

Prerequisites: Consent of instructor.

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 (ASEP). Students who successfully complete the ASEP Coaching Principles exam with a minimum score of 80 percent will meet Illinois High School Association (ISHA) requirements for coaching. Illinois teachers may also use this course towards recertification requirements.

Prerequisite: Successful completion of ENG 91 or reading placement above ENG 91 level and successful completion of ENG 95 or writing placement above ENG 95 level.

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 (ASEP). Students will also have the opportunity to earn CPR/AED certification through the American Safety and Health Institute (ASHI). Students who successfully complete the ASEP Sport First Aid exam with a minimum score of 80 percent will meet Illinois High School Association (IHSA) requirements for coaching. Illinois teachers may use this course towards recertification requirements.

Prerequisite: Successful completion of ENG 91 or reading placement above ENG 91 level and successful completion of ENG 95 or writing placement above ENG 95 level.

Type: T

### PE 216 Advanced Golf 0-4-2

Activity class with emphasis on developing the skills in golf.

Laboratory participation is required. This course is intended for students with low established handicaps (under 10 USGA handicap).

Prerequisite: Under 10 USGA handicap; See Instructor or Department Chair for approval.

Type: T

### PE 221 Elementary School Activities 2-0-2

Study of the age characteristics of elementary school children together with indoor and outdoor activities applicable to the different grade levels. Presentation practice and a notebook of activity descriptions, references and materials required.

Prerequisite: None.

Type: T

### PE 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)-(5-4)

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: Prerequisites for this course will vary depending upon the nature and level of information presented in the course.

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 and Skills. Case presentations are utilized for students to develop their skills in communication and in performing the physical therapy interventions ordered. By course completion, students must demonstrate competency in performing the following treatment interventions: range of motion, transfer training, gait training (for patients with an orthopedic injury), and CPR, FBAO and AED for all ages. Upon successful completion of CPR, FBAO, and AED, students will receive certification at the Healthcare Provider Level by the American Heart Association. Students must also demonstrate competency in various methods of data collection to report patient status: goniometric measurements, gross manual muscle testing, and monitoring of vital signs.

Prerequisite: Program admission, ENG 101, BIOL 105 with a grade of "C" or better or concurrent enrollment.

Type: C

### **PTA 150 Theory of Physical Agents I 3-0-3**

This is the first unit of instruction concerning physical agents utilized for the rehabilitation of physical dysfunction and movement disorders. This course prepares students to utilize massage and physical agents including superficial and deep heat, cold, hydrotherapy, traction, and compression as an adjunct to physical therapy intervention. Lecture and demonstration involve appropriate parameters for application, basic physiological responses, theoretical background, discussion of current research, clinical decision making, and the role of the physical therapist assistant in implementing the interventions.

Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 with a grade of "C" or better

Type: C

### **PTA 151 Application of Physical Agents I 2-0-2**

This course allows students to experience the physical agents discussed in Theory of Physical Agents I, as well as develop entry level skill in the application of the modality. Students must demonstrate competency in performing and monitoring patients during massage, moist heat, paraffin, ultrasound, cryotherapy, contrast bath, hydrotherapy, traction, compression, and aseptic technique. Proper positioning and draping of patients are emphasized and case scenarios utilized for simulated practice in patient application. Indications, contraindications, and precautions are stressed. Communication, problem solving, and time management are also addressed in the delivery of quality patient care.

Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of "C" or better.

Type: C

### **PTA 160 Kinesiology & Clinical Orthopedics 5-0-5**

This course begins with a thorough discussion of the basic principles for stretching and strengthening. After presentation of these basic principles, each joint of the body is analyzed individually. Students will study the muscles surrounding the joints, the unique structural support system of each joint, and the nervous supply. Activities and exercises are analyzed to determine which muscles are working to perform the specific exercise/activity, as well as, the type of muscle contraction utilized to perform the task. Each joint section ends with a discussion of orthopedic injuries common to the joint and common physical therapy interventions and methods of data collection. After study of the joints individually, students begin a comprehensive analysis of how the muscles work to produce normal/abnormal postures and gait patterns.

Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of "C" or better.

Type: C

### **PTA 161 Orthopedic Interventions 3-0-3**

This course provides students the opportunity to practice the stretching and strengthening activities discussed in Kinesiology & Clinical Orthopedics. Students must demonstrate competency in these activities, as well as data collection methods such as flexibility testing and gross manual muscle testing. Clinical cases are utilized, providing students the opportunity to implement the plan of care and determine the appropriate data collection method to monitor and report patient status. Discussion of the patient's response to treatment includes: patient progression, modifications, and appropriate communication with the patient and the supervisory therapist.

Prerequisites: BIOL 105, ENG 101, PTA 100, PTA 101, PTA 102 all with a grade of "C" or better.

Type: C

### **PTA 170 Clinical Experience I .5-10-3**

Students enter the clinical environment under the close supervision of a clinical instructor to begin the implementation of physical therapy interventions. Opportunities are available for students to apply skills previously simulated in the classroom environment, as well as observe and assist with other physical therapy interventions as deemed appropriate by the clinical instructor. Students will continue to develop skills in monitoring and modifying a patient interventions, and work on time management issues and communication with members of the 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



## Course Description Guide (continued)

### **PTA 201 Application of Physical Agents II 2-0-2**

This course allows students to experience the electrical stimulation protocols discussed in Theory of Physical Agents II, as well as develop entry-level skill in application of the modality. Students must demonstrate competency in performing and monitoring patients during electrical stimulation for pain and edema, tissue damage, impaired joint mobility, and muscle disuse atrophy. Concurrent utilization of various modalities is employed to prepare the student for the clinical environment and further develop skills in communication, problem solving, and time management. Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better. Type: C

### **PTA 210 Therapeutic Exercise & Rehabilitation 5-0-5**

This course will expose students to physical therapy rehabilitative techniques that assist patients in returning to a state of optimal function. Emphasis is placed on patients requiring more extensive rehabilitation needs: such as patients with neurological dysfunction, spinal disorders, amputation, etc. Neuro-anatomy, motor control, and motor learning and related clinical applications are presented. The unique needs of special populations are discussed. Architectural barriers will be analyzed and environmental modifications will be determined, as well as patients' need for adaptive equipment. Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better. Type: C

### **PTA 211 Rehabilitation Techniques 3-0-3**

This course allows students to begin the practical application of the rehabilitative techniques as discussed in Therapeutic Exercise and Rehabilitation. Students must demonstrate competency in determining which rehabilitative technique to utilize within the therapist's plan of care, as well as in performing the technique. Treatments for patients with spinal disorders and commonly utilized exercises for patients with back or neck injury are presented, as well as ergonomics and body mechanics. Methods of data collection are practiced and documentation of intervention to report patient status is utilized. Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better. Type: C

