

### **Table of Contents**

SOUTHEASTERN FACTS	2
CAMPUS MAP	3
ACCREDITATION	4
PRESIDENT'S WELCOME	5
MISSION STATEMENT	6
HOW TO CONTACT US	7
DIVISIONAL ORGANIZATION	8
ADMISSIONS & REGISTRATION1	0
ACADEMIC STANDARDS & REGULATIONS2	0
FINANCIAL ASSISTANCE3	0
ADULT AND COMMUNITY EDUCATION3	6
GENERAL INFORMATION & INSTITUTIONAL POLICIES	8
STUDENT SERVICES5	4
COMMUNITY SERVICE5	9
GENERAL EDUCATION GOALS6	2
ACADEMIC PROGRAMS6	4
CURRICULUM GUIDES6	7
TRANSFER CURRICULUM11	3
COURSE DESCRIPTIONS11	5
INDEV	7

# Southeastern Facts

Type of College: Public two-year comprehensive community college

Founded: 1960

Main Campus Location: A 190-acre campus located at 3575 College Road, Harrisburg. Phone: (618) 252-5400

(local) or toll free (866) 338-2742

Additional Location: David L. Stanley White County Center, located at 1700 College Avenue in Carmi since 1987.

Phone: (618) 382-8869

College District #533: Gallatin, Hardin, Pope and Saline counties; portions of Hamilton, Johnson, Williamson and

White counties

President: Jonah Rice, Ph.D.

**Annual Budget:** Approximately \$19.4 million

**District Equalized Assessed Evaluation:** \$598,814,762

**Annual Enrollment:** Approximately 4,000 full and part-time students

**Tuition:** \$106 per credit hour for in-district students (2021-22)

Library: Access to over 117,000 physical and electronic resources on-campus, and access to over 38 million physical

and electronic resources statewide

**Financial Aid Awarded Annually:** Approximately \$3.7 million (2019-20)

**Employees:** 90 full-time, 50 part-time, as of spring 2021

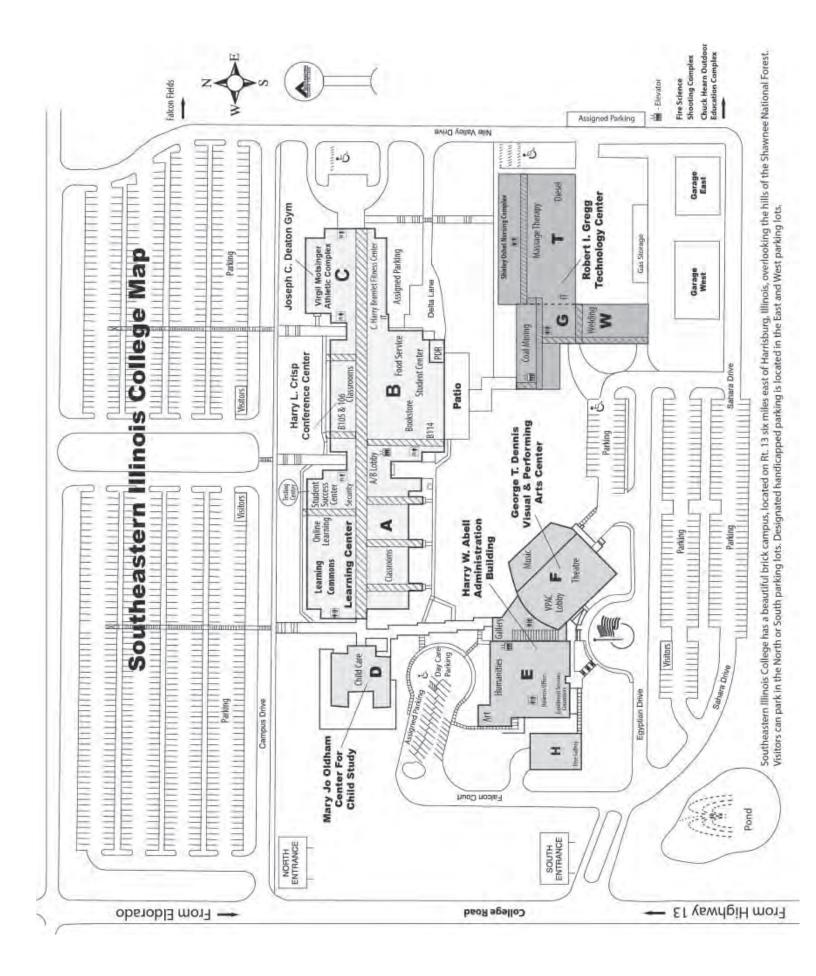
#### **Courses of Study:**

Associate of Science Degree
Associate of Arts Degree
Associate in Fine Arts in Theater Acting Degree
Associate in Engineering Science Degree
Associate in Applied Science Degree Programs
Associate in Liberal Studies Degree
Occupational Certificate Programs

**District Population:** 49,000

**Secondary Schools in District: 10** 





## SOUTHEASTERN ILLINOIS COLLEGE FALL 2021-SUMMER 2023 CATALOG

Volume 27

#### Community College District No. 533

3575 College Road Harrisburg, Illinois 62946 Telephone: (618) 252-5400 Toll-free: (866) 338-2742

www.sic.edu

#### **Accredited By**

The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413 (312) 263-0456 / (800) 621-7440

#### Recognized by

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

#### Approved By

The State Approving Agency For Veterans Education

This catalog was printed for a two-year period, and the College consequently reserves the right to make changes in order to comply with local, state, or federal conditions or regulations. Such changes will be publicly announced and posted. Catalog content is also posted to the College's website at www.sic.edu/catalog and is considered to be the most current information. The most recent curriculum guides, course descriptions and policies can be accessed using the links on the left side navigation pane.

Southeastern Illinois College does not discriminate on the basis of disability, race, gender, religion, source of national origin, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/affirmative action in employment, educational programs, and activities. The College adheres to federal regulations such as the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. All college facilities are accessible to persons with disabilities.

# President's Welcome

If you're a recent high school graduate or a returning student, Southeastern Illinois College is the place for you. Maybe you want to transfer to a senior institution or enter the workforce when you finish at Southeastern. Whatever your plans, we are your first stop on the road to success.

Southeastern is the right choice for you. More and more students see the value of a quality education at an affordable price and are choosing Southeastern. Our "Triple 'A' Promise" is a large part of it.

Southeastern makes higher education <u>Affordable</u>—we're the best bargain in the area. Our tuition is one of the lowest in the Midwest—because we know that helps you to pursue higher education. Between 70-80% of our students receive some sort of financial assistance—from need-based awards to fully-endowed scholarships from the College Foundation. When a public university can be five times more expensive and a private university can be ten times the cost of attending a community college, you know it's a smart move to attend a quality institution like Southeastern.



At Southeastern, we take pride in our quality—our <u>Accountability</u> in higher education is superior. Southeastern has one of the best ratios of full-time instructors to students in the region and we have one of the most highly qualified faculty. SIC has an impeccable record with the Higher Learning Commission - the best you can find in the area. We offer nationally-recognized competitive teams and clubs that provide distinction for the region. That "Seal of Approval" means a lot, and we take pride in knowing we are a high-ranking college. Our programs and services rank nationally, and SIC has been nationally ranked as a "Top Ten" Aspen College.

Of course, we make <u>Accessibility</u> a priority so that it's easy to start your future. Southeastern offers face-to-face, online, hybrid, mini-semester, summer, and other creative course scheduling to make access easy. SIC is the online leader in the area for courses and degrees. Those courses and degrees transfer to universities, and our multiple bachelor completion and cooperatives with many regional universities makes earning your senior degree within reach—all from this region. Southeastern provides choices for you to make the most of your future.

We're your community college, and we're at your service. Let us show you just how good we are with our "Triple 'A' Promise."

Regards and Respects,

Jonah Rice, Ph.D

President

## Mission Statement

Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development.

#### Vision

To be the catalyst for academic excellence, community service, and economic growth in the communities we serve.

#### **Institutional Goals**

- 1. Provide a general education program that creates a foundation for further study and enlightened citizenship.
- 2. Empower students to achieve their educational goals, enabling them to successfully live and work in a culturally diverse global society.
- Provide students access to quality transferable courses and programs.
- 4. Prepare students to succeed in a highly competitive workforce through career and technical education.
- Provide opportunities in developmental and adult basic/secondary education.
- 6. Enhance learning by integrating educational opportunities in and out of the classroom.
- 7. Utilize existing and emerging technologies to equip students, enhance learning and provide services.
- Sponsor award-winning, competitive, and service-oriented activities.
- 9. Offer lifelong learning opportunities to explore potentials, abilities, and interests.
- 10. Enrich and enhance the community through cultural and general interest events.
- 11. Provide resources, training and leadership for economic development of business and industry.
- Provide a wide range of student and administrative services to support achievement of student learning and personal development.
- 13. Create a culture where assessment of student learning outcomes and college services are valued and used across the institution.
- 14. Responsibly manage the resources entrusted to the college on behalf of the community college district.
- 15. Establish and maintain mutually beneficial educational, corporate and community partnerships.

#### Core Values

**Fairness:** We are committed to behavior free from self-interest, prejudice, or favoritism.

**Integrity:** We embrace moral values and the courage to live up to them.

**Compassion:** We demonstrate a genuine interest, concern, and respect for others.

**Self-Esteem:** We see ourselves and others as individuals of value and capable of pursuing our dreams.

**Responsibility:** We hold ourselves accountable for our conduct and obligations.

**Learning:** We value learning as a lifetime objective and will continue to promote the attainment of knowledge.

#### General Education Goals

#### Communication

- Demonstrate proficiency in the written and verbal use of English
- Demonstrate proficiency in organization and analysis when writing, speaking and listening
- Demonstrate proficiency and integrity regarding the basic methods and skills of contemporary academic research and reporting

#### **Humanities and Fine Arts**

- Demonstrate knowledge of the major areas of the diverse, aesthetic expressions and forms of disciplines such as music, literature, creative writing, cinema, theatre, and art
- Demonstrate an understanding of the value of learning about diverse aesthetic, creative, and artistic activities of the humanities.

#### Social and Behavioral Sciences

- Develop insights into personal behavior and one's relationship with a diverse society in its past, present, and future
- Develop a basic understanding of the cultural, geopolitical and socioeconomic forces and their impact on society

#### **Mathematics**

- Use appropriate mathematical symbols, terminology, and techniques to solve practical applications
- Perform complex and theoretical calculations

#### **Physical and Life Sciences**

- Demonstrate knowledge about the fundamental laws governing living systems, the fundamental laws governing composition of matter, and the fundamental laws of nature
- Gain an understanding of laws that describe energy changes and how they influence changes in nature, living systems, and matter
- Demonstrate knowledge of the orderliness of nature as well as develop the ability to evaluate the effects of science and technology on their lives

#### **Career and Technical Education Goals**

- Model integrity, ethical leadership and effective management
- Utilize technology to enhance productivity
- Apply academic and technical skills in the workforce
- · Communicate clearly and effectively
- Utilize critical thinking skills to solve problems
- Incorporate new and emerging foundation skills needed to perform tasks proficiently at current business and industry standards

## **HOW TO CONTACT US**

We welcome and encourage students to meet and talk with our staff personally.

Regular office hours are Monday-Friday, 8 a.m. to 4:30 p.m. Summer office hours are Monday-Thursday, 8:00 a.m. to 4:30 p.m. Local: 618-252-5400 Toll-free: 866-338-2742 Fax: 618-252-3062

#### **DIRECTORY**

	DIRECTORY	
Administrative Offices		Extension
Academic Services – Executive Dean's Office		2251
Business Affairs –Executive Dean's Office		2510
President's Office		2101
Department	Extension	Email
	4130	
	4120	
	2300	
	2424	
	2501pa	
	2530	
	2486, 2487bo	
	2540	
Child Study Center (Mary Jo Oldham Center)	3410	ildcare@sic.edu
Coal Mining Technology Office	2360	mining@sic.edu
Community Education	2300	ınity.ed@sic.edu
	2213	
	2431	
	. 2245	
	4110	
	. 3205	
	. 2482	
	. 2442	
	2441	
	151	
	2300	
	2261	
	2130	
	2331	
	2442	
	2265, 2124	
Recruitment	2245 red	cruiters@sic.edu
	4120	
Room Reservations	2486reser	vations@sic.edu
Security	2911s	ecurity@sic.edu
Student Activities	2486	tivities@sic.edu
Student Success Center		scenter@sic.edu
Student Worker Positions	2452stude	ntwork@sic.edu
	2442	
	2486	
	. 2441 trar	
	. 2383, 2242	
	. 2435	
**	. 2501	
	2440	
	. 2300	
workforce & IL Silian dusiness Dev. Center	2312	wsbuc@sic.eau

## **DIVISIONAL ORGANIZATION**

Division of Applied Technology
Division of Humanities, Social Sciences & Fine Arts
Division of Mathematics, Science and Technology
Division of Nursing and Allied Health
Division of Workforce and Community Education



## **DIVISIONAL ORGANIZATION**

## DIVISION OF APPLIED TECHNOLOGY

The Division of Applied Technology provides instruction in career education programs including: Diesel Technology, Outdoor Recreation, Outfitter Wildlife Management, Technology, Taxidermy and Welding Technology.

Instructors in these programs focus on the development of the knowledge and the skills for professional entry into the various technical fields. Students are provided with the opportunity to develop skills in well-equipped, handson learning environments. The Division sponsors several program-specific clubs and competitive teams, and offers activities throughout the year.

#### DIVISION OF HUMANITIES, SOCIAL SCIENCES & FINE ARTS

The Division offers courses to develop knowledge and skills in the areas of art, communication, foreign language, literature, music, philosophy, rhetoric and composition, and theatre. These specific studies are linked by a common emphasis upon personal accomplishment – aesthetic, linguistic, communicative and intellectual. Instruction is also provided in the areas of government, history, psychology and sociology.

The Division provides curricula leading to an Associate in Arts or an Associate in Science degree, an Associate in Fine Arts in Theatre degree, and instruction in several pre-professional areas. The division's faculty bring a broad range of experience and diversity to SIC, and are actively involved in numerous extracurricular student activities, including Student Government (SICSG), competitive teams, such as the awardwinning Forensic Falcons and Model Illinois Government (MIG) team, plays, musicals, concerts, cultural arts, cultural and educational trips, as well as legislative simulations and field observations.

#### DIVISION OF MATHEMATICS, SCIENCE AND TECHNOLOGY

The Division of Mathematics, Science and Technology maintains laboratories for biology, chemistry, information technology, microbiology, and physics. Instruction leads to an Associate in Science degree, Associate in Engineering Science Degree, Associate in Applied Science degree in Information Technology, and instruction in several pre-professional areas.

Foundational courses in science, mathematics and economics are offered to students who need to develop skills necessary to succeed in college-level courses. The Information Technology program offers two tracks of instruction: programming and security. The Division sponsors the Math and Science Club, Computer Club, and the annual STEM Day for high school students.

## DIVISION OF NURSING AND ALLIED HEALTH

The Division of Nursing and Allied Health provides instruction in Nursing Assistant, Practical Nursing, Associate Degree Nursing, Health Occupations, Massage Therapy, Phlebotomy, Pharmacy Technician, Vet Assistant, and other health-related courses and programs. The Division's programs are approved by the Illinois Department of Public Health and the Illinois Department of Financial and Professional Regulation. The Division sponsors the Nursing Club as well as supports and participates in a variety of community service projects.

#### DIVISION OF WORKFORCE AND COMMUNITY EDUCATION

The Workforce and Community
Education Division provides specialized
workforce training in Ag Maintenance,
CDL/Truck Driving, CPR, Criminal
Justice, Law Enforcement, Cosmetology,
Food Service, and Fire Science. Adult
Education, which includes GED and high
school equivalency testing, as well as
hobby and leisure-type courses, also fall
within this Division.





# ADMISSIONS & REGISTRATION



Students are encouraged to visit the admissions and registration desk, located in the lower level of E Building, Monday through Friday 8 a.m. - 4:30 p.m.

## **ADMISSIONS & REGISTRATION**

#### ADMISSION REQUIREMENTS

Southeastern Illinois College is a comprehensive community college that welcomes all who wish to utilize its various educational programs, community services and physical facilities. In its admission and recruitment of students, Southeastern does not discriminate on the basis of age, disability, marital status, military status, national origin, race, religion, gender or other legally protected status.

## GENERAL ADMISSION (9001)

Southeastern admits applicants to associate degree and certificate programs as follows:

- by a certificate of graduation (official transcript) from a secondary school\*;
- 2. by transfer from other accredited colleges or universities;
- 3. by presentation of an earned state approved high school equivalency exam; and,
- 4. by special permission if the applicant wishes to attend as a part-time or unclassified student.

There are several programs that have special admission requirements. Refer to these sections within the catalog or see an academic advisor, the appropriate dean and/or division chair for further information.

\*A home school diploma will be considered equivalent to a high school diploma only if the state in which the home school curriculum was completed recognizes the home schooling as such.

## ADMISSION PROCEDURE

Students applying for admission to degree or certificate programs must complete the admission process outlined below:

- Apply online at: www.sic.edu/apply.
- 2. Provide proof of residency.
- Submit an official copy of a high school transcript or state-approved high school equivalency exam scores. Transfer students must also submit official copies of transcripts from any colleges previously attended.

- 4. Take the college placement exam. Exemptions to this requirement include:
  - a. Students who have taken college-level English or math at another college or university and received a grade of "C" or higher, or who have successfully completed a developmental course in mathematics or English at another college or university;
  - b. Students who possess a degree from another college or university;
  - c. Students who received an enhanced ACT\* composite score of 20 or higher, or 19 or higher on the English component, are exempt from taking the English and reading placement exams. Students with a MATH content exam score of 20 or higher are exempt from taking the math placement exam.
  - d. Students who received an SAT\* composite score of 1020, or a minimum of 480 on the evidence-based reading and writing section are exempt from taking the English and reading placement exams. Students with an SAT composite score of 1020, or a minimum SAT math section score of 530 are exempt from taking the math placement exam.
  - e. High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale with successful completion of

- four years of high-school level English with a B average or higher
- f. High school cumulative GPA of 3.0 or higher on an unweighted 4.0 scale with successful completion of a 4th year of college-prep math (Algebra 1 or higher), or 3 years of college-prep math (Algebra 1 or higher) with a B average or higher.
- g. An appropriate high school transition course in mathematics or English with a grade of C or higher, or
- h. A GED score of 165 or comparable score on other high school equivalency tests.
- 5. Meet with an academic advisor to schedule classes.

\*Students who plan to transfer to a fouryear college or university are encouraged to take the ACT or SAT as it is required for admission at some senior institutions. See an academic advisor for information

## UNCLASSIFIED ADMISSIONS

Students who do not have a high school diploma or high school equivalency exam certificate may not be admitted to associate degree or certificate programs as regular, full-time college students, but are encouraged to enroll in the high school equivalency exam preparation courses. They may take any non-credit community service courses.

Students without a high school diploma or high school equivalency certificate may be granted special permission to enroll in a limited number of college credit courses while concurrently enrolled in a high school equivalency test preparation course. In order to be granted permission, the student may be required to take a college placement exam. Those students who score at college level may enroll in college credit courses. College level work will be restricted to twelve (12) semester hours until the student successfully passes the state-approved high school equivalency exam. Acceptance of applications and granting of admission are subject to completion of the application process.

# ADMISSION TO ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCE, ASSOCIATE IN ENGINEERING SCIENCE AND ASSOCIATE IN FINE ARTS DEGREES

High School Subject Requirements
Effective with the 1993 fall semester,
Illinois state law requires that new
freshmen applicants and transfer
applicants with less than 26 semester
or 39 quarter hours of college-level
credit must, also, satisfactorily complete
high school course requirements for
admission into the Associate in Art,
Associate in Science, Associate in
Engineering Science and Associate in
Fine Arts degree programs. Students
who do not meet these high school
requirements will be admitted on a
provisional basis.

### High School Course Requirements are as follows:

- 1. Four (4) years of English (emphasizing written and oral communications and literature);
- Three (3) years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
- 3. Three (3) years of laboratory science (biology, chemistry, physics, earth science or other college preparatory science courses);
- 4. Three (3) years of social science (emphasizing history and government, with anthropology, economics, geography, political science,

- psychology, and sociology also being acceptable);
- 5. Two (2) years of electives (foreign language, music, art, or vocational education).

EXEMPTIONS: When admitted, students in the following categories are exempt from the High School Subject Requirements:

- 1. Transfer students with more than 26 semester or 39 quarter hours of college credit;
- Students who have earned an ACT composite score of 20 or higher or an SAT composite score of 1020 or higher and;
- Students who have scored at college level on an SICapproved college placement exam.

In addition to the admission requirements noted above, all students are required to take a college placement exam unless they are exempt due to meeting other placement recommendations. If through testing, students demonstrate a need for remediation in English, math or reading, they may be provisionally admitted to the program. Placement into remedial courses may occur even if a student has met the high school requirements.