### **PTA 220 Pathology 4-0-4**

This course is designed to provide the student with an overview of pathologic concepts and processes with a clinical emphasis. Components of each disease covered include: etiology, incidence, risk factors, manifestations, general medical diagnosis, treatment options, and special implications for the PTA. A general overview of laboratory tests and values are included to recognize precautions for therapeutic interventions. Concepts on health and aging pertaining to the various systems are included to achieve a clinical awareness of life span changes. Prerequisites: PSYC 210, SOC 153, PTA 170 all with a grade of "C" or better. Type: C

### **PTA 270 Clinical Experience II 0-40-8**

Students again enter the clinical environment under the supervision of a clinical instructor. Opportunities are available for students to practice entry-level skills required of the physical therapist assistant. Students will further develop ability in monitoring and modifying patient intervention, refine time management and improve communication. Prerequisites: PTA 200, PTA 201, PTA 210, PTA 211, PTA 220 all with a grade of "C" or better. Type: C

### **PTA 280 Clinical Seminar 2-0-2**

This class is the final stage of preparation for the licensure examination and entry into the 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 (NPTE) for the PTA. This class will culminate with the students completing a timed, computerized full length examination that will identify both areas of strength and weakness, as well as offer suggestion for remedial activities. Prerequisite: Coordinator Permission: 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 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level. Type: T, IAI - P9 900L

### **PHYS 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 94 (with a grade of "C" or better) or math placement above MATH 94 level; and completion of ENG 92 or reading placement above ENG 92 level. Type: T, IAI-P9 900L

## Course Description Guide (continued)

**PHYS 151 College Physics I 3-4-5**  
The principles of mechanics, heat and sound. For pre-dental and pre-medical students, nurses, majors in pharmacy and architecture, and other students whose programs require a beginning course in physics. Prerequisites: MATH 112 (with a grade of "C" or better) or math placement above MATH 112 level or divisional approval; and completion of ENG 92 or reading placement above ENG 92 level. Strongly recommend completion of MATH 114 - Trigonometry. Type: T, IAI - P1 900L

**PHYS 152 College Physics II 3-4-5**  
Magnetism, electricity, light, and modern physics with some reference to the practical aspects of the principles studied. Prerequisite: PHYS 151 (with a grade of "C" or better) Type: T

**PHYS 204 Physics - Mechanics 3-2-4**  
For students in engineering, physics, chemistry, and mathematics. This calculus-based course covers kinematics, Newton's laws, conservation laws (energy, momentum, and angular momentum), and gravity. Particles, systems of particles, rigid bodies, and fluids are discussed. Prerequisites: MATH 203 (with a grade of "C" or better) and completion of ENG 92 or reading placement above ENG 92 level. Type: T, IAI - P2 900L, IAI-PHY 911 (pending IAI major panel approval)

**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 (with a grade of "C" or better) and MATH 204 (with a grade of "C" or better). Type: T, IAI-PHY 912 (pending IAI major panel approval)

**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 (with a grade of "C" or better) and MATH 204 (with a grade of "C" or better). Type: T, IAI-PHY 914 (pending IAI major panel approval)

**PHYS 299 Special Topics in Phys Science (0-6)-(0-12)-(1-6)**  
Special topics or current issues in physical science will be examined through the use of lectures, case studies, simulations, special projects or other problem-solving procedures. Prerequisite: Varies depending on topic. Type: T

## Plumbing

**PLBR 101 Drainage Principles & Methods 3.5-1-4**  
This course is designed to cover the principles of treatment and methods of disposal of sewage, municipal and private; the principles of design, application and correct methods of installation of storm water and sanitary drainage. The course material will also cover topics such as the principles and design of vent piping systems, the use of vacuum condensate collection systems, and recycling technologies. Prerequisite: None Type: C

**PLBR 102 Water Supply Systems 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter apprentice knowledge regarding water supply systems, which will include information on water treatments, flow calculations, designs, layouts and system components. Prerequisite: None Type: C

**PLBR 103 Ind. Pipe Drawing & Plan Reading 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter journeyman and apprentice knowledge needed regarding drawing interpretation and plan reading. The course will focus on essential information that applies both to making and interpreting drawings and sketches used in installing piping systems. Prerequisite: None Type: C

**PLBR 104 Ind. Piping Tools & Related Science 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter journeyman and apprentice knowledge required in the use and care of piping tools essential to the trade with emphasis on safety and safe work practices in the workplace. The course will also focus on basic science and mechanical principles used in the piping industry to provide the journeyman and apprentice with a solid understanding needed to appropriately react to any given situation while working in the piping industry. Prerequisite: None Type: C

**PLBR 105 Ind. Pipe Heritage Codes 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter apprentice information on the history and career opportunities of the Industrial Pipe Trades. The course will also cover in-depth code interpretation and application associated with the field of Industrial Piping/ Plumbers industry. Prerequisite: None Type: C

**PLBR 106 Gas Installations 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter apprentice with the fundamentals on the safe use of various types of tools and equipment that are used in the installation, testing, repair, maintenance and servicing of gas piping systems and related equipment on which to build knowledge and gain insight into the gasfitting industry. Prerequisite: None Type: C

**PLBR 207 Plumbers Basic Electricity 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter apprentice with the fundamentals of various types of tools, equipment and safety that are used in the installation, testing, repair, maintenance and servicing of electrical systems used in the plumbing/pipefitters industry. Prerequisite: None Type: C

**PLBR 208 Soldering/Brazing for Plumbers 3.5-1-4**  
This course is designed to furnish the plumber/pipefitter journeyman and apprentice with knowledge and skills needed regarding soldering and brazing. The course will emphasize OSHA Standards, ANSI Safety in Welding and Cutting along with proper equipment and materials to be used in performing different tasks. Prerequisite: None Type: C

## Course Description Guide (continued)

### **PLBR 209 Plumbers Adv Drawing Interpretation 3.5-1-4**

This course is designed to furnish the plumber/pipefitter journeyman and apprentice with extended knowledge regarding drawing interpretation and plan reading. The course will focus on advanced information in building specifications that applies both to making and interpreting drawings and sketches used to set out the types of materials to be used, methods of installation, and code practices to be observed.