#### **Provisional Admission**

Students who do not score at college level on SIC's approved placement test will be considered deficient in those respective areas. These deficiencies can be rectified by successful completion of related college coursework and enable students to be fully admitted to a transfer program.

Provisionally-admitted students will be required to make up all course deficiencies as early as possible during the first 30 semester hours of credit. A deficiency may also be corrected at another institution prior to transfer to Southeastern Illinois College. Once all course deficiencies have been satisfied, the student will be fully admitted to a program.

All students who demonstrate through testing or another placement measure a need for remediation in English, math or reading will be required to successfully complete the required developmental coursework before the student can enroll in any entry level course in the

same subject area and must be taken as early as possible during the first 30 semester hours of credit.

## ADMISSION OF HIGH SCHOOL STUDENTS

Students 16 years of age or older, still enrolled in a high school, may be considered for enrollment in college credit courses by meeting specific eligibility requirements. The student must complete the admission process and meet all college requirements for the course(s) in which they enroll. Additionally, if the courses(s) in which the student wishes to enroll are offered during the regular school day established by the secondary school, and are not being taken through a dual credit agreement or the Early College Program, prior approval of the chief executive officer of the secondary school must be received. If the student is taking courses through a dual credit agreement or the Early College Program, the policies, procedures and guidelines of those programs will be followed. High school students are required to meet the same standards as any other college student and are given the same credit, which is placed on the student's permanent academic transcript.

Students who are pursuing high school-level curriculum through home schooling are eligible to enroll based on the same requirements as students enrolled in district high schools. Appeals for consideration of special circumstances may be made to the Vice President of Academic Affairs.

#### STUDENTS WHO DID NOT COMPLETE HIGH SCHOOL

Any student who is 16 or 17 years of age and has severed connection with a secondary school must submit a written statement from the chief executive officer of the secondary school in which the student has legal residence, certifying that the relationship has been severed.

#### ADMISSION BY TRANSFER FROM ANOTHER COLLEGE OR UNIVERSITY (9024)

Transfer students from other colleges or universities will be admitted based on the same admission criteria as other students. Transfer students must also complete the admission process.

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing. Transfer credit is college credit previously earned at another recognized college or university. To receive transfer credit:

- 1. The student must provide an official transcript from the previously attended college or university to Southeastern Illinois College.
- Southeastern will accept transfer credit from postsecondary institutions that are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
  - a. Credit earned in remedial or developmental courses will not be accepted. Southeastern will recognize that remediation has been met where appropriate.
  - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
  - c. Courses in which the student has earned a grade of "D" or greater will be accepted in

transfer provided the student's cumulative grade point average from the transferring institution is a 2.00 or greater on a 4.00 scale. If a student has a cumulative grade point average below 2.00, credit will be awarded for only those courses in which a grade of "C" or higher was earned.

#### **Non-Accredited Programs**

Students who have attended programs not accredited by the Higher Learning Commission or by a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

#### **Appeal Process**

Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

# ADMISSION OF INTERNATIONAL STUDENTS

Prospective international students who wish to apply to Southeastern must have a minimum score of 520 on the paper-based Test Of English as a Foreign Language (TOEFL), 190 on the computer-based TOEFL, or 68 on the internet based TOEFL and must meet all degree program requirements. International students must provide documentation that TOEFL guidelines have been met or provide certification that English is their first language. For complete information concerning the TOEFL exam, applicants may write to: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541, or visit the website at www.ets.org/toefl. In addition, international students must be able to document their ability to be selfsupporting or be financially sponsored.

Southeastern Illinois College may issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) to an international student for the purpose of obtaining an F-1 Visa. An international student will be registered and an I-20 processed through the Student and

Exchange Visitor Information System (SEVIS). In order for an I-20 to be issued, the student must complete the following steps:

- Complete and submit the Southeastern Illinois College Student Information Form.
- Provide proof, in an English translation, of completion of secondary education.
- 3. Complete a financial statement that shows evidence that the student has the resources to be self-supporting or is being financially sponsored, and provide official documentation of funds and amounts via a current bank statement or letter from the sponsoring organization.
- 4. Declare the student's intention to pursue an A.A., A.S., A.E.S., A.F.A. or A.A.S. degree.
- 5. Provide official documentation indicating the student has met the TOEFL guidelines as previously prescribed or provide certification that English is the student's first language.

International students who are residing in the United States under Visa status other than an F-1 and wish to take courses must provide proper documentation indicating the student is registered with the Department of Immigration. The following steps must be completed:

- Complete and submit the Southeastern Illinois College Student Information Form.
- 2. Provide proof, in an English translation, of secondary education.
- 3. Provide official documentation indicating the student has met TOEFL guidelines as previously described or certification that English is the student's first language.
- 4. Provide official documentation indicating Visa and passport status.

#### PLACEMENT TESTING

Southeastern uses NextGen ACCUPLACER for placement of students into developmental or college-level courses. Placement testing is required of all students who

are enrolling in an associate degree program or in an English or math course. Students who have an ACT composite score of 20 or higher, or an ACT English score of 19 or higher,,or an SAT composite score of 1020 or a minimum of 480 on the evidence-based reading and writing sections are exempt from taking the English and reading placement exams. Students with an ACT composite or ACT Math score of 20 or higher or an SAT composite score of 1020, or a minimum SAT Math section score of 530, are exempt from taking the math placement exam. Students who have taken and successfully completed English or math courses at another college or university are exempt from taking the placement test. Scores on ACCUPLACER are used, in conjunction with high school coursework and grades, as well as cumulative GPA, to determine placement in appropriate developmental or college level courses.

## SENTENCE SKILLS/WRITING & READING PLACEMENT

Students meeting one of the following exemptions are not required to take a writing or reading placement test:

- an SAT composite score of 1020, or a minimum of 480 on the evidencebased Reading and Writing sections;
- an ACT English score of 19 or higher, an ACT English/Writing, or an ACT composite score of 20 or higher;
- successfully completed a collegelevel English course at another college or university;
- successfully completed a developmental course in English;
- holds a cumulative GPA of 3.00 on an unweighted 4.0 scale with completion of four years of high school-level English;
- successfully completed a transitional English course.

Students meeting one of these exemptions may enroll in any college-level English course. Students are encouraged to work with an academic advisor to determine the course(s) needed for their intended major.

Course placement recommendations based on test scores are shown in the charts on the right.

#### **Writing Skills**

Classic Accuplacer	NextGen Accuplacer	Placement
40 & Below	230 & Below	Mandatory placement into ENG 101.
41-46	231-234	Mandatory placement into ENG 101 and English 109 (to be taken concurrently).
47-76	235-240	Mandatory placement into English 109 and recommended placement into ENG 101.
70-76	241-249	Optional: Placement into ENG 121Z with concurrent enrollment in ENG 105Z
77-120	250 & Above	Placement into English 121.

#### **Reading Skills**

Classic Accuplacer	NextGen Accuplacer	Placement
0-27	218 & Below	Mandatory placement into ENG 101.
28-42	219-228	Mandatory placement into ENG 101 and READ 106 (to be taken concurrently).
43-53	229-235	Mandatory placement into READ 106 and recommended placement into ENG 101.
54-79	236-252	Mandatory placement into ENG 109.
80-120	253 & Above	No reading class is required.

English placement scores are valid for 3 years. After that time, the placement test must be repeated.

Students may contest their *NextGen* ACCUPLACER test scores. The *NextGen* ACCUPLACER may be taken only twice during an academic year. Contact the Student Success Center at 618-252-5400, extension 2442 to schedule testing.

#### MATHEMATICS PLACEMENT

Students meeting one of the following exemptions are not required to take a mathematics placement test:

- an SAT composite score of 1020, or a minimum SAT Math section score of 530;
- an ACT Math score of 20 or higher;
- completion of four years of collegeprep math (Algebra 1 or higher) with a "C" or better in each class;
- completion of three years of college-prep math (Algebra I or higher) with a "B" average;
- successful completion of a transitional Math course.

Students meeting one of these exemptions may enroll in any college-level math course. Students are encouraged to work with an academic advisor to determine the courses needed for their intended major. All other students must take the NextGen ACCUPLACER test for placement. After initial placement, advancement is based on course prerequisites.

Students who did not successfully complete a Geometry course in high school and are a <u>STEM</u> major are required to take Math 108 **before** taking any college-level math course. Contact an academic advisor for MATH courses requiring a Geometry pre-requisite.

	Classic Accuplacer			NextGen Accuplacer		
	Arith.	Elem. Alg.	Coll. Math	Arith.	QAS	AAF
Who Takes →	Alg. 1 D/E	Alg. 1A/B/C -OR- GED	Alg. 2 A/B/C -OR- GED			
To enroll in ↓	Alg. 1 D/E	Math 150-174	Math 175-200			
Math 101	0-59			0-200		
Math 106 Math 151	60+	0-59			201-247	
Math 109 Math 155	101+ may take Elem. Alg.	60-85	0-39		248-259	
Math 125 Math 128 Math 144 Math 204		86+	40-63		260+	
Math 141 Math 142 Math 143 Math 161			64+			

Math placement scores are valid for 3 years. After that time, the placement test must be repeated.

#### PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS

Southeastern has a number of programs that have special admission requirements and some that have selective and/or limited admission. Students applying for admission to these programs must also complete the regular admission process in addition to meeting the special requirements of those programs. The following sections provide information on each of these programs.

#### **Cosmetology Teacher**

Admission to the Cosmetology Teacher certificate program is accepted on a competitive basis with a ranked waiting list. Minimum requirements for admission to the Cosmetology Teacher certificate program include:

- current/active cosmetology license;
- transcript of cosmetology coursework;
- verifiable documentation of a minimum of two years of experience within the last five years;
- 4. College-approved placement test scores.

All of the above documents must be submitted to SIC's Enrollment Services office. The top candidates will receive an interview with the above information considered in the selection process. Failure to attend a scheduled interview will be grounds to disqualify a candidate. The number of students accepted is dependent on instructor availability. Southeastern Illinois College requires that students have a high school diploma or state-approved high school equivalency certificate to earn a college certificate. Cosmetology Teacher students are required to wear appropriate/designated attire to all cosmetology clinic labs.

## Associate Degree Nursing (RN)

#### **Program Admission Policy Statement**

Any applicant to the Southeastern Illinois College Associate Degree Nursing Program must follow the admission procedure approved for the Southeastern Illinois College Associate Degree Nursing Program. (This procedure includes the admission procedure for Southeastern Illinois College.)

Admission to the program is non-discriminatory concerning race, creed, religion, gender, national origin, or disabling condition within the ability to carry out performance to the standards of the profession. As an institution of higher education, normal admission policies for the College will be followed. The College does not discriminate against persons on the basis of race, sex, religion, disability, age, or ethnic origin.

Preference will be given to residents of Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline will not result in a change in the acceptance list for that year. An out-of-district student who establishes residency after the application deadline may reapply the following year as a resident of District #533. At-large policy: Each year, SIC will evaluate wait-listed and out-of-district applicants for additional at-large positions, potentially adding 10 students each to the PN and ADN programs. If an atlarge cohort is added, ranking will be done by TEAS score without preference given to in-district students. Tuition rates for out-of-district students will be determined by the student's residency.

#### **Program Admission Procedure**

- Submit an application for admission to the Enrollment Services Office at SIC indicating ADN/RN as your major.
- Be a high school graduate
  or equivalent. Submission
  of an official high school
  transcript or GED/high school
  equivalency certificate is
  required. Have official copies
  of all college transcripts sent to
  the Enrollment Services Office.
- 3. Be currently enrolled in an approved Practical Nursing program that will be completed prior to ADN enrollment OR submit a copy of a current unencumbered Illinois LPN

- license. Transcripts will provide proof of completion of the Practical Nursing program.
- Take a standardized prenursing examination which will measure general education achievement. Refer to the ADN application packet for information pertaining to minimum score requirements for the pre-entrance exam, the TEAS, Assessment Technologies Institute (ATI), as well as exam fees. Register to take the TEAS exam at Southeastern Illinois College through the Student Success Center by contacting 618-252-5400 ext. 2442.
- 5. Attend a mandatory advisement meeting regarding the Associate Degree Nursing program. Associate Degree program advisement packets and applications will be provided at the advisement meeting. \*Required attendance documented by advisement attendance form.
- 6. Submit an application for the Associate Degree Nursing program. The applicant's file must be completed by the deadline date to be considered for acceptance. The deadline for the fall program is March 31 each year. Contact the Nursing Office at ext. 2331 for further information or with questions concerning deadlines.
- Complete ALL pre-requisite courses with a grade of "C" or better before entering courses.
- Applicant files will be evaluated and rank ordering of those with complete files will be done.

Letters of acceptance will be sent to the top-ranked applicants from the Director of Nursing. A complete file means that the Southeastern Illinois College application, application to the Associate Degree Nursing Program, transcripts and test scores are present.

Final selection into the program will be by rank order using the abovementioned criteria. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the program. <u>It is the student's responsibility to ensure that all requirements have been met.</u>

Preference will be given to the residents of the Southeastern Illinois College district. Proof of residency is required at time of application and must be submitted no later than the deadline date for application to the program.

#### **Acceptance Requirements**

Physical examination, required immunizations, criminal background check and drug screening are mandatory. For clinical rotation, current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card is required throughout the nursing program. Students will not be able to attend any clinical without these requirements.

If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, the student will not be allowed to attend courses in the program. A conference will be conducted with the candidate and the Director of Nursing.

A mandatory meeting with the Director of Nursing will be required for all accepted candidates. Final acceptance to the program requires that all of the above criteria be met. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the nursing program. It is the student's responsibility to ensure that all requirements have been met.

The applicant must be aware that they will be expected to honestly answer the personal history questions required by Illinois Department of Financial and Professional Regulation on the application for the NCLEX-RN examination.

## Practical Nursing Program (PN)

#### **Program Admission Policy Statement**

Any applicant to the Southeastern Illinois College Practical Nursing program must follow the admission procedure approved for the Southeastern Illinois College Practical Nursing Program. (This procedure includes the admission procedure for Southeastern Illinois College.)

Admission to the program is nondiscriminatory concerning race, creed, religion, gender, national origin, or disabling condition within the ability to carry out performance to the standards of the profession. As an institution of higher education, normal admission policies for the College will be followed. The College does not discriminate against persons on the basis of race, sex, religion, disability, age, or ethnic origin.

Preference will be given to residents of Southeastern Illinois College District #533. Proof of residency is required at the time of application and must be submitted no later than the deadline date for application to the program. Any change in residency after the application deadline will not result in a change in the acceptance list for that year. An out-of-district student who establishes residency after the application deadline may reapply the following year as a resident of District #533. At-large policy: Each year, SIC will evaluate waitlisted and out-ofdistrict applicants for additional at-large positions, potentially adding 10 students each to the PN and ADN programs. If an at-large cohort is added, ranking will be completed by TEAS score without preference to in-district students. Tuition rates for out-of-district students will be determined by the student's residency.

#### **Program Admission Procedures**

- Submit an application for admission to the Enrollment Services Office.
- Be a high school graduate or equivalent. Have an official high school final transcript or GED/high school equivalency test scores sent to the Enrollment Services Office.
- 3. Have official copies of all college transcripts sent to the Enrollment Services Office.
- 4. Take a standardized prenursing examination which will measure general education achievement. Refer to the PN application packet for minimum score requirements for the pre-entrance exam, and for exam fees. Register to take the exam at Southeastern Illinois College at 252-5400, ext. 2442.
- Attend a mandatory meeting regarding the Practical Nursing program. Advisement Packets and applications will be provided at the meeting.

- 6. Submit an application for the Practical Nursing program by the application deadline, which is March 31, for entry the following fall semester. The applicant's file must be complete by the deadline date to be considered for acceptance.
- Complete ALL pre-requisite courses, with a grade of "C" or better, before entering core nursing courses.
- Applicant files will be evaluated and rank ordering of those with complete files will be done.

Letters of acceptance will be sent to the top-ranking applicants for the full-time program from the Director of Nursing. Complete file means that the Southeastern Illinois College application AND the application to the Practical Nursing program are present. Also, the transcripts and test scores must be present.

Final selection into the program will be by rank order using the above mentioned criteria. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the program. It is the student's responsibility to ensure that all requirements have been met by the application due date. Preference will be given to the residents of the Southeastern Illinois College district. Proof of residency is required at time of application and must be submitted no later than the deadline date for application to the program.

#### **Acceptance Requirements**

Physical examination, required immunizations, criminal background check and drug screening are mandatory. For clinical rotation, current Healthcare Provider Cardiopulmonary Resuscitation (CPR) card must be maintained throughout the nursing program. Students will not be able to attend any clinical without these requirements.

If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, a conference will be conducted with the candidate and the Director of Nursing. A mandatory meeting with the Director of Nursing will be required for all accepted candidates.

Final acceptance into the program requires that all of the above criteria be met. Failure to meet any of the requirements will make the applicant ineligible for enrollment in the Practical Nursing program. It is the student's responsibility to ensure that all requirements have been met.

The applicant must be aware that they will be expected to honestly answer the personal history questions required by the Illinois Department of Financial and Professional Regulation on the application for the NCLEX-PN examination.

#### **Registration Procedures**

Each student must be admitted to the College prior to registering for classes following the admissions procedures outlined earlier in this section or on the website. Course schedules that contain specific registration dates and times are available online at www.sic.edu. Advisement and registration appointments are scheduled for new students as admission files are completed. MySIC is also available at www.sic.edu and provides an online registration option for continuing students. Registration is held in the lower level of the Abell Administration Building (Building E) in the Advising Center and Enrollment Services Office. There are options available for registering online, by mail, by fax, by phone, and in person. Information about these options is printed in each schedule of classes. The registration process is below:

New Students must meet with an advisor to register for classes. Appointments may be made with advisors once the admission file is complete. A completed file includes:

- 1. Admissions application
- Accuplacer, ACT, SAT scores; or, any other College-approved placement test results
- 3. An official high school transcript/GED or high school equivalency test scores
- 4. Proof of residency

Call 252-5400 (local) or 866-338-2742 (toll free) ext. 4120 or 4130 for information concerning registration appointments.

**Continuing Students** have the following options for registration:

- A. Online registration is available using MySIC. Students may use their curriculum guide or work with an advisor to select classes. Assistance with MySIC is available by emailing helpdesk@sic.edu. Detailed information and instructions for using MySIC are available on the Help Tab in MySIC.
- B. On campus registration is available by appointment or on a walk-in basis.
- C. Email, fax, mail, or telephone registration options are also available.

## OFFICIAL WITHDRAWALS AND ADDS

During early registration, classes may be added and dropped using MySIC. After early registration, students must **ALWAYS OFFICIALLY** add and drop classes by processing add and drop forms with the Enrollment Services Office or an advisor. The process is as follows:

#### To Add a Class:

- 1. See your advisor for approval.
- Process the ADD Form at the Enrollment Services window or with the advisor.
- 3. Pay for the class.

#### To Drop a Class:

If it becomes necessary for you to withdraw from a class, students must process an official withdrawal with the Enrollment Services Office. Students may notify the office in person, by phone at 252-5400 (local) or 866-338-2742 (toll free), ext. 4120, by email at admissions@sic.edu, or by fax: 618-252-3062. Non-attendance does not constitute an official withdrawal nor does advising an instructor of one's intent to drop a course constitute an official withdrawal.

If the above procedure for officially dropping a course is not followed, students may be issued a "WA" grade by their instructor for non-attendance

or non-participation (see WA Grade Policy 9001.1 in Academic Standards & Regulations section of this Catalog). Students who withdraw from a class during the full-refund period or who are issued a WA by their instructor for non-attendance during that time will not have the course or the drop (W or WA) reflected on their transcript. Students officially dropping a course AFTER the full-refund period will have a W on their transcript for the dropped course. Students who receive a WA from an instructor after the full-refund period will have a WA on their transcript for those courses. Neither of these grades affect a student's grade point average. However, "W" and "WA" grades may affect financial aid status by causing students to not meet the Standards for Academic Progress required for financial aid eligibility. Students may officially withdraw from 16 week courses until two weeks prior to the end of the class (last regular day of classnot including final exam days). For classes shorter than 16 weeks, please see the withdrawal chart in the Schedule of Classes or at www.sic.edu. If students do not drop a class prior to the final drop date, they will be issued the letter grade earned at the time they stopped attending the class by the instructor.

## TUITION AND RESIDENCY

Current tuition rates and fees may be found in each *Schedule of Classes* or online at *www.sic.edu* under the "Financial Aid" tab. In addition to tuition, Southeastern charges universal student fees for student activities, technology and facilities. Other fees may apply to specific courses. Tuition and fee rates are subject to change and may change during the academic year.

#### In-District Residency/Tuition (9002)

An in-district student is one whose legal residence is within the boundaries of Southeastern Illinois College District #533. Students will be requested to submit documentation of residency at the time of admission.