Prerequisite: None

Type: C

### **PLBR 210 Plumbers Code Interpretation 3.5-1-4**

This course is designed to furnish the plumber/pipefitter apprentice with knowledge and skills regarding specific construction codes, code interpretation, and applications used in the plumbing/pipefitters industry.

Prerequisite: None.

Type: C

### **PLBR 211 Plumbers Guide to Service Work 3.5-1-4**

This course is designed to furnish the plumber/pipefitter journeyman and apprentice with knowledge and skills relating to human relations, salesmanship, planning service work, and troubleshooting plumbing systems which represents a high percentage of the total amount of work performed by pipe trades personnel.

Prerequisite: None.

Type: C

### **PLBR 212 Plumbers Leadership Development 3.5-1-4**

This course is designed to furnish the current plumber/pipefitter foremen and journeymen who want to become foremen with knowledge and skills relating to leadership needed to be more effective on the job. Topics that will be covered are: leadership functions, commitment, people skills, communication, teamwork and organization.

Prerequisite: None.

Type: C

### **PLBR 214 IDPH PLBR Mock Testing 3.5-1-4**

This course is designed to prepare the apprentice and/or journeyman for the Illinois Department of Public Health certification testing in welding and codes for pipefitters/plumbers.

Prerequisite: None

Type: C

### **PLBR 215 Pumps & Steam Systems 3.5-1-4**

This course is designed to furnish the pipefitters/plumbers journeymen and apprentices with the knowledge and essential skills that are used with various pumps and steam systems applicable in the piping industry.

Prerequisite: None

Type: C

### **PLBR 299 Special Topics in Piping/Plumbing 4-8-4**

This course is designed to familiarize students with special topics or problems in the Pipefitting/Plumbers' field, to provide them with knowledge and ability to deal effectively with those topics or problems in relation to their specific requirements.

Prerequisite: None

Type: C

## Political Science

### **POLS 150 Intro to American Government 3-0-3**

A survey course of the American federal system of government. Included is a historical review of the founding of the United States and its political beginning. Emphasis is on the structure and function of the executive, legislative and judicial branches of the federal government with an overview of Illinois state and local government.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S5 900

### **POLS 240 Comparative Politics 3-0-3**

This course introduces the basic concepts of political analysis and applies them to a variety of countries. Countries are studied individually as well as comparatively on such issues as institutional structures, electoral systems, ideology and political values. Issues facing different political systems and how they deal with those challenges will also be explored.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S5 905

### **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 the 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 assessment scores at the ENG 101 level 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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S5 902

### **POLS 270 International Relations 3-0-3**

A study of contemporary international relations emphasizing how and why nations formulate and implement the policies they do in relation to others, the international and domestic forces that influence foreign policy decisions, and current problems for the international system such as coping with nuclear weapons, terrorism, and trade. Completion of this course fulfills the 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 - 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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI PLS 913

## Course Description Guide (continued)

### **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 assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **POLS 290 Impact of Western Films on the USA 3-0-3**

A study of the influence that Western films have on American public opinion, American values and culture, American's self-image, American policy--both domestic and foreign, and the perception other countries have of America and Americans.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **POLS 292 Political Impact of War Films 3-0-3**

One of the many ways we learn about politics and popular culture is through the movies. This course will study the influence that war films have on public opinion and political behavior, American values and culture, Americans' self-image, American policy (both domestic and foreign) and the perception other countries have of America and Americans.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

### **POLS 299 Special Topics in Political Science (1-3)-0-(1-3)**

Designed to present problems and topics in political science by discussions, readings and individual research. Topics vary each semester. Course may be taken more than once if different topics are considered. Sophomore standing, one course in political science and division approval.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T

## Precision Machining Technology

### **PMT 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 or consent of coordinator

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 (CNC) 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 or consent of coordinator

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 (CNC) 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 (CNC) 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



## Course Description Guide (continued)

**PMT 202 Cutting Tools/Fixturing/Insp 2-0-2**  
This course begins with the introduction of carbide cutting tools, identifying, using and troubleshooting carbide cutting tools. This course also includes the use and design of jigs and fixtures used in the machine trades. Students will also learn the inspection process used in the inspection of machined parts.

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 (Computer Numerical Control) equipment. This includes verifying and back plotting on the computer using Mastercam. The student will use Mastercam to develop the complex programs needed to produce a variety of parts on three-axis Haas mills and two-axis HAAS lathes.

Prerequisite: PMT 221

Type: C

**PMT 226 Geom Dim & Tolerancing (GD&T) 1-0-1**  
The course introduces students to GD&T dimensioning, concepts of size control and material tolerances. After defining the terminology used, geometric characteristics and symbols, the course proceeds to demonstrate how the geometric system works and applies to a machined part. Limits of size, MMC, LMC, position verification, product plans and virtual condition, along with the datum reference frame are covered during the course.

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 industry and then take nine online tests to earn NIMS certification.

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 (CNC) machines, which include multiple vises, set ups, CNC tombstones, 4th-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 (Computer Numerical Control) 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 trunnion. 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 and PMT 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

## Course Description Guide (continued)

### **PRCP 153 Health Skills for Psychiatric Rehabilitation 3-0-3**

This course is the third in the series for the Psychiatric Rehabilitation Certificate. The Health Skills course examines three dimensions of wellness: physical, emotional, and environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness.

Prerequisite: PRCP 151.

Type: C

### **PRCP 154 Vocational and Community Living Skills 3-0-3**

This course is the fourth in the series for the Psychiatric Rehabilitation Certificate. The Vocational and Community Living Skills examines Vocational Rehabilitation and Community Living skills. Both themes address skills for working with community, state, and federal agencies that serve persons with severe mental illness.

Prerequisite: PRCP 151.

Type: C

### **PRCP 155 Psychiatric Rehabilitation Practicum 4-1-10**

This practicum requires a minimum of 152 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 152 hours will encompass four 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 learning, memory, thinking, perception, emotional life and individual differences in intelligence, aptitude and personality; emphasis on the scientific nature of psychological investigations; and discussion of research methods and the relation of their results to daily life and everyday problems.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of all reading and writing developmental requirements.

Type: T, IAI - S6 900

### **PSYC 200 Applied Psychology 3-0-3**

The study of the practical application of scientific, psychological principles of everyday living. Emphasis is on applying the principles of motivation, psychological measurement, mental health, consumerism, advertising, learning, management, crime and law enforcement, and stress management.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 210 Life-Span Development 3-0-3**

This is an introductory course that explores significant events in people's lives as they move from infancy and early childhood into adolescence, early and middle adulthood, and late adulthood. The course presents up-to-date research in the biological, cognitive, psychological, and socioemotional processes of human development. The study of life-span is intriguing because each of us, and everyone we care about, is constantly developing.

Prerequisite: PSYC 151 or departmental approval.

Type: T, IAI - S6 902

### **PSYC 225 Human Sexuality 3-0-3**

This course examines sexuality from biological, social and psychological perspectives. Topics include the biological foundations of sexuality, the development of loving relationships, legal issues related to sexuality such as rape, domestic violence, incest, pornography and prostitution, and current societal debates related to sexual issues such as sexual orientation, sex education and the implications of new reproductive technologies.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 250 Child Development 3-0-3**

This course studies theoretical and practical issues of child growth from conception to age 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 or departmental approval.

Type: T, IAI - S6 903

### **PSYC 251 Adolescent Development 3-0-3**

A study of contemporary adolescence focusing upon biological, cognitive, social and emotional developmental characteristics and today's influences upon them. Topics will vary widely from traditional theoretical description and explanations of adolescence to discussions of media, peers, problems in adolescence, etc.

Prerequisite: PSYC 151 or departmental approval.

Type: T, IAI - S6 904

### **PSYC 252 Educational Psychology 3-0-3**

Educational psychology is a survey course introducing students to major areas related to teaching and learning. It explores motivation, intelligence, creativity, evaluation, measurement, growth and development learning perspectives. It focuses on the learning process and the impact of culture on learning styles. It may include observational experiences. Students may not receive credit for both PSYC 252 and ED 252.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 253 Adult Development and Aging 3-0-3**

An introduction to the developmental and aging processes occurring during early, middle, and late adulthood. The biological, psychological, and sociological aspects of adult development and aging will be reviewed. Strong emphasis will be placed on how the developmental processes can be influenced by the individual to enhance successful aging.

Prerequisite: PSYC 151 or departmental approval.

Type: T, IAI - S6 905

### **PSYC 254 Death and Dying 3-0-3**

An investigation of the process of dying and the event of death. The course attempts to provide an understanding of death, the process of dying, grief, and caring relationships. Also studied will be death awareness, the grieving process, bereavement roles and rituals, new beginnings, caring people, caring organizations, and caring for ourselves.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 259 Abnormal Psychology 3-0-3**

This course offers students the opportunity to study abnormal behavior and its place in contemporary society. Although we will deal with all the major categories of mental disorders, our focus will be on those patterns that are relevant to our basic understanding of maladaptive behavior. The emphasis will be on human behavior ranging from the normal to the abnormal ends of the continuum.

Prerequisite: PSYC 151 or departmental approval.

Type: T, IAI PSY 905

## Course Description Guide (continued)

### **PSYC 260 Psychology of Addictive Behaviors 3-0-3**

This course will examine the spectrum of the symptoms, causes and treatment of major forms of addictive behaviors. The major focus will be on psychoactive drugs, substance abuse and dependence; however, coverage will also extend to other addictive behaviors including gambling, sexual addiction, and internet addiction. Special attention will be paid to research findings pertaining to traditional and contemporary models of addiction. Additional topics covered will include related issues such as the effectiveness of prevention efforts, the search for the "addictive personality," and the abstention/moderation debate.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 265 Psychology of Women 3-0-3**

This course examines the role our gender plays in determining our place in the social world. Gender issues will be examined from cultural, psychological, and biological perspectives. Topics will include research methods, gender development, mental and physical health issues, communication, relationships, sexuality, the media, and victimization.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 266 Cognitive Psychology 3-0-3**

Cognitive psychology exerts a strong influence on psychology. It is the study of the human mind in all its complexity and significance. It includes the study of the human mental processes and their role in thinking, feeling, and behaving. Perception, memory, acquisition of knowledge and expertise, comprehension and production of language, problem solving, creativity, decision making, and reasoning are a few categories that are studied in cognitive psychology. Cognitive neuroscience, which is the scientific study of the relationships between cognitive psychology and neuroscience, is also studied in this course.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 267 Psychology of African Americans 3-0-3**

This course is an overview of theory and research on the 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 or departmental approval.

Type: T

### **PSYC 270 Health Psychology 3-0-3**

This course is a detailed overview of health psychology. The course will cover theoretical models of health behavior, health-compromising behaviors, patient provider relations, psychological issues in preventative health behaviors, and the psychological issues involved in the management of chronic and terminal illness.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 277 Cross-Cultural Psychology 3-0-3**

Cross-cultural psychology is the critical and comparative study of cultural effects on human psychology. It examines psychological diversity and the underlying reason for such diversity. In particular, cross-cultural psychology studies the link between cultural norms and behavior and the ways in which particular human activities influence different, sometimes dissimilar social and cultural forces. Cross-cultural psychology seeks to discover meaningful links between a culture and the psychology of individuals living in the culture. Students will gain a perspective on differences and similarities among various cultures through this experiential and writing intensive course.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 280 Introduction to Personality Theory 3-0-3**

An introduction to the field and methods of personality psychology. The major theoretical orientations within personality psychology will be reviewed. Current research in each orientation will be presented. The application of personality theories to pertinent issues in the modern world will be discussed.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 288 Biological Psychology 3-0-3**

Biological psychology is the study of the physiological, evolutionary, and developmental mechanisms of behavior and experience. Students enrolled in this course will learn about major issues as they relate to brain and behavior. Specifically, the course will cover the anatomy and functions of the brain relevant to concepts such as genetics, drug use, intelligence, disorders of movement and brain damage, and what makes one a morning person rather than an evening person. The course is intended for any student interested in learning about disorders such as narcolepsy, attention deficit disorder, substance abuse and addiction, and psychological disorders as they relate to the brain.

Prerequisite: PSYC 151 or departmental approval.

Type: T

### **PSYC 295 Social Psychology 3-0-3**

An examination of the ways in which people think about, influence, and relate to one another. Topics will include aggression, altruism, interpersonal attraction, attitudes, prejudice, gender, and social influence.

Prerequisite: PSYC 151 or departmental approval.

Type: T, IAI - S8 900

### **PSYC 299 Problems in Psychology (1-3)-0-(1-3)**

A course designed to present problems and topics in psychology through readings, individual research and discussions. Problems and topics vary each semester. In-depth study of such topics as learning, motivation and personality theories. This course may be taken more than once if different topics are considered.

Prerequisite: PSYC 151 or departmental approval.