Students who are U.S. citizens or permanent residents of the U.S. and have occupied a dwelling within the district for at least 30 days prior to the beginning of the semester will, with appropriate documentation, be classified as residents of the Southeastern

Illinois College district. The following documents may be presented to verify residency:

- High school transcript from a high school physically located in SIC's District
- Illinois driver's license
- Illinois automobile license registration
- Illinois voter registration card
- Proof of ownership and/or occupancy of a residence
- Utility or telephone bill
- Property tax statement
- Documentation showing existing status as a district resident

#### Special Residency Employed Full-Time In District

Students who live outside the Southeastern Illinois College district, but are employed full-time by a business or industry located within the district, may qualify for in-district tuition. Students must provide written documentation of such employment from the employer to the Enrollment Services Office. Questions may be directed to the Enrollment Services Office at 252-5400, ext. 4120.

#### **Out-Of-District Residency/Tuition**

An out-of-district student is a person whose legal residence is outside the boundaries of the Southeastern Illinois College District #533, but in the state of Illinois. See a Schedule of Classes or the college website at <a href="https://www.sic.edu">www.sic.edu</a> under the "Financial Aid" tab for current tuition rates. This rate is subject to change.

#### **Out-Of-State Residency/Tuition**

Any person who is a resident of another state will be considered an out-of-state applicant. All international students are classified as out-of-state. See a current Schedule of Classes or the college website at *www.sic.edu* for current tuition rates. Tuition and fee rates are subject to change and may change during the academic year

#### Senior Citizen Tuition/Fees

In-district residents who are 62 years of age or older may take classes tuition free. However, fees, including the fee for auditing classes, are not waived.

# REFUND AND WITHDRAWAL POLICY (9023)

Southeastern Illinois College determines withdrawals and refunds by the official begin date, length of the class, and the date at which the student notifies the Registration Office of the withdrawal. Classes that are between the lengths of 13-16 weeks allow students to withdraw within the first two weeks of class, or ten days, to receive a full tuition refund or credit for the course. Classes that are between 8-12 weeks in length allow students to withdraw within the first week of class, or five days, to receive a full tuition refund or credit for the course. Classes that are between three to seven weeks of length allow students to withdraw through the first two days of class to receive a full tuition refund or credit for the course. For courses less than three weeks, the student must withdraw before the first day of class to receive a full-tuition refund or credit for the course. To ensure compliance, federal and state law and regulations supersede college policy.

For more information, please see the *Refund and Withdrawal* schedule printed in the *Schedule of Classes* or on the SIC website at *www.sic.edu* under "Current Students." Students receiving federal student aid who withdraw from all their courses within a semester may be required to repay a portion of their financial aid. The financial aid withdrawal policy in its entirety is available in the Financial Aid section of the college catalog or online at *www.sic.edu/financialaid*.

## COOPERATIVE AGREEMENTS

Southeastern Illinois College participates in the state cooperative plan with other community college districts in the state of Illinois for the purpose of increasing student access to to career and technical education programs. Illinois residents who reside in other community college districts and wish to attend a career program at Southeastern Illinois College which is not available at their home community college may do so under the State Career Cooperative Agreement. Students should contact their home community college to receive authorization to participate in the State Career Cooperative Agreement.

## UNIVERSITY AGREEMENTS

Southeastern Illinois College offers a number of articulation agreements with various four-year colleges and universities for specific programs. A listing of these colleges and universities and the partnership programs is provided on the website at <a href="https://www.sic.edu/academics/university-partners">www.sic.edu/academics/university-partners</a>. See the Executive Dean of Academic Services or the Vice President of Academic Affairs for further information.

#### **REVERSE TRANSFER**

Reverse Transfer is a process by which students pursuing a four-year degree could be eligible for an associate degree from Southeastern Illinois College based on a combination of previous work at Southeastern Illinois College and current course work. Requirements include a minimum of 15 credit hours with a GPA of 2.0 or higher at Southeastern Illinois College and completion of at least 62 applicable credits through Southeastern Illinois College or other colleges/ universities. Contact your four-year college/university and complete the reverse transfer transcript request/release form to have your transcripts sent to Southeastern Illinois College for review.







# ACADEMIC STANDARDS & REGULATIONS



## **ACADEMIC STANDARDS & REGULATIONS**

#### **GRADING SYSTEM**

An alphabetical grading system is used at Southeastern Illinois College. The meaning of each letter grade is indicated below:

- Outstanding Α
- В Very Good
- C Satisfactory
- Passing, but below average D
- Е Failure
- Ι Incomplete
- P **Pass**
- PR Proficiency, credit only, no grade given
- AU Audit
- Official withdrawal (no refund) This option must be exercised before the official withdrawal deadline, which is two weeks before last day of class (one week during summer semester)
- WA Administrative withdrawal, including unofficial withdrawals by instructors for lack of attendance
- S Satisfactory
- RC Recycle

#### **Incomplete Grade (I)**

An incomplete grade may be requested by a student and may be given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory work is involved, has been satisfactorily completed in the judgement of the instructor, whose decision is final. Examples of such missing work include a test or final examination, a paper, or a term project that might be completed without further class attendance. The following conditions apply:

- 1. An "I" may not be assigned at midterm.
- In requesting an "I" grade, the student automatically waives the right to request to receive a "W" grade at a later date.
- Incomplete academic work must be completed during the first 16-week semester following the initial awarding of the "I" grade. The student may NOT re-enroll in the course during this period of time. It is the student's

- responsibility to arrange with the instructor for completion of unfinished work.
- If the unfinished work is not completed during the next 16-week semester and the instructor does not submit a semester grade at the end of the 16-week semester, the "I" will become final and will remain permanently on the student's record. In the event that the "I" becomes "permanent," a student may receive credit for the course only by re-enrolling in the course (at full tuition payment) and by fulfilling all course requirements.

#### WA Grade (9001.1)

A WA grade signifies an unofficial withdrawal from class and includes unofficial withdrawals by instructors for lack of attendance or lack of participation in an online class. The following conditions apply:

> WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester, the non-participation time for a WA will be pro-rated based on the length of the class.

- Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.
- The WA grade is non-punitive for SIC grade point average calculations; however, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.
- Instructors will file a WA drop form for students who have been assigned the WA grade. The WA grade may also be issued as a midterm grade to indicate nonattendance/ nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.
- Tuition refunds for students who have been issued WA grades will be consistent with the current tuition refund policy.
- If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an ADD form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the **Enrollment Services Office for** processing in order to officially re-enroll in the class. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being re-admitted to class. 21

- WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.
- 7. A student wishing to challenge the WA grade will have due process. Such students should obtain an appeal form from the Enrollment Services Office.

  Upon completion, the appeal form should be submitted to the Executive Dean of Student Services for review.
- 8. The WA grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, or the Vice President of Academic Affairs.

#### Pass\Fail Grades (P/F)

A pass/fail (P or E) grading system is also available to students who are pursuing an Associate Degree at Southeastern. The conditions are as follows:

- A student must be in good academic standing to elect the pass/fail option. This includes first semester students.
- A student will be allowed a maximum of 12 semester hours of pass/fail option toward an Associate Degree, with the provision that no two courses of a sequential nature be taken as pass/fail.
- A student taking courses on a pass/fail basis that result in an "A" or "B" grade will receive the "A" or "B." However, the course will be counted against the pass/fail limit of 12 semester hours.
- 4. Students taking courses on a pass/fail basis that result in a "C" or "D" will receive a "P" grade for pass. The "P" grade is not calculated into the overall grade point average.
- Students taking courses on a pass/fail basis that result in an "E" grade will have the "E" recorded on the official transcript and calculated into overall grade point average.
- 6. Students will be allowed a maximum of two courses of

- pass/fail option per semester, provided the maximum of 12 hours is not exceeded.
- 7. Students must designate at the time of registration their desire for pass/fail grading in a course.
- No course identified as a major course (if the major is declared) may be taken as pass/fail.
- Instructors will not be informed by Enrollment Services which students are taking courses on a pass/fail basis.

#### Auditing A Course (AU)

An individual may register in a course without intent to earn academic credit and be designated as an auditor for the course. The following conditions apply:

- Auditors must follow the same registration procedures and pay the same tuition and fee charges as a student enrolling for credit.
- Auditors are expected to attend all class sessions, but are not required to take examinations or complete written assignments.
- Auditors may not change their status as an auditor after the class begins.
- Refunds will be issued on the same basis as those for students who are officially enrolled.
- Audit classes cannot be used to determine full-time status eligibility for financial aid, athletics, academic or other honors.
- Auditors will receive a grade of AU on their transcript. The AU is not calculated into the OGPA.
- Students may register for a class as an auditor only if there are seats available in the class and cannot displace a student enrolled for credit.
- There is a \$20 per credit hour fee for audited classes. The audit fee applies to all audited classes and is not covered by employee or senior citizen waivers.

#### Satisfactory/Recycle (S/R)

Most non-credit community education classes will use grades of "S" for satisfactory completion, and "RC" for recycle. These grades are not calculated into a student's grade point average.

#### **Developmental Course Grades**

Students receive letter grades of "A", "B", "C", "D", and "E" in developmental courses, which are calculated into students' grade point averages. Grades earned in developmental courses will NOT be used to calculate eligibility for Vice President's or President's List.

#### **Repeated Courses**

If a student has not completed a course with a grade of "C" or better, the course may be repeated once. The following conditions apply:

- The class will be listed on a student's transcript both times, maintaining the record that the course has been repeated.
- 2. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.
- 3. The lower of the two grades will be converted to an "R" on the transcript and will not be used in computing the cumulative grade point average.
- A grade of "P" in a pass/fail course is counted as successful completion and may not be repeated.
- 5. If, in an extraordinary situation, a student must take a course a third time, the student will be required to pay out-of-state tuition rate.
- by the ICCB (Illinois
  Community College Board)
  to be repeated, the student
  may repeat the course for
  credit as often as approved by
  the ICCB. Students who are
  receiving financial aid may
  receive financial aid for failed
  courses until a passing grade
  is received. However, students
  may only repeat a previously
  passed course once and receive
  financial aid.

## ACADEMIC AMNESTY (9005)

Southeastern Illinois College has an Amnesty policy for students who need a second chance to pursue their academic goals. This is an institutional "forgive and forget" policy where selected semesters of a student's previous grades will not be calculated in the grade point average. Other institutions to which a student may transfer may not recognize Academic Amnesty awarded by Southeastern. The policy is as follows:

- To be eligible to apply for Academic Amnesty, the student must be enrolled at Southeastern Illinois College.
- Coursework for which the student seeks amnesty must be at least four calendar years old.
- Academic Amnesty will be applied to full semesters, not individual courses.
- 4. The courses included under Academic Amnesty will not be considered in future grade point average (GPA) calculations, nor will they be used to fulfill any degree requirements, regardless of the original grade. They will, however, remain on the student's transcript.
- Academic Amnesty will not be effective nor noted on the transcript until the student has successfully completed 15 consecutive credit hours with a grade of "C" or better in each course.
- 6. Academic Amnesty does not affect the calculation of Financial Aid Standards of Academic Progress. However, students may submit an appeal of their Financial Aid status to the Financial Aid Office.
- 7. A student can apply for Amnesty only once. Once Amnesty has been granted, the student cannot at a later time request the Amnesty to be rescinded or modified. Application forms are available in the Enrollment Services Office.

#### **CALCULATING GRADE POINT AVERAGE**

Grade point averages are computed on the basis of quality points earned. Quality points are assigned according to the following scale:

Grade	Quality Points		Semester Hours		Total Quality Points
A Receives	4	and if	3	would equal	12
B Receives	3	and if	2	would equal	6
C Receives	2	and if	4	would equal	8
D Receives	1	and if	1	would equal	1

Grade Quality Points X Semester Hours equals Total Quality points. Total Quality Points divided by Total Semester Hours equals Grade Point Average (GPA).

## PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses for fall and spring semesters; 6 hours for summer semester) who has a semester grade point average of 4.00 is placed on the President's Honor List for the semester. Developmental courses do not count as part of the 12 (or 6 for summer) hours.

## VICE PRESIDENT'S HONOR LIST

Any full-time student (12 hours or more of college level courses for fall and spring semesters; 6 hours for summer semester) who has a semester grade point average of 3.25 or higher is placed on the Vice President's Honor List for the semester. *Developmental courses do not count as part of the 12 (or 6 for summer) hours.* 

#### ACADEMIC PROBATION AND SUSPENSION (9006)

#### **Academic Probation**

Students who are enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic progress is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if, after completing six (6) or more credit hours, they fail to achieve the following minimum cumulative grade point average:

Graded Semester Hours	Minimum Cumulative GPA Required for Good Standing
0 - 16	1.60
17 - 32	1.70
33 - 47	1.85
48+	2.00

To be taken off probation, students must meet the minimum cumulative grade point average for good standing at the end of a probationary semester. Students will remain on probation when they do not meet the minimum cumulative grade point average at the end of the probationary semester, but do attain a 2.0 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If the semester grade point average falls below 2.0, students are subject to academic suspension.

Some programs have academic progress standards that are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence.

A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean for Student Services.

#### **Academic Suspension**

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic

suspension will result in the involuntary separation of the student from the institution for a period of one 16-week semester, excluding summer. Students on academic suspension may attend the summer semester, and grades will be factored into their cumulative grade point average. While on academic suspension, students may enroll in noncredit, adult or continuing education courses.

Students who petition to re-enroll after academic suspension must be cleared by the Associate Dean of Enrollment Services/Registrar. They will then be placed on academic probation and will follow the guidelines of academic probation as stated above.

Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status.

Some programs have academic progress standards which are higher than the institutional standards. In such cases when programs have higher standards, the program standards take precedence. A student dismissed from a program for failing to meet the program's standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards. Academic programs with their own specific academic progress standards have program handbooks to document those standards for students.

Students may appeal their academic status by submitting a written appeal and supporting documentation to the Associate Dean of Enrollment Services/Registrar.

#### **Academic Dismissal**

All Nursing and Allied Health programs have specific standards of academic performance that all students must meet to continue enrollment in these programs. Students who are enrolled in these programs should refer to the program handbook and guidelines for information concerning these academic standards or contact the Director of Nursing and Allied Health at 252-5400, ext. 2331.

## CLASS ATTENDANCE (9001.1)

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in collegesanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absence due to illness or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

- arrive to class on time and remain in class until dismissed.
- come to class prepared.
- participate in classroom activities.
- complete all assignments.

## CLASSIFICATION OF STUDENTS

Students who have completed fewer than 30 semester hours of college credits are classified as freshmen. Students who have completed at least 30 semester hours of credit but less than 60 hours are classified as sophomores. Unclassified students are those who do not meet the minimum requirements for entrance as regular college-level students or those who have earned an Associate Degree or higher.

#### ENROLLMENT, INSURANCE AND OTHER VERIFICATIONS

The Enrollment Services Office is the certifying office for most types of enrollment verifications. Students should bring all student loan

deferment forms, insurance enrollment verifications, good student discount forms, and other similar types of verification requests to the Enrollment Services Office. Any requests requiring the release of private information must be accompanied by a signed release by the student. There is no fee for this service; however, a two-business day processing time is requested.

## **GRADE ACCESS BY STUDENTS (MYSIC)**

Students may access grades online using MySIC. Students must use their student ID number and password. Student IDs are generated and mailed to the student after the Student Data Form is processed. Instructions on how to activate student accounts are located on the SIC website at: www.sic.edu/ falconnet. Students may print grades for a single term or they may print their complete academic record from MySIC. Students may contact the Enrollment Services Office with questions concerning information about grades. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the College. Students may discuss the resolution of their indebtedness with the Business Office

#### GRADUATION

An application for graduation must be completed and returned to the Enrollment Services Office one semester prior to the semester of graduation. A graduation ceremony is held in May of each year. Graduates from all three semesters may participate in this ceremony; however, diplomas are not issued until the semester that graduation requirements are met. There is a graduation fee that covers the cost of the diploma cover, cap, and gown. Caps and gowns should be ordered before spring break in the College Bookstore. Students who are exempt from the graduation fee are those who are earning certificates of 12 hours or less. Students must apply for graduation and pay the graduation fee whether they plan to attend the graduation ceremony or not. Students must complete at least 12 semester hours of credit from Southeastern Illinois College to be awarded a degree or certificate from SIC.

#### TRANSCRIPTS

Official transcripts of the students' educational records at Southeastern Illinois College are issued, sent, or released by the Enrollment Services Office only upon receipt of a written request from the student and processing fee. A written request with the student's signature must be submitted at least two working days before the transcript is needed. Questions regarding transcripts may be directed to 252-5400, ext. 2453 or emailed to registrar@sic.edu.

Students may also print an unofficial transcript from MySIC. Students should be advised that most colleges and universities accept only official transcripts mailed to the receiving institution by Southeastern. A transcript request should include the student's name (including maiden name and any other previous last names), Student ID Number (if known), date of birth, dates of attendance at SIC, email address, address to which the transcript should be sent, signature and date. Southeastern Illinois College reserves the right to withhold transcripts from students who are in debt to the institution. Students may discuss the resolution of their indebtedness with the Business Office.

Southeastern is now able to provide electronic transcripts delivered through eSCRIP-SAFE to network recipients or outside the network to third parties. Transcripts are never delivered by email; email is limited to notification and reminder messages regarding the delivery of transcripts.

## TRANSFER AND OTHER CREDIT

## Transfer Credit from Colleges & Universities (9024)

It may be possible for individuals who are entering Southeastern Illinois College to be granted credit toward graduation for work previously completed at other colleges, universities, business schools, vocational institutes, military centers and similar agencies, or through testing.

TRANSFER CREDIT is college credit previously earned at another recognized college or university. To receive transfer credit:t

1. The student must provide an official transcript from the previously attended college

- or university to Southeastern Illinois College.
- 2. Southeastern will accept transfer credit from post-secondary institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations. If Southeastern has no equivalent course, the credit will be accepted as elective credit only.
  - a. Credit earned in remedial or developmental courses will not be accepted.
     Southeastern will recognize that remediation has been met where appropriate.
  - b. Credit hours only are transferable. Grades associated with the credit are not transferable, nor are they included in the computation of the cumulative grade point average.
  - Courses in which the student has earned a grade of "D" or greater will be accepted in transfer provided the student's cumulative grade point average from the transferring institution is a 2.00 or greater on the 4.00 scale. If a student has a cumulative grade point average below 2.00, credit will be awarded only for those courses in which a grade of "C" or higher was earned.

#### **Non-Accredited Programs**

Students who have attended programs not accredited by the Higher Learning Commission or a comparable regional accrediting association must successfully complete a proficiency examination, where available, for each course for which the student is seeking credit.

Appeal Process: Students who wish to appeal a decision on the awarding of transfer credit may do so by submitting a written rationale outlining their reasons to the Vice President of Academic Affairs.

#### **Military Credit**

Southeastern Illinois College accepts credits from veterans and service members earned while serving in the Army, Air Force, Marines, Navy, and Coast Guard. Students will be granted credit for military education or training along with their military occupation. Veterans and service members should submit their office Joint Services Transcript (JST) to the Veterans' Services Office to be evaluated. Veterans may request a JST by visiting https://jst.doded.mil/ smart/dod. Southeastern will accept all American Council on Education (ACE) credit recommendations that are applicable towards the student's degree or certificate at Southeastern. Not all suggested credits on a veteran's or service member's JST will be awarded if the courses are not equivalent to a Southeastern course or is not applicable towards the student's degree or certificate. Veterans should also submit a Member 4 copy of their DD214 to the Veterans' Services Office. Southeastern will provide two semester credits of physical education and three semester credits for HYG 121 at the presentation of a Member 4 DD214.

#### Credit For Attendance At Correctional Training Facilities (9008)

Any individual who has successfully completed the Illinois Department of Corrections Correctional Officers Training Academy pre-service training program or the Federal Bureau of Prisons Training Academy Program, and who successfully completes three semester hours in the Law Enforcement/ Correctional Officers Training Program through Southeastern Illinois College, upon application and documentation will be eligible to receive credit in the following courses:

Introduction to Corrections

CRJ 213 3 semester hours

Internship

CRJ 216 3 semester hours

Any individual who has successfully completed the Police Training Institute Program and has successfully completed a minimum of fifteen (15) semester hours of general coursework with a minimum of six (6) semester hours in CRJ course work with a "C" or higher grade, upon application

and documentation will be eligible to receive credit in the following courses:

Policy Patrol Procedures

CRJ 117 3 semester hours

Criminal Law II

CRJ 211 3 semester hours

Internship

CRJ 216 3 semester hours

## Early College Program For High School Students (9002.6)

The Early College Program allows eligible high school students the opportunity to complete a number of college courses while still in high school, giving them a head start on a college degree and saving substantial dollars on college tuition. High school students residing in the Southeastern Illinois College District who have completed their freshman year of high school are eligible to apply for the Early College Program (ECP). Students accepted into the ECP will receive a partial tuition waiver; however, fees and other associated course expenses, including textbooks, must be paid by the student. Courses that fall within the ECP are baccalaureate transfer courses and online career and technical education courses. If approved by the high school, courses may be taken for dual credit, which allows students to receive high school credit as well as college credit. Courses may also be taken as dual enrollment courses with only college credit being earned. For additional information on the ECP, contact the High School Recruiter and Dual Credit Coordinator at ext. 2245, or the Enrollment Services Office at ext. 2440 or 4120. Eligibility requirements and the full ECP policy (9002.6) can be found on the SIC website by typing in Early College Program in the search option.