Type: T

## **Radiologic Technology**

### **RT 100 Radiologic Technology I 2.5-0-2.5**

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

## Course Description Guide (continued)

### 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 principles and 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 cranium. Included is the introduction of special procedures, basic positioning skills, usage of specialized equipment and contrast media. Emphasis is placed upon mobile radiography, angiography, tomography, cross sectional anatomy, mammography, computer applications, and the imaging modalities of ultrasonography, CT, MRI.

Prerequisite: RT 110 with a grade of "C" or better.

Type: C

### RT 151 Radiographic Positioning III 4-0-4

Designed to provide the student with the opportunity to apply the principles of radiographic positioning of the skull, visceral cranium, utilizing the energized lab and phantom patient. Instruction and experiments demonstrating technical factors influencing radiographic quality are implemented.

Prerequisites: RT 111 with a grade of "C" or better.

Type: C

### RT 152 Clinical 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 ARRT's 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 timeframe 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

(Pending ICCB Approval)



## Course Description Guide (continued)

### **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. Prerequisite: RT 230 and RT 244 all with a grade of "C" or better. Type: C

### **RT 297 Radiologic Technology Review 4-0-4**

A continuation of theory and practice in radiographic procedures, radiation protection, equipment operation and maintenance, image production and evaluation and patient care. Prerequisites: RT 230 and RT 244 all with a grade of "C" or better. Type: C

### **RT 298 Clinical Modalities II 0-4-1**

In CT, the student observes large series of two-dimensional x-rays images taken around a single axis of rotation to visualize various structures. In MRI, a student observes how imaging is performed with the use of radio frequency signals and a 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**

Involves an in-depth study of the anatomy and physiology of the respiratory, cardiovascular, and renal systems, including aspects of the central nervous system. Ventilation, circulation, blood gas transport, and acid-base balance are closely examined. Fetal pulmonary and cardiovascular development are also studied. 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 and RC 106. 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, laboratory assessment, and noninvasive evaluation of oxygenation and ventilation 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 in RC 104 and RC 106, or consent of the program coordinator. 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. 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 and completion of classroom instruction and laboratory practice for general respiratory care procedures. Continuous mechanical ventilation and critical care procedures are also included. There is instruction and discussion on the integrated processes of patient assessment and care planning for respiratory care procedures, including blood gas interpretation and an overview of pulmonary function study interpretation. Prerequisites: A minimum grade of "C" in each of the following: RC 102, RC 103, RC 104, and RC 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

## Course Description Guide (continued)

### **RC 114 Respiratory Care Practices & Procedures III 1.5-2-2.5**

Provides a more in-depth study of pulmonary function testing and acid/base regulation in the classroom and lab. Includes types of tests, test result analysis, diagnostic value, equipment, standards for equipment, and test performance for PFT. Also includes obtaining, analyzing and interpretation of blood gas results as well as blood gas analyzer function and the quality assurance standards for blood gas analyzers. Additional areas of study include pulmonary and cardiac stress testing.

Prerequisites: A minimum grade of "C" in each of the following: RC 110, RC 111, RC 112, and RC 113 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 115.

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**

Provides a continuation and completion of classroom instruction and laboratory practice for mechanical ventilatory support and its use in respiratory care as well as the critical application of these principles involved in patient care (adult, pediatric). Monitoring techniques used in assessing patient's response to critical care/ respiratory care will also be discussed. Additional discussion will include assessment and cardiopulmonary care of the sick pediatric patient.

Prerequisites: A minimum grade of "C" in each of the following: RC 114 and RC 115 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 204.

Type: C

### **RC 204 Clinical Practice IV 0-16-4**

Provides, under supervision, observation, practice, and application of respiratory care procedures to critically ill patients, continuous mechanical ventilation, and advanced patient assessment and monitoring procedures (adult, pediatric).

Prerequisites: A minimum grade of "C" in each of the following: RC 114 and RC 115 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 203.

Type: C

### **RC 205 Respiratory Care Practices and Procedures V 3-4-5**

Provides the student with information related to fetal development, neonatal assessment before birth, during the delivery process, and after delivery and cardiopulmonary care of the sick newborn, including but not limited to, airway management, oxygen therapy, and mechanical ventilation. Respiratory care in alternate sites, rehabilitation of the patient with pulmonary diseases, sleep/wake disorders, and geriatric respiratory care will also be discussed.

Prerequisites: A minimum grade of "C" in each of the following: RC 203 and RC 204 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 206 and RC 207.

Type: C

### **RC 206 Clinical Practice IV 0-16-4**

Provides, under supervision, observation, practice, and application of respiratory care procedures to critically ill neonatal patients, continuous mechanical ventilation of the newborn, rehabilitation of respiratory care patients, care and testing of patient's with sleep/wake disorders, and the care of respiratory care patients in alternate settings.

Prerequisites: A minimum grade of "C" in each of the following: RC 203 and RC 204 and concurrent enrollment in, or successful completion (with a minimum grade of "C") of, RC 205 and RC 207.

Type: C

### **RC 207 Respiratory Care In Review 3-0-3**

This format allows for a variety of pertinent, current respiratory care and health care topics to be presented as needed. Set topics will include preparation for the National Board for Respiratory Care's NBRC Entry Level Exam, Written Registry Exam and Clinical Simulation Exam, as well as exercises in 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

### **RC 210 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

### **RC 211 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 newborn, 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

### **RC 215 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 healthcare, and healthcare 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

## Course Description Guide (continued)

### Russian

#### **RUSS 101 Elementary Russian I 4-0-4**

This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Russian. Students are also introduced to the history and cultures of the Russian-speaking world. Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91. Type: T

#### **RUSS 102 Elementary Russian II 4-0-4**

This introductory language course is a continuation of RUSS 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Russian. Students are also introduced to the history and cultures of the Russian-speaking world. Prerequisite: RUSS 101 or departmental approval. 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 (ASL) for the development of beginning level communication skills used with deaf persons. Focus is on building sign vocabulary, fingerspelling, grammar and syntax rules, non-manual markers, appropriate hand shapes and movement, use of personal space and the development of sensitivity and awareness through required socialization with the deaf community. (Fall Only) Prerequisite: Eligible for enrollment in ENG 101 and MATH 94. Type: C

#### **SLS 102 American Sign Language II 5-0-5**

Continued development of intermediate-level sign language communication skills as utilized in interaction by deaf persons. Emphasis given to comprehension, use of classifiers, locatives and production skills within a total immersion sign language environment. Linguistic and cultural features presented in the context of language learning experiences. (Spring Only) Prerequisites: ENG 101, SLS 100, SLS 101, SLS 110 and SLS 125 all with a grade of "C". 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

## Course Description Guide (continued)

### **SLS 206 Interpreter Principles & Practices 3-0-3**

This is a survey course that is designed to introduce students to contemporary theories regarding interpretation and the world of work of interpreters. Students will become familiar with the specialized jargon used within the field of interpretation to describe various aspects of the work and the protocol that influences interpretation work in different settings. Ethical standards associated with interpretation will be introduced and applied to a variety of work situations. (Fall Only)

Prerequisite: SLS 105, SLS 120 and SLS 203 (or concurrent enrollment) all with a "C" or better.