### Career and Technical Education Dual Credit

Southeastern offers a variety of career and technical education (CTE) courses for dual credit, which means that students receive both high school and college credit for these courses. Some programs are offered on SIC's campus, while others are available in the local high schools. Courses in welding, diesel technology, and information technology are some of the options from which students may

choose. Eligibility requirements and information about this program can be found on the SIC's website by typing in "Career and Technical Education Dual Credit Program" on the search option. For additional information, contact the High School Recruiter and Dual Credit Coordinator at ext. 2245, or the Academic Services Office at ext. 2251.

## State Seal of Biliteracy Award (9023.1)

If a student enrolls in Southeastern Illinois College and has been awarded the State Seal of Biliteracy from his or her high school, then the student must provide a copy of the high school transcript with proof of this award. This award will equate to two (2) years of foreign language coursework previously taken at the student's respective high school. Southeastern offers only Spanish foreign language courses therefore, credit would be awarded for Spanish.

Criteria for Spanish course credit via State Seal of Biliteracy:

- Students must request course credit for their seal within the first academic year at Southeastern.
- Students must submit a copy of their high school transcript providing proof of the seal of biliteracy to the Associate Dean of Enrollment Services.
- c. To receive Spanish course credit via the State Seal of Biliteracy award the student must prove via their transcript that they successfully completed courses in Spanish.
- d. Successful completion of the course means the student received an A or B in Spanish I and Spanish II in high school to receive credit for SPAN 121. The student should have received an A or B in Spanish III and Spanish IV to receive credit for SPAN 122.
- e. Credit awarded for the State Seal of Biliteracy will be recorded on the student's official transcript.

## TESTING FOR CREDIT OPTIONS

The College shall, upon request, grant credit to a student who demonstrates proficiency in a subject by performance on an approved examination, e.g., College Level Advanced Placement (CLEP), Advanced Placement (AP), or International Baccalaureate (IB), provided however, that such student shall not be granted more than 29 semester credit hours by examination, with maximum amount of 15 semester credit hours from IB: and such student shall successfully complete at least 15 semester credit hours at the College before credit based on an examination will be granted.

#### **Advanced Placement Credit (AP)**

AP Credit is awarded to students who achieve a minimum test score of three (3) on the Advanced Placement Test administered upon completion of the 12th year of an enriched curriculum offered at local high schools in conjunction with Educational Testing Service, The College Board, AP Exams, PO Box 6671, Princeton, NJ 08541.

- Students who take an Advanced Placement Exam at their high school after taking an Advanced Placement Course must have their Advanced Placement scores sent to Southeastern Illinois College in order to have the credit posted on their Southeastern Illinois College transcript.
- For credit earned, the course, number of semester hours, and the score are affixed to the official college transcript. Advanced Placement Credit is added to the student's semester hours but is not calculated in the student's overall grade point average.
- 3. Advanced Placement Credit will be affixed to the official college transcript when the student has successfully completed one semester (one or more classes) of college coursework at Southeastern Illinois College.

4. Advanced Placement Credit may be earned by passing any of the Advanced Placement exams listed, with a score of 3, 4, or 5.

NOTE: Southeastern Illinois College accepts Advanced Placement with a score of "3" or higher for courses offered by the College. Students are encouraged to speak to an academic advisor or consult with their prospective transfer college or university about Advanced Placement Credit for transferability.

## **College Level Examination Program** (CLEP) Credit

The College Level Examination
Program (CLEP) provides an
opportunity for students to earn credit
based upon performances on nationally
recognized standardized tests developed
by the Educational Testing Service for
the College Board, College Entrance
Examination Board, PO Box 6600,
Princeton, NJ 08541. Transfer students
are advised that not all colleges and
universities recognize CLEP credit
and should check with the college
or university for which they plan to
complete a degree to see if they accept
CLEP credit.

Some civilian employees, military spouses, and veterans may be

eligible for funded CLEP exams. For more information, visit https://clep. collegeboard.org/military.

To schedule an appointment for a CLEP exam, contact the Testing Coordinator at 618-252-5400 ext. 2442. Appointments are made for a two-hour block of time.

All CLEP testing is computer-based testing. An instant score report will be received upon completion of an exam (except for CLEP exams with essays). See https://clep.collegeboard.org for questions about CLEP and for sample questions. CLEP brochures are available from an academic advisor.

- Southeastern Illinois College will accept up to a maximum of 29 CLEP credits from a student transferring from an accredited college or university.
- Southeastern Illinois College will not award CLEP credit if a student has received college credit in an equivalent course or has completed coursework more advanced than what is covered by the CLEP exam.
- For credit earned, the course, number of semester hours, and the score are affixed to the official college transcript.

- CLEP credit is added to the student's semester hours but is not calculated in the student's overall grade point average.
- CLEP credit will be affixed to the official college transcript after the student has successfully completed one semester (consisting of one or more classes) of college coursework at Southeastern Illinois College.
- Students who are successful in earning CLEP credit in the areas of College Composition, Humanities, Social Science, and Science will still be required to meet the general education graduation requirements identified elsewhere in this catalog.

The maximum of 29 hours of CLEP credit may be earned by the scores listed on the next page.

#### International Baccalaureate (IB) Credit

Southeastern Illinois College accepts International Baccalaureate (IB) for courses offered by the College. (Refer to the following chart for specific courses listed.) Students are encouraged to speak to an academic advisor or consult with their prospective transfer college or university about International Baccalaureate credit for transferability. Credit awarded for International Baccalaureate (IB) will be recorded on the student's official transcript.

AP Examination	Credit Granted	SIC Courses
Art: History	3	ART 121
Art: Studio Drawing	3	ART 141
Art: General	3	ART 141
Biology	4	BIOL 121
Chemistry	5	CHEM 121
Economics: Micro	3	ECON 122
Economics: Macro	3	ECON 121
English Language and Composition	3	ENG 121
English Literature and Composition	6	ENG 121 & 122
Government & Politics: U.S.	3	GOVT 121
History: U.S.	6	HIST 241 & 242
Mathematics: Calculus AB	9	MATH 161 & 162
Mathematics: Calculus BC	5	MATH 221
Music: Theory	4	MUS 181
Physics B	4	PHYS 221
Psychology	3	PSYC 121
Spanish Language	4	SPAN 121
Statistics	4	MATH 141



BUSINESS	Semester Credit Hours	Score	Course
Financial Accounting	3	50	BUS 191
Business Law	3	50	BUS 297
Information Systems & Computer Applications	3	50	IT 119

COMPOSITION & LITERATURE	Semester Credit Hours	Score	Course
American Literature	6	50	ENG 261 & 262
Analyzing & Interpreting Literature	6	50	ENG 241 & 243
College Composition without essay	3	50	ENG 121
College Composition with essay	6	57	ENG 121 & 122

FOREIGN LANGUAGES	Semester Credit Hours	Score	Course
Spanish, Level I	8	50	SPAN 121 & 122
Spanish, Level 2	16	63	SPAN 121 & 122, 221, 222

SCIENCE & MATHEMATICS	Semester Credit Hours	Score	Course
Biology	8	50	BIOL 221 & 222
Calculus	10	50	MATH 162 & 221
Chemistry	10	50	CHEM 121 & 122
College Algebra	4	50	MATH 128
Pre-Calculus	4	50	MATH 161
Natural Sciences	4	50	BIOL 121

HISTORY & SOCIAL SCIENCES	Semester Credit Hours	Score	Course
American Government	3	50	GOVT 121
Educational Psychology	3	50	EDUC 241
History of the US I: Early Colonization to 1877	3	50	HIST 241
History of the US II:1865 to present	3	50	HIST 242
Macroeconomics	3	50	ECON 121
Microeconomics	3	50	ECON 122
Psychology	3	50	PSYC 121
Social Sciences & History	6	50	SOC 121 & ECON 121 or HIST 121
Sociology	3	50	SOC 121
Western Civilization I: Ancient Near East to 1648	3	50	HIST 121
Western Civilization II: 1648 to Present	3	50	HIST 122

#### **Proficiency Credit**

Students may receive credit in certain SIC courses by taking a locally-developed proficiency examination. This examination may include written questions, oral questions and performance testing OR any combination of these, demonstrating competency in the area for which a student seeks credit. The successful passage level will be determined by the instructional division that develops and administers the test. Not all courses may be taken for proficiency credit.

The transcript symbol of "PR" will be assigned by the instructor after the completion of the proficiency test, which is administered and graded by the instructor, with the knowledge and consent of the instructional dean. Because a normative, standardized test is not used, each student who requests a proficiency test must:

- Request an application from the Executive Dean of Academic Services. Complete the form and obtain the instructor and dean's signature.
- b. Register for the course and pay the full tuition and fees.
- c. Fulfill all testing requirements (oral, skill demonstration, written, etc.) which are stipulated for the test.
- d. Understand that the symbol "PR" (Proficiency) will be recorded on the student's official transcript in lieu of a letter grade upon successful completion of the proficiency test. In the event of failure, a grade of "E" will be recorded on the transcript.

International Baccalaureeate (IB) Accepted Tests				
Subject Test	Score	Credit Hours Awarded in Semester Hours	SIC Course Equivalent(s)	
Biology (higher)	6 or 7	8	BIOL 221, BIOL 222	
Biology (higher)	5	4	BIOL 121	
Biology (standard)	6 or 7	4	BIOL 221	
Chemistry (higher)	6 or 7	10	CHEM 121, CHEM 122	
Chemistry (higher)	5	4	CHEM 123	
Economics (higher or standard)	6 or 7	6	ECON 121, ECON 122	
English A1 (higher)	6 or 7	6	ENG 121, ENG 122	
English A2 (higher)	6 or 7	6	ENG 121, ENG 122	
Film (higher)	5	3	COM 128	
History (higher)	6 or 7	6	HIST 242, HIST 121	
History (higher)	5	3	GOVT 226	
Information Technology	6 or 7	3	IT 119	
Math (higher)	6 or 7	5	MATH 162	
Further Math (standard)	6 or 7	10	MATH 162, MATH 221	
Music (higher)	5	3	MUS 121	
Philosophy (higher or standard)	6 or 7	3	PHIL 121	
Physics (higher)	5	4	PHYS 121	
Physics (higher)	6 or 7	10	PHYS 221, PHYS 222	
Psychology (higher or standard)	6 or 7	3	PSYC 121	
Spanish A2 (standard)	6 or 7	8	SPAN 121, SPAN 122	
Spanish B (higher)	6 or 7	8	SPAN 121, SPAN 122	
Spanish B (standard)	6 or 7	4	SPAN 121	
Theater (higher)	5	3	THTR 121	



# FINANCIAL ASSISTANCE



## FINANCIAL ASSISTANCE

The Financial Aid Office (FAO) at Southeastern Illinois College assists students with financial aid for post-secondary education. Financial aid is awarded as grants, scholarships, loans and employment from various federal, state, institutional and private sources. Financial aid is available to students with financial need and those without need. A Free Application for Federal Student Aid (FAFSA) should be submitted to determine eligibility for the various financial aid programs.

## HOW TO APPLY FOR FINANCIAL AID

Students who seek federal, state, or institutional assistance should apply for assistance using the Free Application for Federal Student Aid, (FAFSA). The application is free and students must reapply every year beginning October 1. Students should avoid other websites that charge for this service.

To apply for federal and state financial aid, you must:

- Gather all financial documents such as your previous year tax return, W-2's, 1099s, etc. for the student (and parents if applicable).
- Create an FSA ID username and password at fsaid.ed.gov for the student and parent (if applicable).
- Go to the official FAFSA website at www.fafsa.gov to fill out the FAFSA and list SIC's federal school code 001757.
- Students (and parents, if applicable) are highly encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. The IRS DRT imports the tax information directly from the IRS for accuracy and convenience. Before you submit, you must have created an FSA ID for the student and parent (if applicable). Students and parents must agree to the terms and conditions of the use of federal aid funds, sign, and submit.

The Department of Education will process the student's FAFSA within four to five days and prepare it for delivery to the schools with the federal code(s) a student lists on the application. After the school receives a student's FAFSA, it will be evaluated to determine if and

what financial assistance a student is eligible to receive. It is common for the Financial Aid Office to request more information from students/parents in order to clarify information submitted on the FAFSA. To expedite this process, students with access should continually check the MySIC portal, and look under the financial aid documents section. Here you will find the information required. Students should also check their SIC email account regularly for requests for information.

For students with disabilities or other special needs, or for students without internet access, the Financial Aid Office can provide assistance in completing the FAFSA application. Appointments are required in order to provide optimal service.

## TYPES OF FINANCIAL AID AVAILABLE

#### **Federal Programs**

**Pell Grant** - Students seeking a degree or certificate may use Pell Grant funds to pay for tuition charges, books, transportation, and other costs related to the student's education. Pell Grant award amounts are based upon the student's demonstrated financial need. (Note: Some programs and/or classes are not Pell payable.)

Supplemental Educational Opportunity Grant (SEOG) - SEOG grants are awarded to undergraduate students to help pay for college educational expenses. Consideration for the SEOG grant is based on exceptional need, enrollment, overall grade point average (OGPA), and application date.

Federal Work Study (FWS) - FWS is an employment program provided by the College with funds received from the federal government. Students eligible for this program on the basis of financial need may seek employment on campus. To determine eligibility for the FWS program, students must first complete the FAFSA. Students interested in employment should go

online to the Financial Aid website at www.sic.edu/financialaid and navigate to Student Worker Job Postings. Jobs are limited and are on a first-come, first-serve basis. Students are not guaranteed a FWS position due to limited funding.

#### **State Programs**

Illinois Monetary Award Program (MAP) - Undergraduates with demonstrated financial need, as determined by the Illinois Student Assistance Commission (ISAC), are eligible for this award. Independent students must meet Illinois residency requirements and be enrolled for at least three credit hours. Parents of dependent students must be residents of Illinois. As with other grants, MAP has limited funding. For MAP consideration, students must complete their FAFSA early. Students are encouraged to complete their FAFSA before March 1 for the following academic year.

#### **Veteran's Education Benefits**

Southeastern appreciates our veterans and service-members for their service and dedication to our country. Veterans, Active Duty members, and spouses and dependents of veterans have many resources to assist with their educational expenses. Southeastern Illinois College maintains a certifying official in the Financial Aid Office to assist veterans and their dependents with educational benefits. Those who feel they may be eligible should contact the Financial Aid Office to determine what benefits are available and decide what program may benefit them. Common veteran educational programs at Southeastern include the following:

- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)
- Post 9/11 Educational Assistance Act
- MIA/POW Scholarship
- Dependents' Educational Assistance Program (DEA)

- Montgomery GI Bill for Active Duty and Selective Reserve
- Vocational Rehabilitation

More information regarding veterans' and state education benefits is available at www.sic.edu/veterans.

Southeastern will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the U.S. Department of Veterans Affairs is pending to the educational institution: prevent their enrollment; assess a late penalty fee; require they secure alternative or additional funding; deny access to any resources available to other students who have satisfied their tuition and fees. To qualify for this provision, the student must produce the VA's Certificate of Eligibility by the first day of class.

#### **Other Financial Assistance**

Institutional Work Study (IWS) -

Students who do not qualify for the Federal Work Study program may participate in the Institutional Work Study (IWS) program. Similar to the Federal Work Study program, students may work on-campus. Hours of employment generally range between five and 20 hours a week and vary by department. Positions are posted on the Financial Aid website at www.sic.edu/financialaid at the Student Worker Job Openings link. Jobs are limited and are on a first-come, first-serve basis.

Private Student Loans - Southeastern does not participate in the Federal Student Loan program. An alternative to federal student loans are private student loans. Private student loans are offered by private banks and lending institutions. The applicant (and coborrower if necessary) must meet the credit requirements established by each lender. Interest rates, terms, and conditions vary among lenders. Students and families should carefully consider their options and only borrow what is necessary. Private student loans are not eligible for forgiveness programs and have limited deferment options. Students apply directly with the lender. For more information, please visit SIC's website at www.sic.edu/ financial-aid or call the Financial Aid Office at ext. 4110.

#### Southeastern Illinois College Scholarships

The College offers approximately 300 academic-based, performance-based, athletic-based, and private scholarships to area students. Common scholarships offered include the following:

- Theatre
- Music
- Competitive Speech and Debate
- Competitive Acting
- Career & Technical Education programs
- Nursing & Allied Health programs

To apply for scholarships, students must complete and submit the annual SIC Scholarship Application along with an essay and current high school or college transcript. The application deadline is February 28th of each year, with the following exceptions:

- Nursing and Allied Health Divisional Scholarship deadline - March 31;
- Performance Scholarship priority deadline is February 28, however, applications may be accepted until all scholarships are awarded; and,
- Student Ambassador Scholarship deadline is March 31.

For more information about SIC Scholarships, *visit www.sic.edu/scholarships*.

#### SIC FOUNDATION ENDOWED AND ANNUAL SCHOLARSHIPS

Through contributions of donors, alumni, and community members, the SIC Foundation awards endowed and annual scholarships to students exhibiting financial need, as well as scholastic, leadership and service achievement. Students may apply for scholarships by completing an SIC scholarship application available on the SIC website. Recipients are selected by the SIC Foundation Scholarship

Committee or the individual scholarship donors.

The Foundation administers scholarships and grants which are awarded to students by businesses, corporations, civic organizations, governmental entities, individuals, and family trusts committed to strengthening academic excellence and student success. Students interested in knowing more about these scholarships and grants may call the SIC Foundation Office at 252-5400 ext. 2104 (local) or 866-338-2742 ext. 2104 (toll free).

For more information, visit the SIC Foundation page of the College's website for a full listing of all endowed and annual scholarships available to current SIC students and incoming high school students. Some scholarships are not listed as they come through local service and civic organizations in the college district.

## FINANCIAL AID POLICIES AND PROCEDURES

**Standard of Academic Progress** (9007)

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating progress towards the student's certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs. Students' progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

- 1. Overall Grade Point Average (OGPA)
- 2. Completion Rate
- 3. 150% Maximum Program Completion Time

Failure to meet these requirements results in financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

#### **Programs Governed By This Policy**

Federal Student Aid Programs:
Federal Pell Grant
Supplemental Educational Opportunity
Grant (SEOG)
Federal Work Study

Illinois Grant Programs:
Monetary Award Program (MAP)
Southeastern Programs:
Varies by division or department

<u>Third Party or Private Donor Programs:</u> Varies by donor's requirements

## OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog, page 21. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status, and the student will not be eligible for financial

#### **COMPLETION RATE**

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning

period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and the student will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

# 150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major

or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

# FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.). Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

#### APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the College. Students should provide the Director of Financial

Aid with specific details that fully explain the extenuating circumstance (i.e. death in the family, illness or injury to the student) or cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted on a case-by-case basis. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean of Student Services. Decisions made by the Dean are final.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and Dean must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the Dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and Dean will remain on permanent financial aid suspension. Neither the director nor Dean will accept any further appeals.

## FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

- The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth in this policy; or,
- The student must submit an appeal that is approved by the Director of Financial Aid or Executive Dean of Student Services in which the student is granted financial aid probation.

#### REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

#### **Student Responsibilities**

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning period to remediate deficient credits and GPA.

#### Financial Aid Withdrawal Policy

The Department of Education (ED) states a school must determine the amount of Title IV program assistance earned once a student withdraws from school. The Title IV programs governed by this law include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws during the period of enrollment the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. If the student received more assistance than the amount earned, the student must return the excess funds. The amount of assistance a student earned is determined on a prorated basis. For example, if a student completed 30% of the period of enrollment, the student earned 30% of the assistance scheduled to receive. Once the student completes more than 60% of the period of enrollment, the Department of Education indicates the student earned 100% of the scheduled assistance for that period.

Students enrolled in module courses (i.e. courses that do not span the entire length of the period of enrollment) and

withdraw before the second module course(s) begins, must provide written confirmation of intent to attend the second module. Regardless if the student completes the first module but does not attend the second module, the student will be considered a Return to Title IV student and must return a portion of their Title IV aid.

The withdrawal date is determined by the date the student officially withdrew from the class or unofficially withdraws, which is the last date of academic related activity determined by the instructor. For information on how to formally withdraw from a class, see Enrollment Services' Withdrawal and WA Grade Policies.

If the student did not receive all the funds earned, a student may be due a post-withdrawal disbursement. Any grant funds disbursed for post-withdrawal will pay any outstanding balances owed (tuition, fees, books, fines, etc.).

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds the student received or is scheduled to receive. The Financial Aid Office notifies students in writing if they must return any unearned grant funds to the Department of Education. Student must make arrangements with the Financial Aid Office to return unearned grant funds. The student has 45 days to repay any overpayments. After 45 days, the student must contact the Department of Education. Students may not receive any subsequent financial aid until overpayment is resolved.

The order funds must be returned are as follows:

- 1. Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

If the student (or school) received excess Title IV program funds that must be returned, Southeastern will return within 45 days the excess equal to the lesser of:

 The institutional charges multiplied by the unearned percentage of received funds, or 2. The entire amount of excess funds.

Southeastern requires students to pay the College the funds that were returned. If a student owes the College after funds are returned, the Financial Aid Office will charge the student's account for the amount owed. The Financial Aid Office, in writing, notifies students if they owe any grant funds to the College. Students must make repayment arrangements with the Business Office. Unresolved balances prohibit the student from registering for subsequent semesters or receiving transcripts. Students may also be sent to a debt collection agency.

The requirements for Title IV program funds when a student *withdraws* are separate from the refund policy established by Enrollment Services. Therefore, a student may still owe funds to Southeastern to cover unpaid institutional charges. Southeastern's withdrawal policies and refund policy are located on the website, under "Academic Policies."

## FINANCIAL AID REFUND (9022)

The Financial Aid Office uses a census date to determine Pell credit hours and payment. The census date will be the following business day of registration's last day to drop a full semester course

with a full refund. In the fall and spring semester, this is day 11 of the semester. During the summer, this is day five of the semester. Once the Financial Aid Office has locked hours and determined payment and aid for eligible students, the Financial Aid Office will disburse aid to the Business Office. Per federal regulations, the institution must disburse excess fund to the students within 15 days of the negative balance.

To ensure compliance, federal and state law and regulations supersede college policy.

## ABILITY TO BENEFIT (9002.7)

Federal regulations require students who are seeking Title IV aid to meet one of the following standards below:

- 1. High school diploma;
- Recognized equivalent of a high school diploma (i.e. GED or a state certificate or

- transcript received by a student after the student passed a Stateauthorized examination);
- Excelled academically in high school, able to provide documentation that he or she excelled academically in high school, and has met the formalized admissions policy determined by the Registrar;
- 4. Homeschool completion credential;
- 5. Enrolled in a career pathway program and meet the following conditions;
  - Pass an independently administered Department of Education approved ATB test (i.e. ACCUPLACER, CELSA, or WBST), and
  - b. Complete at least six credit hours that are applicable toward a degree or certificate at Southeastern.





# ADULT AND COMMUNITY EDUCATION



# ADULT AND COMMUNITY EDUCATION

The College recognizes that education is a lifelong process and strives to meet the needs of the community by helping to develop the potential ability of all individuals. It recognizes the importance of each segment of the community to its mission and encourages interest and participation in the fulfillment of that mission. The College works in close cooperation with area schools, agencies, businesses, and community groups.

# ADULT BASIC EDUCATION CLASSES

The College currently offers adult education classes during both fall and spring semesters. These sessions are held on the main campus or online and are free of charge. See SIC's website at http://sic.edu/academics/adult-basiceducation for a current schedule of classes. These sessions include content that aligns with the GED test including Language Arts, Math, Social Studies, and Science. The focus of the program is not only to ensure that students receive their high school equivalency diplomas, but also to ensure they are prepared to enter into post-secondary education, including certificate programs, and the workforce. Students can improve basic skills, prepare for the high school equivalency test, increase employability, or prepare to enter a college or career program. The Student Success Center and computer labs on campus and at the White County Center in Carmi are open to students working to obtain their GED.

Email ged@sic.edu or Call (618) 252-5400, ext. 2300 for assistance.

### HIGH SCHOOL EQUIVALENCY TESTING

Southeastern Illinois College is an official GED testing site for southeastern Illinois. Applicants must register one week in advance of the testing date. The cost of the test is priced per subject area (four subject areas) and the price is subject to change. Testing is done on the computer.

Students must register online at http://www.gedtestingservice.com/testers/test-on-computer. Students must have an email address and a credit or debit card. If they have neither, vouchers are available through the Regional Office of Education located at 512 N. Main Street in Harrisburg, IL. If students have trouble registering online, they should call 1-877-EXAM-GED. Students who are restricted from using the internet should call the number above.

Individuals must also have lived in the state of Illinois for 30 days prior and be at least 17 years of age. A photo ID is required on the day of testing. Individuals should arrive 30 minutes early for the test. Seating is limited to 10 students per testing session. For additional information, call SIC at 618-252-5400, ext. 2442 (toll free 866-338-2742). Information is also available on the SIC website at www.sic.edu/academics/ged/ged-testing.

### COMMUNITY EDUCATION COURSES (NON-CREDIT)

The College offers a variety of community education or non-credit courses throughout the college district. The courses are usually of a hobby, leisure, or non-traditional nature and are offered in a flexible manner. The Community Education schedule is available on SIC's website at www.sic. edu, or call (618) 252-5400, ext. 2300 for assistance.



# GENERAL INFORMATION & INSTITUTIONAL POLICIES



# GENERAL INFORMATION & INSTITUTIONAL POLICIES

# ACADEMIC GRIEVANCES

The Academic Grievance Procedure is established for student grievances relating to grades. In matters relating to grades, the instructor's judgment is normally deemed final and conclusive. For instance, an instructor's judgment that a grade should be a B and not an A is final and binding and will not be reviewed by grievance procedures.

Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

### **Academic Grievance Procedure**

Students may initiate an appeal if the student believes that one or more of the following has occurred:

- Inconsistent grading standards were used to grade students of the same class.
- The instructor altered the grading procedure as defined in the course outline without advising the class of the change.
- The instructor deviated from his/her established grading policy.
- A student's assignment is graded and an explanation of the method for determining the grade is not provided by an instructor.
- 5. A final grade is lowered because a student missed an examination for a College function and was not permitted to make up the exam.
- 6. The student's grade was improperly computed.
- The instructor alleges that

   a student has been involved
   in academic dishonesty,
   plagiarism, or willful
   falsification of educational data
   that is represented as scholarly
   research.

A student may initiate the Academic Grievance process by using the following steps:

### Step 1.

Within 15 calendar days of the grades being posted by the College, the student may request a meeting with an instructor to discuss a course grade.

The instructor shall meet with the student within 7 calendar days to discuss the grade.

### Step 2.

If a student is dissatisfied with the instructor's response, the student may appeal to the appropriate division chairperson. Such an appeal must be in writing within 15 calendar days of the meeting with the instructor and must clearly identify and explain the basis for the appeal. The division chairperson will render a written decision within 10 calendar days of the appeal. If the division chairperson is the faculty member involved, then the student may appeal to the appropriate Dean/Vice President.

# ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY AND ELECTRONIC RESOURCES (4019)

Southeastern Illinois College (the "College") provides electronic information resources and other computer-based resources to support the College's educational mission. Students, faculty, staff and others who use the College's computer-based resources are required to adhere to this policy.

This policy applies to all computer hardware and software owned or operated by the College, College electronic mail, College websites, and College online services and digital signage systems. "Use" of the College network shall include use of or obtaining access to the wired or wireless network from any electronic device

whether or not owned or operated by the College.

### Acceptable Use

The use of electronic information resources, other computer-based resources and media (the "System") must be consistent with the mission of the College. Students are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College-owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College's System.

### **Privileges**

Access to the System is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the System may result in loss of privileges or other disciplinary actions as the College deems appropriate.

### Security of System and Responsibilities of System Users

Security must be a high priority for all users. System users shall not disclose their personal login ID or password/PIN to anyone, including another College employee, or attempt to log into the System as another person.

Users are prohibited from transmitting social security numbers or credit card information through email or other insecure means unless reasonable precautions are taken to encrypt or password protect the information. All System users are required to maintain the confidentiality of student and personnel records.

Users are required to act responsibly in regards to the content and maintenance of their electronic mailbox. This includes but is not limited to general maintenance, not engaging in activities that would encourage inappropriate or illegal content, and not engaging in activities compromising System data, integrity, security, or performance.

The College provides email systems to students and employees and evaluates

the integrity, risk, and compliance aspects of each email system. Because email accounts are assigned based on student and employee personally identifiable information, use of College email systems is the only manner in which the College and others can reasonably assume that it is communicating with the correct individual.

Students and employees who communicate via email to conduct College-related business must utilize their College provided email accounts upon enrollment or employment. Prospective students or employees may temporarily use personal email accounts during the application for enrollment or employment process. Personal email accounts may also be used on a limited basis for password resets when other information is provided to identify the individual. For their own personal protection, faculty and staff are discouraged from using their College email account for personal use.

### **Efficient Use of Resources**

Users must accept limitations or restrictions on computing resources, such as storage space, time limits or amounts of resources consumed. Users should not engage in any activity detrimentally affecting other users of the System.

### **User Identification**

Concealing or misrepresenting one's identity is a violation of College policies, and is subject to disciplinary action.

### Vandalism

Any type of vandalism or attempted vandalism (physical or electronic) to any part of the System, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. Vandalism includes, but is not limited to, malicious destruction or deletion of college information, downloading, uploading, or creation of computer viruses or malware.

### Specific Prohibited Uses

In addition to the other prohibitions contained in this policy, the following activities which are unacceptable and may result in disciplinary action, include, but are not limited to:

- Accessing, retrieving, viewing or disseminating obscene, indecent, sexually explicit or vulgar materials or messages unrelated to the educational mission of the college.
- Retrieving, viewing or disseminating any material in violation of any federal or state regulation/law or College policy. This includes, but is not limited to, improper use of copyrighted material or intellectual property.
- 3. Intentionally manipulate information on any sensitive applications such as accounting, student, employee, and business records, or tamper and/or attempt to gain unwarranted access to student or employee personal network files. Sensitive files should be stored in a secure place.
- 4. Engaging in for-profit commercial activities, including but not limited to, crypto-mining, advertising or sales for personal gain.
- 5. Sending of SPAM or a chain letter.
- Soliciting money for religious or political causes unless it is an approved fundraising activity for a student organization.
- 7. Harassing, threatening, intimidating, or demeaning any person or group of people for any reason, including but not limited to race, color, religion, gender, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military status, sexual orientation, disability, source of income, housing status, or any other category protected by law.
- Disrupting the educational process or interfere with the rights of others.
- Disrupting information network traffic or interfere with the network or connected systems.

- Connecting unauthorized devices on the wired or wireless network, including but not limited to, wireless signal boosters.
- Circumventing or attempt to circumvent system security measures through the use of software or other measures.
- 12. Gaining access without permission to the files of others, or vandalize another user's data or files.
- Gaining unauthorized access to College electronic resources or other entities using a College computer and/or network.
- 14. Improperly forge or alter electronic mail messages, or use an account owned by another user.
- 15. Invading another person's privacy. This includes, but is not limited to, improperly disclosing personally identifiable information such as name, social security number, address, phone number, or user name and password.
- Using the System or any system resources to send unsolicited commercial email.
- 17. Violating any software license agreement.
- 18. Downloading, copying, printing or otherwise storing or possessing any data, in violation of these rules and/or College policy.
- 19. Any attempt to hide or conceal activity of a prohibited use.
- 20. Use of tools designed to perform, including but not limited to, vulnerability and port scanning, penetration testing, packet sniffing, password cracking, encryption circumvention and collection of network information of any kind without the expressed written consent of the College IT Office.
- 21. Engaging in any unlawful use of the system.

### Additional Policy Guidelines for College Employees

Employees are required to maintain a 15+ character password. Employees are required to store passwords in a secure manner.

Employees with any device, including but not limited to cell phones, College-owned or personally-owned, that access College information without additional authentication/login, are required to protect that information through the use of a password, pin, or biometric technology before that information may be accessed.

Employees are required to store college data and mission critical files on the College network. "Cloud" off-premise storage may only be used to store personal student and employee information where an approved contract or agreement exists between the College and the provider. A copy of the contract or agreement must be on file with both Information Technology and the Business Office. Files stored on a local computer should be temporary and personal or sensitive data limited.

Employees are discouraged from using any portable media or device to store personal or private information. When use is completely unavoidable, reasonable protection of encryption and password protection of that information is required. Any data loss or misuse of personal or private information is a serious matter and the employee(s) involved may be subject to disciplinary or additional action.

Employees are prohibited from setting up any online account on behalf of the College using their personal email. Employees are required to use their College-issued email account for SIC-related business when setting up any College-related online account.

Employees are not allowed to make any modifications to their College-issued devices, including but not limited to, swapping or adding an additional hard drive, installing another operating system, any network connectivity changes, or any other change that would prevent the device from receiving software updates, security patches, or management by College IT staff.

Employees may not sell, transfer, or dispose of any College-owned equipment that would violate any College policies or procedures, federal or state law, in regards to inventory, data destruction and electronic equipment disposal.

Any activities that would violate this policy for the purpose of College instruction must be submitted in detail and approved each semester in writing by the Academic Affairs Office and the Office of Information Technology.

### Sanctions and Discipline

If an individual engages in any of the prohibited acts listed in this policy or violates this policy, s/he may be subject to College disciplinary actions including, but not limited to, the following:

- 1. Suspension or revocation of System privileges;
- 2. Suspension or termination of employment;
- 3. Academic suspension or expulsion;
- 4. Referral to legal authorities for prosecution; and
- Other sanctions, discipline or action the College deems warranted.

Anyone receiving disciplinary action has the right to an appeal through the College's Disciplinary Grievance Procedures. Repeated violation of this policy will be grounds for escalated disciplinary action and/or appropriate legal action.

### **Disclaimer**

The College makes no warranties, whether expressed or implied, for the System. The College is not responsible for any damages suffered, including the loss of data, resulting from delays, non-deliveries, deliveries, or service interruptions. Use of information obtained via the System is at the user's own risk. The College assumes no responsibility for the accuracy or quality of information obtained through the System. This policy and all its provisions are subordinate to local, state, and federal statutes.

### ACCREDITATION

Southeastern Illinois College is recognized by the Illinois Community College Board as a degree granting institution. The College is accredited by the Higher Learning Commission.

Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 info@hlcommission.org (800) 621-7440/312-263-0456

# AMERICANS WITH DISABILITIES ACT

Southeastern Illinois College adheres to the policy and practice as put forth in both the Federal Rehabilitation Act, Section 504, and the Americans with Disabilities Act, 1990. Southeastern Illinois College strives to make available its facilities, services, and educational programs to any individual with a disability. Through the ADA Coordinator's Office (E 126), Southeastern Illinois College will provide any reasonable accommodations to qualified individuals with disabilities. Individuals requiring special accommodations must submit documentation verifying the nature of the disability at the time of admission or at the time that a request for accommodation is made. Recommendations for auxiliary aids and services will be made on a case-by-case basis. Questions may be directed to the ADA Coordinator at extension 2430.

# CELL PHONE AND OTHER ELECTRONIC DEVICE POLICY (9017)

Cell phones should be put on vibrate/silent mode when entering classrooms, labs, Learning Commons, the Student Success Center, or any other instructional area. The use or observation of personal pagers, cell phones, and other electronic communication devices is prohibited during class/lab instructional time. In the case of emergencies, students should indicate to the instructor that they have an emergency situation and leave the class to address the situation.

The use of other electronic communication and entertainment devices, including laptops, and electronic devices with photographic capabilities, is prohibited during instructional time and should be turned off and put away upon entering the classroom/lab. Students with legitimate reasons for using this equipment during class/lab can do so only after receiving explicit consent of the instructor/supervisor. Devices with photographic

capabilities may not be used to take photographs of instructional materials, i.e. exams, etc., or for photographing individuals against their will or knowledge. While Southeastern Illinois College is a public institution, it is not a public place, and therefore, taking photographic images of people, places, etc., requires prior approval of the administration.

Instructors have the authority to impose more stringent rules for use of all electronic equipment in the classroom based on the specific circumstances of any class/lab they are teaching. Noncompliance will result in disciplinary action as outlined in the Standards of Conduct.

# CONSUMER INFORMATION

The following pieces of information are available upon request from the Executive Dean for Student Services, located on the lower level of the Abell Administration Building (E 128).

- Graduation/completion and transfer-out rates
- Athletic graduation completion and transfer-out rates; athletic participation and EADA Report/data
- Campus Crime Statistics and Institutional Security Policies
- Family Educational Rights and Privacy Act (FERPA) annual notification
- Financial aid availability and eligibility information
- Requirements and procedures for withdrawing from Southeastern Illinois College
- Cost of attendance
- Refund policy and return of financial aid funds
- Academic programs
- Southeastern Illinois College accreditation and association affiliation listing
- Services and facilities for disabled students
- Study-abroad programs
- Drug and alcohol abuse policy
- Voter registration and availability on campus

- Financial Aid Ability to Benefit
- Leave of absence

# COPYRIGHT COMPLIANCE (4020)

The purpose of the Copyright Compliance Policy is to provide guidelines and procedures for employees and students to ensure that both know and abide by the laws that govern copyright and intellectual property rights. Failure to comply with this policy, the laws of the State of Illinois or the federal government will result in disciplinary action. See http://sic.edu/copyright for the complete policy.

### DRUGS AND ALCOHOLIC BEVERAGES (7004.1, 9010)

State and local ordinances, which prohibit the use and/or sale of alcohol, drugs, and tobacco, shall be observed. A local Board policy at Southeastern Illinois College prohibits the use of or trafficking in, alcoholic beverages or drugs in any activity sponsored by the College regardless of the location. This regulation is strictly enforced. Violators will be prosecuted. Information concerning substance abuse is made available through the College.

### DRUG AND ALCOHOL-FREE WORKPLACE POLICY (6003)

Southeastern Illinois College will provide a drug and alcohol free environment and workplace as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.) and the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C §7101 et seq.). In addition, Southeastern has implemented a zero tolerance policy prohibiting the use or possession of marijuana while at the College or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. Southeastern has adopted this policy in an effort to prevent alcohol and drug abuse while providing a safe working and learning environment.

The College prohibits the possession, use, distribution, dispensing, and

manufacture of illicit drugs, alcohol, and marijuana by students and employees on its property or as part of any College activity, except in strict conformance with Board Policy 7004.1 and applicable law.

The use of alcohol within the workplace is prohibited except when authorized by the Board of Trustees or its designee, for approved College functions, in accordance with Board Policy 7004.1 and applicable law. Employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the College (Human Resources Director) within five (5) days of their conviction. Southeastern Illinois College will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College may impose disciplinary action and/or require the participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee or student who violates this policy may be subject to disciplinary action, including termination from employment or expulsion from the institution.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 et seq.), the College will not discriminate against a person based solely on their status as a registered qualifying patient. No College employee may report to work or engage in any College¬ related work while under the influence of illegal drugs, including marijuana. No student or employee may use or possess marijuana, including medical marijuana, on campus, as set forth in Board Policy 6005 ("No Smoking") and Board Policy 9010 (Drug and Alcohol Abuse").

The College President or designee shall establish a program and rules to implement this Policy. The procedures will be delineated in the employees' guidebooks, the Student Handbook, and other appropriate publications.

# **EMERGENCY CONDITIONS**

Southeastern Illinois College is committed to providing a safe learning and working environment for its students and staff. The College has established a National Incident Management System (NIMS) compliant Campus Emergency Operations Plan which is accessible through our website, www.sic.edu. . For further assistance, contact Security (ext. 2911), the Executive Dean of Student Services Office (ext. 2401 or 2400), or the Business Office (ext. 2510).

# **EQUAL OPPORTUNITY POLICY (3007)**

Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs, and through the many services it provides to the community. The Board of Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, or disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status or any other category protected by law.

Furthermore, the Board of Trustees is committed to expanding equality of employment opportunity. The Board of Trustees will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups and women. And, finally, the Board of Trustees will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and needs of those who have historically been discriminated against.

# EDUCATIONAL GUARANTEES

### **Baccalaureate/Transfer Programs**

Southeastern Illinois College, as an assurance that students can obtain a quality education at their local community college which fully

transfers to complete their baccalaureate education, guarantees that students can transfer their courses to four-year colleges or universities. If, with the written consent of an authorized counselor, a course is selected to transfer to a specifically-designated college or university, is successfully completed, and is not accepted for transfer, Southeastern Illinois College will refund tuition and fees for that course. This guarantee is valid only when all procedural guidelines have been observed.

Students wishing to obtain more information about the educational guarantee for transfer programs, or desiring to sign a guarantee contract, should speak with the Executive Dean for Student Services or a Southeastern Illinois College academic advisor.