Type: C

### **SLS 210 ASL Linguistics II 3-0-3**

Students continue the study of ASL and English linguistics, building on information introduced in SLS 120, through study of semantics, pragmatics, turn-taking, discourse analysis, and language in context. The primary focus of this course is translation through discourse analysis and techniques of rephrasing and restructuring meaning in ASL and in English. Power dynamics, language in context and turn-taking in interpreted settings will also be discussed in relation to the interpreter's role. (Fall Only)

Prerequisites: SLS 120 and SLS 203 (or concurrent enrollment) with a grade of "C" or better.

Type: C

### **SLS 220 Interpreting II 3-0-3**

Students build upon skills learned in SLS 205, with a focus on simultaneous interpretation of unrehearsed texts from English to ASL. Course work will consist of videotaped projects, in class exercises, activities and individual work for skill enhancement. (Spring Only)

Prerequisites: SLS 205 with a grade of "C" or better.

Type: C

### **SLS 225 Sign to Voice 3-0-3**

Students develop the skill of simultaneously interpreting ASL and Contact Sign into an equivalent message in spoken English. Students will learn the basics in the sign to voice process, progressing from sentential to textual formats working with comprehension, appropriate English word choices, vocal inflection, and English structure. Course work will consist of lecture and discussion, videotaped projects and in class exercises and activities for skill enhancement. (Spring Only)

Prerequisites: SLS 255 with a grade of "C" or better.

Type: C

### **SLS 230 Interpreting Practicum 1.5-6.25-3**

Students will interpret in a variety of low-risk settings under the supervision of the instructor and/or a selected professional practitioner/mentor. Weekly seminar discussions will include review and analysis of the interpreting experiences and application of professional ethics and decision making skills. Students will prepare professional resumes and submit an interpreting log, documenting a minimum of 100 hours of interpreting experience. (Spring Only)

Prerequisite: SLS 220 (or concurrent enrollment), SLS 225 (or concurrent enrollment), SLS 255 all with a grade of "C" or better.

Type: C

### **SLS 255 Transliterating 3-0-3**

This is a skill development course that provides students with the opportunity to practice the skills associated with simultaneously transliterating between spoken and Contact Sign. Students will be introduced to the specialized skills and terms involved in the transliteration process. Course work will consist of lecture and discussion, videotaped projects and in-class exercises and activities for skill enhancement. (Fall Only)

Prerequisites: SLS 203 (or concurrent enrollment), SLS 206 (or concurrent enrollment), SLS 210 (or concurrent enrollment) with a grade of "C" or better.

Type: C

### **SLS 270 Educational & Special Interpreter Settings 3-0-3**

Students will discuss interpreting in the school and classroom environment, as well as in specialized community settings. Professional roles and responsibilities will be examined from the perspective of working with minors, their parents/guardians, educators, and school staff. Students will learn how the role of an interpreter changes from a pre-K environment through post-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 intersection and interaction of the individual and society is emphasized. Consideration will be given to key areas of sociological research (socialization, group dynamics, social roles, social stratification, social theory, deviance and social control) and how these processes work in key social institutions (such as the family, education, religion and economy). The course will focus on assisting the student develop a sociological imagination.

Prerequisites: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.

Type: T, IAI - S7 900

### **SOC 203 Social Problems 3-0-3**

Centers on the background of social problems, problems of group conflicts, the social threat of war, problems of population, social problems of industry, the family, education and religion. The problems of disease, poverty, dependency, delinquency and crime. Factors affecting availability of resources for the prevention and amelioration of these problems also will be considered.

Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.

Type: T, IAI - S7 901

### **SOC 210 Deviance, Crime and Society 3-0-3**

This course explores the nature and variety of deviant behavior in American society. Violence, crime, sexual deviance, alcohol and drug use, suicide and elite deviance are thoroughly examined. Various theoretical approaches will be explored and utilized; a constructionist approach to deviant behavior will be emphasized.

Prerequisite: SOC 153 or ANTH 150.

Type: T



## Course Description Guide (continued)

### **SOC 222 Survey of Social Work 3-0-3**

This course is an introduction to generalist social work within the context of social welfare, including its historical origins, conceptual framework, and contemporary focus. An overview of principal social work values and codes of ethics, practice methods, research considerations, and policy issues will be presented with emphasis on the unique experiences of client groups facing a variety of social challenges. These groups include, but not limited to, women, minorities, persons with disabilities, gays and lesbians, and older adults.  
Prerequisite: Reading and writing assessment scores at the ENG 92 level and writing score at ENG 101 level or completion of ENG 91 and ENG 95.  
Type: T

### **SOC 230 Race and Ethnicity in the United States 3-0-3**

The purpose of this class is to study race and ethnicity in the United States. In this class students will learn the major sociological concepts, theories and ideas related to race and ethnicity. The focus will be on the historical development of racial and ethnic diversity and the current social circumstances of a variety of racial and ethnic groups in the United States. The development and use of a sociological perspective will be emphasized to critically examine our current situation and our future as a multicultural society.  
Prerequisite: SOC 153 or ANTH 150.  
Type: T, IAI - S7 903D

### **SOC 255 The Family 3-0-3**

This course is an examination of the origin and evolution of the human family as a social institution. Consideration will be given to traditional family types with special emphasis on the structure and function of the American family. This course helps students learn about marriage and family. It offers analyses of courtship patterns, marriage and the family forms, relationships and functions, and socio-cultural differences in family.  
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.  
Type: T, IAI - S7 902

### **SOC 259 Sociology of Small Communities 3-0-3**

Sociological study of small communities and their institutions, usually in a rural environment. Includes social organization, values and beliefs, social stratification, political sociology, socio-economic conditions and challenges, and the ongoing struggle of small communities for survival in today's global economy.  
Prerequisite: Reading and writing assessment scores at the ENG 101 level or completion of ENG 92 and ENG 96. Math assessment score at the MATH 94 level or successful completion of MATH 93.  
Type: T