### Career and Technical Education Programs

As a part of its commitment to quality, Southeastern Illinois College guarantees its students, and the public, the educational effectiveness of its career and technical education (CTE) programs of instruction. All graduates of the College's CTE programs will have obtained the academic and technical skills that the program is designed to teach, as outlined in the program competencies lists. Graduates who, with their employers, determine they are lacking in the academic or technical skills contained in the program, and graduates who have been unable to pass required licensing exams, with the exception of the Truck Driving certificate program, shall be permitted to enroll in a maximum of 12 credit hours of appropriate existing instruction as well as receiving access to tutoring, advising, and customized instruction at the discretion of the College, free of tuition and fees. This guarantee is valid only when all procedural guidelines have been observed. Those desiring additional information on educational guarantees for CTE programs should consult the Executive Dean of Academic Services at ext. 2250.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (9018)

The Family Educational Rights and Privacy Act (FERPA) affords students

certain rights with respect to their education records. They are:

- 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an

administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception that permits disclosure without consent is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat. (\*U.S. Department of Education Amendment, effective January 8, 2009)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southeastern Illinois College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

The College has designated as directory information the following student information:

- Student name
- Student local/home address and telephone number

- Current term hours carried
- Major field of study
- Classification (freshman, sophomore)
- Academic unit
- Dates of attendance
- Degrees and honors earned and dates
- The most previous educational agency or institution attended prior to enrollment at Southeastern Illinois College
- Participation in officially recognized activity or sport, and weight, height and pictures of members of competitive teams
- Picture
- Electronic mail address
- Enrollment status (full-time, part-time, etc.)

Students who do not wish to have released any or all of the information listed above should complete a Request to Restrict Student Directory Information Form in the Enrollment Services Office. The restriction on the release of student information is valid for one school year and must be renewed annually each fall semester.

# FIREARMS AND WEAPONS (6017)

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of firearms will be observed on all property of the College. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of firearms is strictly prohibited on all college property with the exception of shotguns (herein after exclusively referred to as "Firearms") used as part of college authorized activities for the Competitive Shooting Team and special events that may be specifically authorized by the Board of Trustees. Such use will be restricted to that part of campus designated specifically for the program or authorized event. Only students currently enrolled in an authorized program or officially recorded as active members of the College's competitive shooting team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport firearms on college property for program or team activities.

Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive shooting. If a special event is approved by the Board of Trustees which allows others to possess, use and transport firearms exclusively for the event, the College's instructions for the possession, usage and transportation of such firearms will be made known in writing to all participants prior to entering the college's property. Firearms transported by these students, instructors, coaches and authorized event participants will be unloaded and cased at all times until arrival at the designated parking area for the program or event. A firearm may be used at a designated program or active event area only in strict adherence to the rules, regulations and instructions for said program or active event including but not limited to gun safety requirements. Only individuals authorized to possess, use and transport firearms under the conditions set forth in this policy will be allowed to transport a firearm by vehicle on college property. The transportation will be allowed only to the designated parking area for the program activity or approved event. Such vehicular transportation must be done in accordance with all applicable Federal, State and local ordinances/laws. This policy is enforceable by instructors, coaches, administrators and the security department of the College.

### CONCEALED CARRY POLICY (6023)

I. Introduction and Statement of Purpose

Southeastern Illinois College ("College") establishes this Concealed Carry Policy ("Policy") pursuant to the 2013 Firearm Concealed Carry Act, 430 ILCS 66/5 et seq. ("Act"). The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry concealed firearms on the College campus in accordance with the College's authority under the Act to promulgate rules and regulations. This Policy has the following purposes:

- A. To reaffirm the Board of Trustees' position that the presence of firearms on campus, in any of the College buildings, or in any of the College's facilities is dangerous and contrary to the mission of the College.
- B. To recognize that the Act affords certain limited rights to individuals possessing a valid license to carry a concealed firearm.
- C. To establish consequences and penalties for a violation of this policy.

### II. Definitions

- A. The term "firearm" is defined as a loaded or unloaded handgun.
- B. The term "concealed firearm" means a loaded or unloaded handgun carried on or about a person completely or mostly concealed from view of the public or onto or about a person within a vehicle.
- C. The term "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. "Handgun" does not include:
  - 1. a stun gun or taser;
  - a machine gun as defined in item (i) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code;
  - 3. a short-barreled rifle or shotgun as defined in item (ii) of paragraph (7) of subsection (a) of Section 24-1 of the Criminal Code; or
  - any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels a single globular projectile not exceeding .18 inch in diameter, or which has a maximum

- muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors.
- D. The term "clear and present danger" has the same meaning as in Section 105 of the Firearm Concealed Act, as amended. Accordingly "clear and present danger" means:

A person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

- III. Persons Covered by this Policy This policy applies to all employees, students, and other individuals on College property.
- IV. Reaffirmation of Prohibition

Except as provided in this policy, or in Firearms Policy 6017, no individual shall possess, carry, or have control of a firearm either on his or her person or in his or her vehicle on any property owned or otherwise controlled by the College. This prohibition includes, without limitation, the following areas:

- A. The College's main campus in Harrisburg.
- B. The David L. Stanley White County Center.
- C. Any building owned, leased, or otherwise under the control of the College.
- D. Anywhere on the grounds of the College.
- E. Anywhere on the College's parking areas, sidewalks, and common areas.
- F. Any vehicle owned, leased, or controlled by the College.

### V. Exceptions

The provisions of this policy do not apply to the possession of firearms in College vehicles, College buildings, or on College grounds if the use or possession of the firearm falls within one of the following exceptions:

- A. Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a College-approved course or curriculum. Such use will be restricted to that part of campus designated specifically for the course or program. For collegeapproved courses, students will not be permitted to bring their firearms into the classrooms or College buildings. Students will only bring firearms to the shooting range at specific times designated by the instructor. Firearms must be unloaded when taken to the range and be approved by the instructor. Ammunition should be brought to the range separate from the firearm. No student is ever allowed on the range at any time other than during class time under the supervision of the approved college instructor.
- B. The firearm is carried by a full-time law enforcement officer required to carry a firearm as a condition of his or her employment, or by an enforcement officer from an external agency conducting official business at the College. This exception does not apply to off-duty law enforcement officers on campus, including off-duty law enforcement officers attending classes as students.

### VI. Parking Lot Safe Harbor

A firearm may be transported into a College parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other

container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle.

### VII. Penalties for Violation

- A. Any student who knowingly carries a firearm onto college property, or who carries a firearm onto college property under circumstances in which the student should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or expulsion from the College.
- B. Any college employee who knowingly carries a firearm onto college property, or who carries a firearm onto college property under circumstances in which the employee should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or termination of employment.
- C. Any individual visiting or conducting business on college property who knowingly carries a firearm onto college property, or who carries a firearm onto college property under circumstances in which the individual should have known that he or she was in possession of a firearm, may be banned from the College for a period of time to be determined by the college's administration.
- D. In addition to the above sanctions and penalties, any individual who violates this policy may be subject to arrest and criminal prosecution. Violations of this policy may result in referrals to external law enforcement agencies.

VIII. Clear and Present Danger Reporting

Pursuant to the Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "Clear and present danger" is defined in this Policy.

The Executive Dean of Student Services or in his/her absence, the Director of Environmental Services, shall be the College President's designee responsible for this reporting requirement.

### IX. Signage

The Environmental Services Department shall be responsible for determining the clear and conspicuous posting of at all building entrances. As required by the Act, the signs shall state that concealed firearms are prohibited, and shall be in accordance with the design approved by the Illinois Department of State Police. The signage shall fully comply with any administrative rules or procedures that may be promulgated by the Illinois Department of State Police

### X. Education

The Executive Dean of Student Services shall have the responsibility of educating students and employees about the Act, this policy, and other relevant college policies.

### XI. Delegation

The College's Board of Trustees delegates to the College President or designee the authority to promulgate additional policies, regulations and procedures related to and consistent with this Policy, the 2013 Firearm Concealed Carry Act and other relevant laws and regulations.

The College President or designee shall from time to time report to the College's Board of Trustees regarding any additional policies, regulations or procedures needed and the status of implementation of this Policy.

### **ARCHERY POLICY (6017.1)**

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of bows and arrows will be observed on all property of the College. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, re-curve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery program. Arrows shall be restricted to using field tip points. The use of broad-head points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus only in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive archery team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events. If a special event is approved by the Board of Trustees which allows others to possess, use and transport bows and arrows exclusively for the event, the College's instructions for the possession, usage and transportation of such items will be made known in writing to all participants prior to

entering the college's property. This policy is enforceable by instructors, coaches, administrators and the security department of the College. Students, employees and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary sanctions.

# MILITARY CALL TO ACTIVE DUTY (9015)

### **Tuition Refund**

Any active student who is required to withdraw from classes during his/ her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a state/federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

### Readmissions Requirements for Service Members

The College will not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if:

 The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College;

- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years; and,
- Except as otherwise provided in this section, the student submits a notification of intent to re-enroll in the College

No advance notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.

A student who submits an application for readmission to an institution must provide to the institution documentation to establish that:

- the student has not exceeded the specified service limitations; and,
- the student's eligibility for readmission has not been terminated.

The College may not delay or attempt to avoid a readmission of a student under this section by demanding documentation that does not exist, or is not readily available, at the time of readmission.

A student's eligibility for readmission to an institution under this section by reason of such student's service in the uniformed services terminates upon the occurrence of any of the following events:

 a separation of such person from the Armed Forces (including the National Guard and Reserves) with a dishonorable or bad conduct discharge;

- a dismissal of such person permitted under section
   1161(a) of Title 10, U.S.C.; or,
- a dropping of such person from the rolls pursuant to section 1161(b) of Title 10, U.S.C.

### Options for Students Not Wishing to Withdraw

**Option 1:** An instructor may issue an incomplete (I) grade.

**Option 2:** If the student is called to active duty late in the semester (1 or 2 weeks prior to the end of the semester) the faculty has the discretion to develop a plan for the student to complete the course early.

### **SELECTIVE SERVICE**

All young men age 18 are required to register with Selective Service through the local post office or by going to the Selective Service website at www.sss.gov.

### POLICY ON DISCRIMINATION AND HARASSMENT (6002)

Sexual and other types of harassment and discrimination of, or by, students or employees participating in College-sponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and Board Policies.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College prohibits sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the

job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by laws, will not be tolerated.

### **Definitions of Harassment**

Gender discrimination and sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching or brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment may involve individuals of the same gender.

# Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to, or rejection
   of, such conduct by an
   individual is deemed to be
   used as the basis for academic
   or employment decisions
   affecting that individual; or
- Such conduct has the purpose, or effect, of unreasonable interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment.

# Examples of behavior that would be considered sexual harassment include but are not limited to, the following:

- 1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, i.e. gestures, facial expressions, speech, or physical conduct of a sexual nature:
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation:

 Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile, or offensive.

Discrimination and harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, or any other category protected by law and that: (1) has the performance or experience; (2) has the purpose or effect of creating an intimidating, hostile or offensive environment; or (3) otherwise adversely affects an individual's education or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

### **Retaliation is Prohibited**

Any person who, in good faith, brings forth a complaint of sexual or other harassment will not be subject to retaliation. The College absolutely prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any student, employee or other person who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim or harassment or discrimination, or for engaging in any other form of protected activity, like an employee who engages in harassment or discrimination, will be subject to disciplinary action. Whistleblower

protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

The College will take all necessary steps to protect the rights of both the complainant and the alleged harasser. The College will annually advise students, employees, faculty, administrators, staff, and other members of the College community of its policy prohibiting discrimination, sexual and other harassment, and retaliation.

### Reporting Discrimination, Investigation Procedures, and Corrective Measures

The College strongly urges the reporting of all incidents of discrimination, harassment and retaliation. Any student who believes that he or she has been discriminated against or harassed, should report such incidents to the appropriate Vice-President, the Title IX Coordinator, or the Executive Dean of Student Services. The College has designated the Academic Advisor – Transfer Specialist as the Title IX Coordinator. Any employee who believes that he or she has been discriminated against or harassed should report such incidents to their immediate supervisor and the Human Resources Administrator. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal **Employment Opportunity Commission** (EEOC). All reports or complaints will be promptly, fully, and fairly investigated. Where discrimination and/ or harassment is determined to have occurred, appropriate remedial and corrective action will be taken. The decision of the investigation will be communicated to both parties.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the President. The President shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

### Appeals

An employee may appeal to the College President if he/she disagrees with the decision of the investigation or the corrective measures issued. All appeals must be in writing and made within 10 days of receipt of the investigation decision.

### Responsibility of Supervisors and Witnesses

Any employee who witnesses or becomes aware of any possible sexual or other harassment or discrimination of or by an employee should immediately inform the Human Resources Administrator.

### **False Reports**

Given the possibility of serious consequences for an individual accused of harassment, knowingly making a false report of sexual harassment or any other form of harassment is considered severe misconduct and may result in disciplinary action, up to and including termination and /or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or collective bargaining agreement.

### **Policy Dissemination**

The College will regularly advise employees, students, and other members of the College community of this policy prohibiting discrimination, harassment and retaliation.

### SMOKING REGULATIONS (6005)

Smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College.

In accordance with the Smoke-Free Campus Act (the "Act"), which prohibits smoking at any public university or community college; smoking is prohibited at Southeastern Illinois College. Pursuant to the Act, smoking is prohibited on all College property, including buildings, grounds, parking lots, and vehicles that are owned or operated by the College. This policy includes all smoking and smoking tobacco substitutes including e-cigarettes. No tobacco products may be sold or given out as complimentary items on campus. Signs will be posted at all main entrances clearly indicating that smoking is not allowed on College property or in College-owned vehicles.

This policy covers students, employees, and guests of the College. The College may refer students who violate this Policy to the Executive Dean of Student Services for disciplinary procedures pursuant to the student handbook, and College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Other disciplinary actions may follow up to and including discharge.

### **SOLICITATION (6019)**

Southeastern Illinois College is a two year, public community college. It is not, however, an open access, public place. Therefore, it is the policy of Southeastern Illinois College that solicitation, canvassing, distribution or selling of merchandise by non-college personnel or organizations is prohibited unless the activity is sponsored by a college department or club and has received written approval from the President or his/her designee. Any citizen, organization, college-sponsored club, employee, or student must complete a written request from the Office of the Executive Dean of Student Services. Only those activities which are consistent with and promote the mission of the College will be granted approval.

Any individual or organization who has been denied their request may appeal to the President whose decision is final.

# STANDARDS OF CONDUCT (9013)

To provide a safe environment,
Southeastern Illinois College
Standards of Conduct make explicit
those activities which are contrary
to the general interest of the college
community or which threaten to disrupt
the teaching and learning in which
members of the college community
are engaged. Students enrolling in
the College are expected to conduct
themselves in a manner compatible to
the college's function as an educational
institution. Misconduct for which
students are subject to discipline include
but are not limited to the following:

1. Academic dishonesty, plagiarism, or willful

- falsification of educational data that is represented as scholarly research;
- Furnishing false information to Southeastern Illinois College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud;
- Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards;
- 4. Assault, or threatening in a menacing manner, striking or wounding another person;
- 5. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby;
- Destruction of, damage or injury to, or unauthorized use of property not one's own;
- 7. Theft, burglary, or breaking and entering;
- 8. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material;
- Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College;
- 10. Possession, use, furnishing on the campus or at any collegeowned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law;
- 11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises;
- 12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic;

- 13. Unauthorized entry into any premises owned or controlled by Southeastern Illinois College;
- 14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties:
- 15. Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conduct would be deemed illegal harassment under State or Federal law;
- 16. Possession of stolen goods;
- 17. Gambling on Southeastern Illinois College-owned or supervised property;
- 18. Participation in hazing as defined by Illinois State Statutes:
- 19. Failure to comply with
  Southeastern Illinois College
  Board of Trustees policy and/
  or State regulations regarding
  the use of intoxicating liquor
  while on the campus or at
  any Southeastern Illinois
  College supervised activity, as
  indicated under Board Policy
  9010;
- 20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication.
- 21. Use of any obscene, abusive, or threatening gestures or language toward another person;
- 22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or educational environment.
- 23. Gross disobedience and/or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension. All students and college employees have a duty to report any incidents or suspicious activities that they observe.

### Sanctions

Sanctions are designed to provide
Southeastern Illinois College students,
employees and community members
with a productive and safe educational
environment. Sanctions are designed not
only to punish a student for violation
of the above Standards of Conduct, but
also to correct the behavioral conduct at
issue. Possible sanctions that a student
may face may include, but are not
limited to, the following:

- Not in Violation: A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
- 2. **Warning:** A verbal or written directive to the student that the student is violating, or has violated, the Standards of Conduct.
- 3. **Probation:** A verbal or written notification that the student is violating, or has violated, the Standards of Conduct and further violation will result in more severe sanctions.
- 4. Loss of Privilege: Denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study, facilities, services or offices, or participation in clubs, organizations, or Collegesponsored events.
- Restitution: Direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.
- 6. Withdrawal from Class:
  Administrative withdrawal
  with consequent loss of tuition
  and fees from a class, classes,
  or program.
- Limited Access:
   Administrative restriction
   to selected parts/locations of campus buildings.

- 8. Counseling or Education
  Seminars: Required
  participation in counseling
  seminars or educational
  workshops in lieu of, or in
  addition to, the imposition of
  sanctions.
- 9. Suspension: Denial of any participation in an academic or college-related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study.
- 10. Expulsion/Permanent
  Suspension: Permanent denial
  of any participation in an
  academic or College related
  activity, or to be on College
  premises, with consequent
  loss of tuition and fees of the
  student from the College.
- 11. Immediate Temporary Suspension: In cases of serious misconduct, which has or may result in significant disruption to the College and/ or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean of Student Services, prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/charges with the Executive Dean prior to imposition of the suspension. Any hearing on the charge/notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or there are other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified.
- 12. Other sanctions which the College administration may deem appropriate given the conduct at issue.

### Disciplinary Grievance Procedure

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students. Any current student or member of the college community may initiate a complaint for alleged violations of the prescribed code of student conduct.

### Step 1.

Within five (5) business days all reports of alleged non-academic student code violations must be submitted to the Executive Dean of Student Services, or designee. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

### Step 2.

The Executive Dean of Student Services, or designate, within five (5) business days will notify the student of the grievance.

### Step 3.

The Executive Dean of Student Services, or designate, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Executive Dean shall state the resolution in writing. If the student fails to schedule and/or attend the conference with the Executive Dean of Student Services, or designee, the

Executive Dean will proceed with the deposition based on the review of the available information.

### Step 4.

If the student desires to appeal the findings and/or decision of the Executive Dean of Student Services, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of the Executive Dean of Student Services within five (5) business days after the original decision was mailed.

### Step 5.

Upon receiving a request for a hearing from the Executive Dean of Student Services, the Moderator within five (5) business days will call a Disciplinary Review Panel together. The Disciplinary Review Panel will consist and be selected by the Moderator of one student, two faculty members, one administrator, and the Moderator as chair.

The Disciplinary Review Panel itself will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of a review of the student's appeal letter and of the written record of the internal procedures of the College. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if

grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven (7) working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

### **Preservation of Records**

Dependent upon the type of action taken, disciplinary records are maintained on file in the Office of the Executive Dean of Student Services for specific periods of time:

- 1. **Not in Violation:** One calendar year, unless involved in additional violations within the one calendar year period.
- Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: One calendar year, unless the student has engaged in additional violations within the one calendar year period.
- 3. **Probation:** Two calendar years after the date of the last action taken.
- 4. **Suspension:** Permanent.
- 5. **Expulsion:** Permanent.
- 6. Alcohol or drug-related violations: Three years following the academic year of violation.



### STUDENT GRIEVANCE PROCEDURES

Southeastern Illinois College is committed to providing a prompt and equitable means of resolving student complaints against actions and decisions taken by the College and its employees. Southeastern believes communication and open dialogue are hallmarks of the educational process, and are essential to student success.

### Scope

For specific complaints or grievances, please refer to the appropriate policies:

Nature of Complaint Applicable Policy/Procedure

Sexual Harassment Complaint Policy on Discrimination and Harassment (6002)

Discrimination Policy on Discrimination and Harassment (6002)

Grade Appeals Academic Grievance Policy

Out of State Academic Student

Complaint Complaint

and The

See http://www.sic.edu/academics/online-courses-and-programs/onlinestudentcomplaintprocedure

Then utilize General Student Grievance

Procedures below.

Student Conduct Complaint Standards of Conduct (9013)

Denial to Selective Admission Special and Selective Admissions Appeal

Program Procedures

### **General Student Grievance Procedures**

A student may elect to pursue a grievance if they believe a college decision or action has adversely affected their status, rights, or privileges as a student. If a student has a grievance involving a college professor or staff member, they are to process such grievance through the College's administrative structure.

An informal grievance may be addressed to any faculty or staff member, as appropriate to the concern. The student should first discuss any grievance thoroughly with the faculty or staff member. If the grievance is not resolved, the student may initiate a formal grievance by appealing to the supervisor of the faculty or staff member. Formal grievances must be written and signed by the student. Any unresolved grievance can be processed through the College's administrative structure up to the appropriate Executive Dean/Vice President, if necessary.

The resolution of student grievances will be transmitted in writing to the student and through the administrative structure to all involved parties as necessary.

#### Procedure

- 1. The student must meet with and discuss the grievance thoroughly with the faculty or staff member in an attempt to reach a resolution immediately, but no later than 10 business days after the incident has occurred.
- 2. If resolution is not achieved and the student wishes to pursue the grievance further, a student may initiate a formal appeal to the faculty or staff member's direct supervisor or division chair. The appeal must be presented in writing to the supervisor. The appeal must be filed within 10 business days after the meeting with the faculty or staff member.
- 3. The supervisor receiving the grievance will do the following within 10 business days:
  - a. The student must meet with and discuss the grievance thoroughly with the faculty or staff member in an attempt to reach a resolution immediately, but no later than 10 business days after the incident has occurred.
  - b. If resolution is not achieved and the student wishes to pursue the grievance further, a student may initiate a formal appeal to the faculty or staff member's direct supervisor or division chair. The appeal must be presented in writing to the supervisor. The appeal must be filed within 10 business days after the meeting with the faculty or staff member.
  - c. The supervisor receiving the grievance will do the following within 10 business days:

- 4. If the student wishes to appeal the supervisor's decision, the student must pursue the appeal through the College's administrative structure up to the appropriate Executive Dean/Vice President by repeating steps 2 and 3.
- 5. Should the grievance/ appeal reach the level of the appropriate Dean/Vice President, the decision of the Executive Dean/Vice President is final.

### **Appeals**

To ensure fairness and respect to all parties involved, an appeal of a grievance/decision should meet certain criteria. When appealing, a student should demonstrate that the investigation/decision meets at least one of the following criteria:

- Due process was not provided or the appeal was not thoroughly considered/ investigated.
- 2. The result of the resolution/ decision is not appropriate for the appeal.
- 3. New information has become available that was not available at the time of the original resolution/decision.

Should a student fail to demonstrate that the appeal meets one of the above criteria, the supervisor may elect to not consider the appeal and will notify the student in writing. At this point, the decision of the supervisor is final.

### Record Keeping

In accordance with the Higher Learning Commission (HLC) regulations, the College is required to maintain documentation on student complaints and their resolutions. In the event that a division chair, director, supervisor, administrator, etc., receives a formal, written grievance, the supervisor must document the grievance on the complaint record form, which details the grievance and resolution to the agreement. All complaint record forms will be forwarded to the Office of the Executive Dean of Student Services for recordkeeping. Twice an academic year, the President's Cabinet will review a summary of the grievances to inform the policy and procedure making process.

## STUDENT INFORMATION

Students should read and be familiar with the College catalog, the College website (www.sic.edu) and the TALON student handbook. These three college publications provide the basic policies and regulations as they relate to students. Changes may occur in all three of the documents during or between printings; therefore, all information should not be considered as absolutely final. Most current changes in policies, regulations, or course and curricular matters are found on the College website at www.sic.edu.

# STUDENT LOAD/CREDIT HOURS (9019)

Course credits are recorded in semester credit hours. The normal course load for a full-time student is 15 hours per semester. However, a full-time student may take between 12 and 19 hours per semester. A student enrolled in 11 semester hours or less is considered part-time. Based on a student's previous performance, an academic advisor may recommend a heavier or lighter load. Students on scholastic probation and suspension must abide by the policies related to coursework. A student wishing to take more than 19 hours per semester may do so only with written permission of the Executive Dean of Student Services.

# TRAFFIC AND PARKING REGULATIONS AND CAMPUS SECURITY

Parking permits are required for student, faculty, and staff of Southeastern and may be obtained in the Bookstore, B123, or Business Office for a \$5 fee. Complete information about parking and traffic regulations can be found in the TALON student handbook or on the college website at www.sic.edu. You may contact security at 618-926-4986 during the day, 618-926-5403 after 3:30, and at extension 2911 anytime. The security office is located in room A152B.

## WEATHER RELATED CLOSURES

Classes will meet and the College will be open and operative during bad weather unless the President or his/ her designee officially cancels classes. The geographic size of the college district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual

class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time.

Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College Homepage (www.sic.edu)
- Text message to cell phones (Sign up at www.sic.edu/txtsic)
- Facebook (www.facebook. com/southeastern.illinois. college)
- Twitter (twitter.com/SIC\_ EDU)
- Instagram.com/ SoutheasternIllinoisCollege
- SIC Switchboard (618-252-5400)
- Some local media may also be notified



# STUDENT SERVICES



### ACADEMIC ADVISEMENT AND CAREER COUNSELING

Academic Advisement is available on a walk-in basis or by appointment. All students are urged to meet regularly with an academic advisor, located on the first floor of E Building.

### Hours of operation:

Fall/Spring semester: Monday – Friday 8:00a.m. – 4:30p.m.

Summer semester: Monday – Thursday 8:00a.m. – 4:30p.m.

**Phone:** 618-252-5400 (866-338-2742

toll free), ext. 4130

Academic Advising assistance is available to all students. The mission of the advisors is to facilitate student growth. The ability to identify realistic educational and career goals that extends beyond the college experience is important. Advisors advise for vocational and transfer majors, counsel for career development and attainment, register students for classes, prepare students for transition to a university, and provide numerous other services to students. A collection of Illinois and many out-of-state college catalogs is also available, as well as various other college and career resources.

Career Counseling is available to all students. Online resources are available to assist with career interest inventories, occupational information, scholarships, grants, awards, financial aid information, college and university information.

# CAREER SUPPORT PROGRAMS

Students enrolled in Career and Technical Education programs at Southeastern Illinois College and have completed at least 12 credit hours are eligible for assistance from the Carl D. Perkins Career and Technical Education Act of 2006. The purpose of this program is to provide individuals with opportunities throughout their lifetime to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the U.S. competitive (2006 Perkins Act). Support provided to learners includes tutors, lab assistants, note takers, and adaptive equipment or material. For eligibility requirements, assistance

with services or questions, contact the Perkins Coordinator at 252-5400 ext. 2300.

### CHILD CARE - Mary Jo Oldham Center for Child Study (MJOCCS)

At Southeastern Illinois College, the MJOCCS is available for children from 15 months to entry into Kindergarten, and includes an Illinois State Board of Education Pre-Kindergarten component for qualifying three to five-year-olds. The center is open every day that the College is open. During the summer the College runs on a four day week, Monday-Thursday; however, the MJOCCS is open Monday – Friday during the summer. The MJOCCS is available to children of SIC students, as well as faculty and families in the surrounding communities.

For further information about tuition, fees, etc., or a personal visit to the Center, call 252-5400 (local) or 866-338-2742 (toll free) ext. 3410 or 3400 to speak with the MJOCCS Coordinator. Information is available on SIC's website at http://www.sic.edu/audience/community-visitors/child-care.

# CLUBS, COMPETITIVE TEAMS AND STUDENT ORGANIZATIONS

Southeastern has numerous competitive teams, student clubs and student organizations. A complete listing with descriptions is provided on the SIC website at www.sic.edu/student-activities.

# FITNESS CENTER - C. Harry Bramlet Fitness Center

The C. Harry Bramlet Fitness Center is located on the mezzanine in Deaton Gymnasium, and consists of various weight machines and exercise bikes. Before using the equipment in the Fitness Center, students must register for the Fitness Center PE class and attend an orientation session that will show the proper use of each machine.

The final grade for the student will be based on the number of visits to the center during the semester. Students may take the PE course on a pass/fail basis, for a grade, or as an audit. If taken on audit basis, an additional audit

fee of \$20 will be assessed. No college credit is earned when taken as an audit. The cost of the program per student is the current tuition rate for one semester hour of college credit plus a lab fee.

For a listing of dates and times the C. Harry Bramlet Fitness Center is open, see the SIC website at www.sic.edu under "Community & Visitors" or call 618-252-5400 ext. 3205. Days and times will also be posted in the Fitness Center each semester. Students may workout at their convenience anytime the center is open. The College reserves the right to adjust the schedule to accommodate usage.

# STUDENT TECHNOLOGY SERVICES

### **Account Setup**

Students can activate their online student services accounts (MySIC, Falcon Mail, etc.) using the Setup Instructions located at www.sic.edu/setup.

### Help Desk

If you need technical assistance, submit a support request at: http://www.sic.edu/support.

### **Email - Falcon Mail/Office 365**

Every student at SIC is issued an Office 365 account. Office 365 is a suite of applications: Email (Falcon Mail), Office Applications (Word, Excel, etc.), One Drive for document storage, and many other features.

Falcon Mail accounts are used by instructors and other college officials to notify students of assignments, important dates, events, and information. Critical dates such as registration, tuition due dates, class drop deadlines, book buyback periods, financial aid information, and graduation deadlines will be sent to students' Falcon Mail accounts.

### **MySIC Student Portal**

MySIC is a student portal for accessing online classes and services. Just a few of the many features of MySIC are listed below:

- · Register for classes online
- Access online and hybrid classes
- Retrieve student class schedule
- View financial aid and account information
- Sign up for the eCashier payment plan
- Retrieve final grades
- Print an unofficial transcript

### **Text Notifications - txtSIC**

TxtSIC is an opt-in text messaging service to notify students of campus closures for weather and other emergencies. Additionally, students may choose to receive text alerts for instructor class cancellations. While there is no charge for this service, there may be a per text message charge from your cell phone provider. For additional information please visit www.sic.edu/txtsic.

### **Wireless Internet Access**

Wireless access is available in the interior of all campus buildings. The *SICopen* network is for use by students, faculty, and staff on their personal devices. *SICFalcon* is an internal wireless network for faculty and staff use on SIC owned devices.

### JOB PLACEMENT

Southeastern Illinois College works with area employers to identify parttime and full-time job openings for SIC students. Employment opportunities are posted on SIC's website at www.sic. edu/employment. Additionally, bulletin boards with job postings are located in the Technology Center (G Building), Student Center (B Building), and Student Services (E Building). For more information and/or to obtain resources and assistance, contact the Perkins Coordinator at 618-525-5400, ext. 2300. SIC offers an employability skills class (EMP 111) that is open to all students to assist with job search skills and to improve employability skills.

### **LEARNING COMMONS**

### MELBA PATTON LIBRARY

The Melba Patton Library located in the Learning Commons supports instructional programs and student educational needs by offering information literacy assistance and a wide variety of student resources. Over 17,000 print books, DVDs, music scores, journals, archival materials, and other physical items are available for patrons, as well as over 100,000 eBooks, electronic journals, videos, and more. Library resources can be located by visiting the library website at http://sic.edu/library.

As a member of the Consortium of Academic Libraries in Illinois (CARLI), library users have access to the collections of over 90 academic libraries in Illinois through I-Share. I-Share provides the College with an online catalog of its library holdings as well as a merged, unified catalog of more than 38 million total items. For items not located in Southeastern's library, users with a library account may request items from other I-Share member libraries. Delivery is normally within 2-3 days, and the requestor will be notified by phone or email.

Library barcodes for patron accounts are placed on the back of the Student ID Card. Current students without an ID card may obtain one at the Learning Commons circulation desk. Students must present a printed class schedule along with a picture ID to receive an ID/library card. Community members who reside within the college district may purchase a library card for a \$5 annual fee.

The Library offers students and the public access to computers, free WiFi, and printing, copying, and scanning services. A variety of single person and group study spaces are available, as well as casual seating, collaboration areas with white boards, casting to large screen TV monitors, and power connections in each area to charge and run electronic devices. A resource room with archival and reference materials, music scores and CDs, and journals can be reserved, and a group work room with a conference table and white board is also available.

The Library is closed during all holidays observed by the College. For current hours of operation please visit www.sic.edu/library

### **OLET - Online Learning and**

### **Educational Technology**

Distance learning opportunities at Southeastern Illinois College consist of videoconference courses, online, and hybrid courses. Distance learning gives students the opportunity to receive college credit while completing coursework at home through online courses, or having the convenience of attending classes at a site closer to home through videoconference courses. All distance learning courses are fully accredited college courses. Online courses require students to be selfmotivated and work independently, but are an excellent opportunity for students who cannot attend traditional classes on campus.

### **Videoconference Courses**

Each semester Southeastern offers selected courses through videoconferencing technology. Videoconference classrooms are located in Rooms A114 and A117 on the SIC main campus. Remote sites are located at Southeastern's David L. Stanley Center in Carmi, Eldorado High School, Galatia High School, Carrier Mills High School, Gallatin County High School, and NCOE High School, as well as other community colleges. These completely interactive classrooms allow students to communicate with the instructor and students at the originating site and other remote sites on camera and with real-time audio. These are regular college classes which require standard textbooks and other materials.

### **Online and Hybrid Courses**

Southeastern recognizes that in today's busy world many individuals who wish to attend college are limited by their schedules and family commitments. Online courses provide students who are unable to attend traditionally scheduled campus classes the opportunity to take classes and even complete an Associate degree online. For online courses, students use a computer to connect to the College's online learning management system, Canvas. Students must have access to a computer connected to the internet. Having a computer at home with internet access will give the student the most flexibility for completing online courses. Computers in the Learning Commons on campus can also be used during regular hours of operation.

Standard classroom books and printed materials are used in combination with online lectures, assignments, and supplementary course materials.

The majority of online courses offered by Southeastern Illinois College are 100% online; however, there are some courses that require an on-campus lab component. The College offers many hybrid courses which provide a portion of instruction online and the remainder of instruction in a classroom. Online students should expect to spend at least as much time for study as in a traditional classroom. Students will manage their own learning by using online information and materials. Students need to be self-disciplined, motivated, and possess basic computer experience using common software applications, a computer, and a web browser. The content and rigor of the online courses offered by SIC are equivalent to on-campus versions of the same courses.

### **TUTORING**

Face to face professional tutoring services in English and Math are provided through the Learning Commons. The College also offers online tutoring to our students through Tutor.com. With this service, tutors are available 24 hours a day to assist online students as well as students who take regular classes on camps. A link to online tutoring services can be located inside each course in Canvas. Visit the Tutoring desk in the Learning Commons to schedule in-person tutoring sessions or call 618-252-5400, ext. 2383 for further information.

# STARFISH EARLY ALERT

Southeastern utilizes Starfish Early Alert, an early identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest a student may be experiencing difficulties that may negatively impact academic success, the instructor may raise an alert or referral flag that:

- 1. notifies the student of the concern through an email to the student's Falcon Mail account:
- 2. requests that an Academic

- Advisor contact the student to discuss and follow-up on the issue; and,
- 3. encourages the student to discuss the matter with the instructor.

If students receive an email notification of an early alert or referral in any of their courses, they are encouraged to contact the instructor as soon as possible to discuss the issue.

The purpose of the discussion is to determine the severity of the issue, accurately assess its potential impact on their academic success, and to plan and put into action steps to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact the Executive Dean for Student Services Office at extension 2401.

# STUDENT SUCCESS CENTER

Testing is one of the major functions of the Student Success Center.

- NextGen Accuplacer Test— Used for placement of students into the appropriate levels of English, Math and Reading, is available free of charge by appointment.
- Test of Essential Academic Skills (TEAS) Test Given to students applying to Southeastern's Practical Nursing program or the Associate Degree in Nursing program. There is a charge for this test and an appointment must be scheduled in advance. TEAS tests are offered from September March at specific dates and times. Registration is required. The schedule will be posted on the SIC website.
- Professional Exam Given to individuals applying to be a teacher's aide. This exam requires advance payment and an appointment. Call or email the Student Success Center at 618-292-5400 EXT 2442 or email testing@sic.edu for an appointment.
- CLEP (College Level

Examination Program) – This test is to receive college credit for general education classes. More information is available at www.collegeboard.org/ clep. Advance payment and registration are required both through the College Board and SIC. A photo ID is required for testing. Once you have successfully registered for a test and received a voucher/ ticket, call or email the Student Success Center at 618-292-5400 EXT 2442 or testing@ sic.edu for an appointment and SIC payment information.

- CNA (Certified Nurses
  Aide Exam) Scheduled
  through the CNA program at
  Southern Illinois University at
  Carbondale at 618-453-4368.
  You can register at https://
  inace.nurseaidetesting.com/
  inace/. For more information
  and the schedule, visit the SIC
  website or email testing@sic.
  edu.
- **GED Test** Applicants must register one week in advance of the testing date. A fee will be due prior to taking the test; Contact the testing center for information. All testing is completed on the computer except the Constitution portion. Students must register and pay for their test online with a debit or credit card at http://www.gedtestingservice. com/testers/test-on-computer. Students must have an email address to register. If they have neither, vouchers must be purchased through the Regional Office of Education (512 N. Main, Harrisburg, IL). If students have trouble registering online, they should call 1-877-EXAM-GED. Students who are restricted from using the internet should call the number above. Applicants must have lived in Illinois for 30 days and be at least 17 years of age. A photo ID is required on the day of testing. Individuals should arrive 30 minutes early for the test. Seating is limited to 10 students per testing session.

For additional information, email testing@sic.edu or call SIC at 618-252-5400, ext. 2383 (toll free 866-338-2742). Information is also available on the SIC website at https://www.sic.edu/academics/adult-basic-education.

Food and Safety Tests are available on designated dates and times. The classes and testing schedule can be accessed on the SIC website at https://www.sic.edu/academics/community-education/food-service-sanitation. The first test and one retake are included in the class tuition. Subsequent retakes require a fee. To register for the test, contact the Student Success Center at testing@sic.edu or 618-252-5400 EXT. 2442

### TRIO / STUDENT SUPPORT SERVICES (SSS)

TRIO/Student Support Services (SSS) is a federal Title IV program designed to improve student success in college by providing comprehensive academic support. Any person who is currently a Southeastern Illinois College student may apply for admittance into TRIO. To be accepted into TRIO, students must meet the federal low/moderate income guidelines, AND/OR be first generation college students (neither parent that the student resided with completed a bachelor's degree), AND/OR have a documented physical or learning disability. Services include:

- Instruction in career and personal development
- Tutoring
- Exposure to cultural activities
- Study skills workshops

- Transfer assistance (including visits to four-year universities)
- Academic, personal, and financial literacy counseling
- Scholarship opportunities

For more information, call 252-5400, ext. 2432.

### **VOTER REGISTRATION**

Illinois voter registration applications are available online at www.elections. state.il.us. Mail-in voter registration applications are available through the Admissions Office located on the lower level of E building, and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.







# **COMMUNITY SERVICE**



# ART AT SOUTHEASTERN

Students and visitors to Southeastern will experience a diverse collection of art on the college campus where large monumental sculptures grace interior and exterior spaces. The Art Gallery of the George T. Dennis Visual and Performing Arts Center features rotating exhibitions year-round, and the Ella Elizabeth Hise Regional Museum which features exhibitions from local and regional artists specific to southern Illinois.

In 1987, the artist Bob Dixon completed installation of a series of three monumental welded sculptures. Sentinels Guarding the Winds of Time, located south of the Harry L. Crisp Conference Centers' lobby represents two vigilant figures celebrating mankind. On the north side of campus, gracing the entrance to the lobby of the Harry L. Crisp Conference Centers, Pegasus' Portal represents the gateway of the winged horse Pegasus, who according to Greek mythology brought a widespread dispersal of learning to the world with schools available for all people. Symbolizing the omega of one's formal education while celebrating the commencement and continuation of life-long learning, Wings and Echoes embellishes Southeastern's nature preserve east of Deaton Gymnasium.

As part of Illinois' Art in Public Places program, Southeastern acquired two more large-scale sculptures upon completion of the George T. Dennis Visual and Performing Arts Center, the Harry W. Abell Administration Building, and the Mary Jo Oldham Center for Child Study. Installed in 1999, Night of the Meteor Shower and Solar Pathways are the work of Christiane T. Martins, an internationally known Illinois artist. Composed of brushed and polished stainless steel, Night of the Meteor Shower enhances the lobby of the George T. Dennis Visual and Performing Arts Center, while Solar Pathways adorns the entrance to the Child Study Center.

In 2020, artist Aldon Addington of Carbondale donated a sculpture to The Ella Elizabeth Hise Museum of Regional Art at Southeastern Illinois College. The 16-foot tall, welded stainless steel sculpture titled "Three Portals" stands centered in front of the grand windows of the Harry W. Abell Administrative Building on the south side of campus. This ties together both the George T. Dennis Visual & Performing Arts Center and the museum.

The Southeastern Illinois College Foundation provides generous support for art acquisitions on campus. Many of the works of art displayed in the main corridors of buildings A through C were selected by the College Art Purchase Committee and funded by the Foundation in honor of retired and deceased college faculty members. In 1990, the Southeastern Illinois College Foundation dedicated Pristine Illinois Landscape, a mural depicting the unspoiled beauty of the Southern Illinois landscape as experienced by Native Americans and the early European visitors. Painted by artistnaturalist Robert G. Lawson, this large painting hangs in the lobby of the Harry L. Crisp Conference Center.