### **SOC 265 Aging and Society 3-0-3**

This course is an introduction to social gerontology (the sociology of aging and the aged). It examines age, aging and the aged from a sociological perspective. Specific emphasis is placed upon theories of aging, demographic trends (past, present and speculative), the social construction of aging, the interplay of social institutions and aging, and issues of age and inequality. Particular attention will be given to applied sociological ideas, including analysis and discussion of public policy and medical sociology.  
Prerequisite: SOC 153.  
Type: T

### **SOC 299 Research Study Problems in Soc. (1-3)-0-(1-3)**

Seminar on a special topic or current issue in sociology.  
Prerequisite: Sophomore standing and at least one previous Sociology course.  
Type: T

## Spanish

### **SPAN 101 Elementary Spanish I 4-0-4**

This introductory language course focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world.  
Prerequisite: Reading assessment score at ENG 92 level or completion of ENG 91.  
Type: T

### **SPAN 102 Elementary Spanish II 4-0-4**

This introductory language course is a continuation of SPAN 101 and focuses on establishing a solid foundation in the four basic skill areas of reading, writing, listening comprehension and speaking in Spanish. Students are also introduced to the history and cultures of the Spanish-speaking world.  
Prerequisite: SPAN 101 or departmental approval.  
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 or departmental approval.  
Type: T

### **SPAN 202 Intermediate Spanish II 4-0-4**

Continued development of listening, speaking, reading and writing skills in Spanish. Grammar review. Cultural and literary readings and compositions. Course is conducted almost entirely in Spanish.  
Prerequisite: SPAN 201 or departmental approval.  
Type: T, IAI - H1 900

### **SPAN 211 Conversational Spanish I 3-0-3**

This course focuses on developing speaking competency in Spanish. Individual exercises and group discussions on general topics and everyday situations help students improve their self-expression and aural comprehension. Oral exercises also help students acquire correct pronunciation and expand their knowledge of vocabulary and idioms in Spanish.  
Prerequisite: SPAN 102 or higher or departmental approval.  
Type: T

### **SPAN 212 Conversational Spanish II 3-0-3**

A continuation of SPAN 211. This course focuses on developing speaking competency in Spanish. Individual exercises and group discussions on general topics and everyday situations help students improve their self-expression and aural comprehension. Oral exercises also help students acquire correct pronunciation and expand their knowledge of vocabulary and idioms in Spanish.  
Prerequisite: SPAN 211  
Type: T

### **SPAN 299 Special Topics in Spanish (1-4)-0-(1-4)**

An in-depth study of various areas in Spanish language and culture presented through lectures, discussions, and/or individual research and readings by the students. Topics will vary. May include travel/study activities.  
Prerequisite: Sophomore standing and one year of Spanish, or departmental approval.  
Type: T

## Speech

### SPCH 120 Theatre Appreciation 3-0-3

A humanities course that surveys the nature and function of theatre as a collaborative art. The foundations and basic elements, historical and contemporary forms of experience, production processes, and criteria for performance criticism of theatre will be explored using lecture, selected readings, films, demonstrations, guest speakers, and slide presentations. Some play attendance will be required.

Prerequisite: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T, IAI - F1 907

### SPCH 151 Fundamentals of Public Speaking 3-0-3

The basic principles of public speaking, including selecting a subject, determining the specific purpose of the speech, collecting materials, adapting the speech to a particular audience, organizing the speech, wording the speech, using visual materials and delivering the speech. Each student prepares and delivers several informative and persuasive speeches.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T, IAI - C2 900

### SPCH 155 Interpersonal Communication 3-0-3

This course will provide the student with the means for becoming a better interpersonal communicator through the study of interpersonal communication theory and the application of major concepts, including language processes; types of verbal and nonverbal communication; oral and visual means of transmitting information; methods of encoding information; and social consequences.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

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 assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T

### SPCH 170 Persuasion 3-0-3

Provides the student with an in-depth understanding of persuasion components, ethics and the process of persuasive speaking. Students will speak individually and as panel discussants. Students will also study various forms of persuasion, including advertising and political campaigns.

Prerequisite: SPCH 151

Type: T

### SPCH 174, 175, 274, 275 Applied Forensics I, II, III, IV 0-3-1

Applied Forensics is a course offering instruction and practical experience in intercollegiate individual events speech competition. In addition, programs are available for presentation for community service organizations as a way to address the citizenship component of Learning Outcomes Assessment. There are possibilities of judging high school tournaments also as an additional way of serving the community. The course will cover a variety of competitive speech events: informative and persuasive speaking, oral interpretation, duo interpretation, communication analysis, extemporaneous and impromptu speaking, and speaking to entertain. Students may take Applied Forensics I, II and III once each graduated order. Applied Forensics IV may be taken more than once.

Prerequisite: None for the entry class. For each of the following (SPCH 175, 274, 275), the previous in sequence is required.

Type: T

### SPCH 180 Interviewing 3-0-3

Provides the student with a practical understanding of the interview process. A variety of interview types are examined, and each student prepares and participates in several interviews. This course provides the opportunity for valuable interview experience as both the interviewer and interviewee.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T

### SPCH 200 Oral Interpretation 3-0-3

The principles of selecting, cutting and interpreting poetry, prose and drama, and of reading these materials to the class. Also featured is work preparing and taking part in readers theatre presentations.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and 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: Assessment reading score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T

### SPCH 220 American Playhouse 3-0-3

American Playhouse is a course designed to develop an understanding and appreciation of theater. The course will examine aesthetic and dramatic principles in selected plays. Course meets Humanities requirement.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T, IAI - F1 907

### SPCH 240 Group Communication 3-0-3

Group Communication introduces students to the fundamental principles, skills and dynamics of the group process. The course will give students practical experience in working within the group framework and will focus on problem-solving, leadership, listening, conflict, and interpersonal relationships as they pertain to the 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 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

### SPCH 256 Theatre Acting 3-0-3

Speech 256 is a beginning course in acting. It attempts to teach the most basic skills of acting in connection with some of the world's greatest dramatic literature.

Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.

Type: T, IAI TA 914

## Course Description Guide (continued)

**SPCH 299 Problems in Speech (0-3)-(0-6)-(1-3)**  
Seminar on a special topic or current issue in speech.  
Prerequisites: Reading assessment score at ENG 92 level and writing score at ENG 96 level or completion of ENG 91 and ENG 95.  
Type: T

## Technical Math (General Technology)

**GT 104 Math for Electronics 4-0-4**  
Topics of fundamentals of algebra, operations of signed numbers, exponents and square roots, triangular trigonometry and metric conversion with emphasis on the applications found in the study of electrical/electronics circuits will be studied. Offered in fall, spring, and summer. Graphing calculator required (TI-84).  
Prerequisite: None.  
Type: C

**GT 105 Intro to Technical Mathematics 3-5-1-4**  
GT 105 will cover operations of signed numbers, exponents and square roots, basic algebra, ratios and proportions, angle measurements, area and perimeters of polygons, circles, geometric solids, and triangular trigonometry. Offered in fall, spring, and summer. Graphing calculator required (TI-84).  
Prerequisite: Math placement test score or MATH 93 (with a grade of "C" or better) or divisional approval.  
Type: C

**GT 106 Technical Mathematics I 3-0-3**  
Topics of elementary and intermediate algebra with applications in technical fields. The properties of real numbers, algebraic polynomials and fractions, systems of linear equations, functions, graphs, exponents and radicals, ratio and proportion. Offered in fall, and spring. Graphing calculator required (TI-84).  
Prerequisite: One year or high school algebra or equivalent and math placement score or MATH 94 (with a grade of "C" or better).  
Type: C

**GT 107 Technical Mathematics II 3-0-3**  
Topics of intermediate algebra and trigonometry, with application in the technical fields. Angular measurement, trigonometric functions, solution of right triangles, graphs of trigonometric functions, identities, complex numbers, angle formulas, composite vectors, quadratic equations and logarithms. Offered in spring only. Graphing calculator required (TI-84).  
Prerequisite: GT 106 or equivalent.  
Type: C

**GT 208 Technical Mathematics III 3-0-3**  
Topics in differential and integral calculus with applications in the technical fields. Derivatives, slope differentials, minimum and maximum value of functions related rates, integration, definite integral, area, volume and transcendental functions. Graphing calculator required (TI-84).  
Prerequisite: GT 107 or equivalent.  
Type: C

**Ward Clerk – See HRO**

**Web Development and Administration**  
– See Computer Information Systems

## Welding Technology

**WLDT 101 Introduction to Welding 3-6-6**  
Introduced the basic concepts of joining metal by fusion processes. This course covers SMAW (stick welding), using 6010, 7018 and 7024 electrodes and the FCAW wire welding process. Emphasis is put on building proper size fillet welds in the 2F horizontal position. Introduction to Electric Air Carbon Arc cutting. Also included is the acetylene cutting of mild steel and FCAW 2-F fillet welds, along with the care and use of welding tools and equipment.  
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 (FCAW). Types and weldability of metals with electric cutting and gouging also included.  
Prerequisite: None.  
Type: C

## Course Description Guide (continued)

### **WLDT 201      Advanced Arc Welding      2-8-6**

Provides the advanced welding students and shop welders further experience with out-of-position arc welding. Emphasis is put on dealing with V groove welds. An AWS test will be given in the vertical and overhead position from the D1.1 Code Book. Introduction to Submerged Arc Welding (SAW), Flux Core Arc Welding (FCAW), and Gas Metal Arc Welding (GMAW).

Prerequisite: None.

Type: C

### **WLDT 252      Pipe Welding      2-4-4**

Develops skill in the technique of pipe welding. Pipe welding practices in the horizontal 2G, vertical fixed 5G, and 45 degrees 6G position. Fillet welds of pipe are covered. The laying out and flame cutting of pipe joints is covered.

Prerequisite: None.

Type: C

### **WLDT 253      GTAW/GMAW/FCAW/PAC      2-4-4**

Provides welding practice and theory in Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW with and without gas shielding, and Plasma Arc Cutting (PAC). Welding and cutting techniques on both ferrous and non ferrous metals.

Prerequisite: None.

Type: C

### **WLDT 254      Testing and Inspection of Welds      3-0-3**

Provides instruction in the destructive and nondestructive tests used in the welding industry. Writing welding procedures to meet welding-code specifications is also covered.

Prerequisite: None.

Type: C

### **WLDT 255      Layout and Fitup for Welders      3-0-3**

Provides instruction in the complete process of plate, structural 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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 Albert Becker • Air Conditioning, Heating and Refrigeration  
 Sharon Banjavic • Computer Information Systems  
 Fred B. Barber Jr. • Mathematics  
 Vito N. Benivegna • Spanish/English  
 Sylvia Berutti • Radiologic Technology  
 Jerry Bolen • Music  
 Dottie Dillon Bowers • Radiologic Technology  
 Marvin Braasch • Biology  
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 Molly Browning • Physical Therapist Assistant  
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 Gary Coates • Industrial Programs  
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 Patricia Marcum • Data Processing/Computer Information Systems  
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Farrell E. Wilson • Biology  
William Wilson • Air Conditioning, Heating, and Refrigeration  
Bruce R. Wissore • Business Law/Paralegal Studies  
Mary Wochner • Counseling  
Daniel Wolszynek • Computer Information Systems  
Carol Yovandich • Radiologic Technology  
John L. Zanotti • Construction Management Technology/Drafting

## Deceased Full-time Faculty Since 1980

William Allen • Administration of Justice	Kenneth Luke • History
A. Thomas Amlung • Biology	Otis L. Miller • History
Robert Borgstede • Music	Janet Milligan • English/Philosophy
Richard M. Boyer, Sr. • Business Management/Banking & Finance	Eldred O. Mueller • Biology
William Burns • Administration of Justice/Police Academy	Harold E. Oakley • Marketing Management
Gertrude Brainerd • English/Literature	Elizabeth Oelrich • Business
Don Chapman • Construction Management Technology	Tony OTruk • Data Processing Technology
Marvin Cox • Counseling	Kenneth Pinzke • Earth Science
Byron Davidson • English/Philosophy	Bobby J. Poe • Psychology
Don Distler, Jr. • Data Processing/Computer Information Systems	Dewey Pruitt • Physics
Bea Fries • Librarian	John Ryan • Counseling
Clarence Hall • Aviation Pilot Training	William Saunders • English
Byron Hargis • Health	Genevieve Snider • Mathematics
Jack Haskell • History	James E. Splitstone • Electronics
Darrell Kohlmiller • English	John Sprengeler • Mathematics
Don Libby • Counseling	Wallace Strittmatter • Physical Therapist Assistant
Loretta Lopinot • Librarian	Barbara Taylor • Nursing
	Margaret Ubben • English/Philosophy
	Alice Underhill • Nursing
	Bernice Vallino • Radiologic Technology
	Doris Walk • Nursing Education



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