The Hise Museum was a nearly \$3 million gift from William C. Hise and his late brother, James C. Hise in memory of their sister, an art educator from the region. This museum features art about or artists from the river region of southern Illinois, western Kentucky, southwest Indiana, and southeast Missouri. With the addition of the Ella Elizabeth Hise Regional Art Museum, SIC now has a permanent collection gallery space along with space for larger exhibits. Traveling exhibitions, art talks, and other activities can be scheduled at the Hise Museum. This museum is a centerpiece of cultural preservation and education for the whole region and Midwest.

Art at Southeastern Illinois College offers rich and varied experiences and enhances the environment of the institution for the benefit of the College family as well as the community at large, from young children through senior citizens who visit the campus. This collection represents Southeastern's commitment to and appreciation for the arts, humanities, history and education.

# COMMUNITY SERVICES

The College frequently hosts seminars, workshops and conferences for partner groups and the general public. The topics range from consumer, educational and business interests to those of more hobby or leisure activities. The College is willing to work with outside organizations in cooperative planning and development of programs to meet their particular needs.

Additional information about community service programs sponsored by the College may be obtained by calling the Community Education Office at 618-252-5400, ext. 2300. Community groups wishing to inquire about using SIC's facilities for an event should call extension 2486 for information regarding applicable fees and facility availability.

### SIC ALUMNI & FRIENDS ASSOCIATION

The Alumni & Friends Association was created to continue the relationship between the College and its former students and friends of the College. Through Alumni & Friends Association Memberships, funds are raised for student scholarships.

### THE SIC FOUNDATION

The Southeastern Illinois College Foundation was established by the College Board of Trustees in November 1983 to provide a means of raising and administering funds from the private sector to support activities and programs at the College. The Foundation serves as a depository for gifts presented to the College by individuals, businesses, civic groups, and corporations wishing to participate philanthropically in the growth and future of Southeastern Illinois College. In its fundraising capacity, the Foundation supports Southeastern in its mission to provide numerous educational opportunities for the development of intellectual, cultural, social, personal, and productive skills to the residents of Community College District 533. The Foundation supports activities that improve one's quality of life, extends educational opportunities, and contributes to the College's constant pursuit of excellence.

The SIC Foundation was formed and organized as a partner with the institution but exists as a component unit of the College. It is separately incorporated in the state of Illinois as a non-profit charitable organization, and is governed by a Board of Directors, and operates according to its own set of by-laws. The Foundation has been designated by the Internal Revenue Service as a 501 (c) (3) non-profit organization.

### THE DAVID L. **STANLEY WHITE COUNTY CENTER**

The David L. Stanley White County Center serves the diverse educational needs of residents living in the White County area, which is in the northern portion of Southeastern Illinois College's district. A variety of transferable baccalaureate, vocational, and community education courses are offered. The Center is a receiving as well as a broadcasting site for distance learning classes. A computer lab is also available on-site. Regular hours of operation are Monday through Thursday from 9 a.m. to 4 p.m. throughout the year. The White County Center serves as a host site for the Illinois Worknet Center, which provides services through the Illinois Department of Employment Security (IDES) and Southern 14 Workforce Investment Board (WIOA partner). For more information on classes and services offered, contact the David L. Stanley White County Center located at 1700 College Avenue in Carmi, or call 618-382-8869.

### **WORKFORCE & ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT SIC**

The Southeastern Illinois College WISBDC's services provide both workforce development training to meet the needs of business and industry in the College district, and small business development training, to provide individual counseling and practical training for small business owners. Sample services include customtailored training programs, free business consultant services, and safety training and recertification. The WISBDC is

located on the main campus in the Robert I. Gregg Technology Center (G Building), room G129. Business consultants can be reached by calling 618-252-5400, extension 2312 or emailing wsbdc@sic.edu.

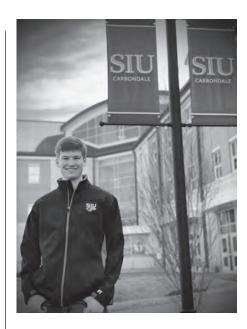
Professional consultants and support staff at the WISBDC assist the business community in all their developmental needs. Services include, but are not limited to, general business counseling, market assessments, cost analysis, financial analysis, capital resource planning, human resource management, and technology planning. Particular services are provided for the development of a detailed business plan for the business to be utilized by the business owner/manager as a management tool and mechanism for requesting financing from private and public lenders for start-up or expansion.

The WISBDC has been developed through a partnership involving the U.S. Small Business Administration, Illinois Department of Commerce & Economic Opportunity, and Southeastern Illinois College. The WISBDC is a member of the Illinois Entrepreneurship and Small Business Growth Association whose mission is to increase the competitiveness, profitability and growth of Illinois commerce in the global economy.

In addition to one-on-one counseling, the WISBDC provides beneficial training in general business ownership, financing, marketing, technology, taxes, computer software, and many other specialized categories. Through the sponsorship of these workshops, seminars and classes, the WISBDC is able to inform the business community of the current issues that are affecting their future.

### **VOLUNTEER SERVICE**

The Southeastern Illinois Service Learning class (SERV 121) is open to any student or member of the community who wishes to serve on an unpaid voluntary basis either at the College, in the community or with an area agency, institution or business. A person may earn one (1) credit hour of Pass/Fail credit each semester for 30 contact hours of unpaid service. There is no tuition charge for enrolling in this course. For more information call 252-5400, ext. 4130.







# GENERAL EDUCATION GOALS



# **GENERAL EDUCATION GOALS**

At Southeastern Illinois College, General Education is intended to be an integral part of the instructional program for all students who seek the two-year degree regardless of their educational or career goals. Its purpose is to foster student learning about the knowledge, skills, and attitudes whereby they may exercise control over their lives through educated and thoughtful responses to their social, political, economic, cultural, and natural environments.

The General Education program at Southeastern Illinois College is intended to provide students with common skills and competencies, while allowing the pursuit of individual interests within prescribed academic areas, and to motivate them to seek the highest possible degree of personal growth and development.

These goals and the courses that support them are periodically revised to meet changing needs. Following extensive revision of the goals and courses by faculty in the late 90's, the goals were again revised in 2006 to meet the changing needs of constituents. More recently, these goals were reviewed and slightly revised in 2015. These goals also align with the Illinois Articulation Initiative (IAI). For more information on the IAI, go to www.itransfer.org.

# GENERAL EDUCATION GOALS

### I. Communication:

- A. Students should demonstrate proficiency in the written and verbal use of English.
- B. Students should demonstrate proficiency in organization and analysis when writing, speaking and listening.
- C. Students should demonstrate proficiency and integrity regarding the basic methods and skills of contemporary academic research and reporting.

#### **II.** Humanities and Fine Arts:

- A. Students will demonstrate knowledge of the major areas of the diverse, aesthetic expressions and forms of disciplines such as music, literature, creative writing, cinema, theatre, and art.
- B. Students should demonstrate an understanding of the value of learning about diverse aesthetic, creative, and artistic activities of the humanities.

### III. Social and Behavioral Sciences:

- A. Students should develop insights into personal behavior and one's relationship with a diverse society in its past, present, and future.
- Students should develop a basic understanding of the cultural, geopolitical and socioeconomic forces and their impact on society.

### IV. Mathematics:

- A. Students should use appropriate mathematical symbols, terminology, and techniques to solve practical applications.
- B. Students will perform complex and theoretical calculations.

### V. Physical & Life Sciences:

A. Students should demonstrate knowledge about the fundamental laws governing living systems, the fundamental laws governing the composition of matter, and the fundamental laws governing nature.

- B. Students should gain an understanding of laws that describe energy changes and how they influence changes in nature, living systems, and matter.
- C. Students should demonstrate knowledge of the orderliness of nature as well as develop the ability to evaluate the effects of science and technology on their lives.

# ILLINOIS GENERAL EDUCATION CORE CURRICULUM

### Illinois Articulation Initiative http://www.itransfer.org

Southeastern Illinois College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows 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 lowerdivision general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students graduating high school in 1998 or entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). Upon completion of this core, IAI will be posted on the student's transcript.

### Illinois Transferable General Education Core Curriculum Minimum Requirements

### **Communication:**

- Three courses (9 semester credits) made up of the following:
  - o A two-course sequence in writing (6 semester credits). A grade of A, B, or C is required to receive credit for the two writing courses.
  - o One course in oral communications (3 semester credits).

#### **Mathematics:**

• One or two courses (3 to 6 semester credits).

#### Physical and Life Sciences:

- Two courses (7 to 8 semester credits with at least one laboratory course included).
- One course selected from Physical Sciences.
- One course from Life Sciences. Please note that at least one laboratory course must be included. Students with the appropriate preparation may substitute an initial course designed for science majors for

#### **Humanities & Fine Arts:**

a more general course.

- Three courses (9 semester credits) made up of the following:
  - One course selected from Humanities, one course selected from Fine Arts and one course from either Humanities or Fine Arts.

#### Social and Behavioral Sciences:

 Three courses (9 semester credits).
 Courses must be selected from at least two disciplines.

### **Students Transferring to Other Institutions**

Students may take SIC courses to complete the Illinois Transferable General Education Core Curriculum (GECC) prior to transferring to another participating school. The following IAI codes identify qualifying general education courses:

IAI C (Communications)

IAI M (Mathematics)

IAI F (Fine Arts)

IAI P (Physical Sciences)

IAI H (Humanities)

IAI S (Social/Behavioral Sciences)

IAI L (Life Sciences)

Students who do not complete the Illinois Transferable General Education Core Curriculum must meet the receiving institution's general education requirements. Credit for individual courses completed in the Illinois Transferable General Education Core Curriculum will be applied towards fulfillment of the receiving institution's general education requirements so long as the receiving institution requires that coursework.

See an academic advisor for additional information and read about the IAI at www.iTransfer.org.

# ACADEMIC PROGRAMS



# **ACADEMIC PROGRAMS**

# GRADUATION REQUIREMENTS

### General Requirements for Associate in Arts and Associate in Science Degrees

- 1. The student must follow the General Education requirements listed in the curriculum guide; complete a minimum of 62 semester hours; receive a grade of A, B or C in ENG 121, ENG 122 and COM 121; and maintain an overall SIC grade point average of "C" (2.00) or higher.
- 2. High school deficiencies and remedial coursework identified by either a high school transcript or placement test must be taken during the first 30 semester hours.
- 3. A student must complete at least 15 semester hours of credit from Southeastern Illinois College.
- An application for graduation must be completed and returned to the Enrollment Services Office at Southeastern Illinois College during the semester prior to the student's semester of graduation. A \$20 graduate fee is required.

# General Education Requirements for Associate in Applied Science Degrees and Certificates

Associate in Applied Science degree programs must include a minimum of 62 semester hours of work with an overall average of at least "C" (2.00) for all coursework in the degree program. Certificate programs vary in the number of hours required but have the same grade point average requirements for graduation. Candidates for degrees and certificates must follow an organized program of instruction as set forth under each A.A.S. or certificate curriculum. A.A.S. Degrees will include at least the following:

General Education makes up 25% of the A.A.S. program.
 The specific coursework to be taken is stipulated for each career/technical program and is selected from the list below. Where applicable, a higher-level course may be substituted with the Academic Vice President or Dean's approval.

A. Communications Skills - Minimum of six semester hours

ENG 121 - Rhetoric & Composition I (3)

ENG 122 - Rhetoric & Composition II (3)

COM 144 - Interpersonal Communications (3)

COM 146 - Business & Professional Communications (3)

B. Social Studies - Minimum of three semester hours

PSYC 121 - Intro Psychology (3)

PSYC 131 - Human Relations (3)

SOC 121 - Introductory Sociology (3)

C. Mathematics, Science, Health, Nutrition - Minimum six semester hours, three of which must be mathematics.

AG 121 - Introductory Animal Science (4)

BIOL 121 - Introductory Biology (4)

BIOL 141 - Environmental Science (4)

BOT 121 - Plants and Society (4)

CHEM 123 - Basic Inorg/Organ. Chem. (4)

FCS 124 - Introduction to Nutrition (3)

HYG 121 - Science of Personal Health (3)

MATH 128 - College Algebra (4)

MATH 144 - Heart of Mathematics (4)

MATH 151 - Occupational Math (4)

PHYS 121 - Basic Physics (4)

A student with adequate preparation may substitute the first course designed for math/science majors

D. **General Education Elective(s)** selected from areas of humanities and fine arts, information technology, communications, science, mathematics, or social sciences to satisfy the 25% total requirement, which is:

Total Gen.Ed.
62 to 64 hour AAS Programs
65 to 68 hour AAS Programs
69 to 72 hour AAS Programs
18 credit hours
18 credit hours

 Technical, Technical Related, & Guided Electives are used to build skills and related technical knowledge about the occupation. Sequence and content of these courses are recommended by advisory committees, which are composed of business and industry representatives in the occupation.

Career programs (Associate in Applied Science or Certificate) are not intended for transfer to senior institutions. However, in specific cases, transfer may occur through capstone and other similar 2+2 programs. Some universities have special programs that will accept career program credits as partial fulfillment or requirements toward specific goals. It is recommended that students work closely with an academic advisor on transfer issues.

These programs provide skill and knowledge necessary for immediate entry into employment upon graduation. Courses and programs have been carefully developed to meet the demand of specific occupations.

- 3. In order to graduate from any program, the student must have an overall grade point average of "C" (2.00) or higher for all coursework required by that degree or certificate.
- 4. The total number of hours required to graduate with an A.A.S. or certificate are indicated on the curriculum guides listed in the Southeastern Illinois College catalog or online at www.sic.edu.
- 5. A student must complete at least 15 semester hours of credit from SIC.

### Associate in Liberal Studies Degree

The Associate in Liberal Studies Program (ALS) is intended as an interdisciplinary, non-traditional program that is characterized by student flexibility and creativity. While the ALS degree is intended to be terminal, it is hoped the educational process will be seen as lifelong. The program is designed to provide a college level educational opportunity for those who wish to complete an individualized general program, but do not wish to pursue a special occupational or baccalaureate-oriented program resulting in an A.A.S., A.S., A.E.S, A.F.A., or A.A. Degree.

### Associate in Liberal Studies Degree Guidelines

- Students who would like to pursue this degree must complete an ALS contract with an academic advisor.
- 2. The Associate in Liberal Studies degree could be accepted partially or totally at a four-year college or university toward completion of the requirements for a baccalaureate degree at the discretion of the four-year college or university.
- 3. Credits earned in any occupational certificate program may be applied to the Associate in Liberal Studies degree.
- 4. Both baccalaureate and occupational courses may be taken as part of the ALS degree program.
- Students may not use developmental courses to complete the ALS degree.
- 6. The Associate in Liberal Studies degree general education component will include no less than 20 semester credit hours, with at least one class in each of the following areas: communications, humanities and fine arts, social and behavioral sciences, and mathematics and science.

### Admission Requirements/ALS

- Any student desiring admission into the ALS degree program must first be admitted as a student to Southeastern. Admission to the College does not constitute automatic acceptance into the ALS program.
- 2. Admission into the ALS program requires a planning conference with an academic advisor to relate the philosophy and

- structure of the ALS program to the goals and objectives of the student. This conference will culminate in the establishment of a degree learning contract and program plan that can only be changed by the joint agreement of the academic advisor and student. This ALS contract must be signed by the student, academic advisor and the Executive Dean of Academic Services for official admittance into the ALS program.
- The student is required to submit official transcripts of any prior academic credit for that credit to be applied toward the ALS degree.
- 4. Any student who wishes admittance to the ALS program should declare a commitment to this program and its planning/ contractual implications as soon as the student decides to pursue the ALS degree program.

### **Graduation Requirements/ALS**

To be awarded the Associate Degree in Liberal Studies, a student must complete the following requirements:

- Complete sixty-two (62) semester hours of coursework including baccalaureate and/or occupational courses included in the ALS plan.
- 2. Complete twenty (20) hours of general education coursework with at least one class in each of the following areas: communications, humanities and fine arts, social and behavioral sciences, and mathematics and science.
- 3. Maintain an overall college grade point average of "C" (2.00) or higher.
- 4. A student must complete at least 15 semester hours of credit from Southeastern Illinois College.
- 5. Each student must clear all school obligations before graduation. Students must file an application for graduation in the Enrollment Services Office at the time of registration for the last semester.
- 6. Culminating Project: Each candidate for the ALS degree will be required to write an interdisciplinary term paper that integrates the main components of the student's planned program. This culminating project, taken during the final semester, will allow each candidate the

- opportunity to synthesize the insights and new understandings gained from the ALS program and to explain how these educational experiences relate to stated goals, both personal and programmatic. The term paper will also serve as a criterion skill in composition, basic research, reading, and interdisciplinary thought. The major purpose of this term paper project is to develop a deeper awareness of the interrelatedness of ideas and how formal education can assist the individual in the attainment of personal goals. The Executive Dean for Academic Services has the discretionary power to accept an "oral" term paper instead of a written format. The final copy of the project will be left with the Executive Dean of Academic Services and becomes the property of the College. Upon receiving the recommendation to accept or reject the final project, the Executive Dean of Academic Services will certify that the student has successfully completed the ALS Degree.
- 7. Each candidate for the ALS degree must be approved by the Executive Dean of Academic Services as having satisfied all graduation requirements stated above.

# TECHNICAL RESOURCE MANAGEMENT

The Technical Resource Management program is designed to meet the needs of individuals with previous work experience who want to prepare for a career in a specialized area for which Southeastern Illinois College does not offer a specific program. It allows the student, under the supervision of the appropriate division chairperson and designated SIC faculty member, to identify the requirements of the career in which the student wishes to prepare, apply previous work experience and/or non-collegiate learning experiences to achieve the requirements, and design a customized program of study to acquire the remaining skills and knowledge. Students interested in pursuing the Technical Resource Management degree program should meet with an academic advisor for further information.

# **CURRICULUM GUIDES**



### **Associate in Arts Degree**

General Education Core Curriculum Requirements (IAI)



Minimum 62 hours

### IAI See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAA

COMMUNICATIONS: 9 semester hours. Students must successfully complete all three courses for IAI, Associate in Arts Degree.					
ENG 121-3* (C1 900) Rhetoric & Composition IENG 122-3* (C1 901R) Rhetoric & Composition IICOM 121-3* (C2 900) Principles of Speaking					
*A grade of A, B, C is required to get credit for these courses for IAI, Associate in Arts Degree.					
<b>HUMANITIES AND FINE ARTS: 9 semester hours.</b> At least one of	course must be taken from each area. (3 courses)				
Area 1 ART 121-3 (F2 900) Art Appreciation  _ART 222-3 (F2 901) Prehistory to Medieval Art  _ART 223-3 (F2 902) Renaissance to  Contemporary Art  _COM 128-3 (F2 908) Film Appreciation  _MUS 121-3 (F1 900) Music Appreciation  _MUS 126-3 (F1 904) Intro to American Music  _THTR 121-3 (F1 907) Introduction to Theater	Area 2ENG 243-3 (H3 902) Introduction to DramaENG 245-3 (H3 906) World Literature _ENG 246-3 (H3 907) Modern Literature _ENG 261-3 (H3 914) American Literature I _ENG 262-3 (H3 915) American Literature II	PHIL 121-3 (H4 900) Intro to Philosophy PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions			
SOCIAL & BEHAVIORAL SCIENCES: 9 semester hours. Courses	must be taken from two different areas – one course mu	ıst be selected from Area 1 (3 courses).			
Area 1  ECE 141-3 (56 903) Child Development  HIST 161-3 (S2 923D) Black American History  PSYC 121-3 (56 900) Intro Psychology  PSYC 221-3 (56 903) Child Psychology  SOC 121-3 (S7 900) Introductory Sociology  SOC 221-3 (S7 902) The Family in Society	Area 2HIST 121-3 (S2 902) Western Civilization to 1648HIST 122-3 (S2 903) Western Civilization from 1648HIST 141-3 (S2 910N) Latin American HistoryHIST 241-3 (S2 900N) American History I _HIST 242-3 (S2 901N) American History II	Area 3ECON 121-3 (S3 901) MacroeconomicsECON 122-3 (S3 902) MicroeconomicsGOVT 121-3 (S5 900) American GovernmentGOVT 226-3 (S5 904N) Intro International Relations			
MATHEMATICS: 4-5 semester hours At least one to two courses must be taken.  MATH 125-4 (MI 902) General Education Statistics  MATH 141-4 (MI 902) Statistics  MATH 142-4 (MI 906) Finite Mathematics  MATH 143-4 (MI 900) Applied Calculus  MATH 144-4 (MI 904) Heart of Mathematics  MATH 162-5 (MI 900-1) Calculus I  MATH 205-4 (M1 903) Geometry for Elementary  Teachers  MATH 221-5 (M1 900-2) Calculus & Analytic  Geometry II  MATH 222-5 (M1 900-3) Calculus & Analytic  Geometry III	PHYSICAL AND LIFE SCIENCES: 8-9 semester hours. least one must include a lab. (2 courses)  Area 1 BIOL 121-4 (L1 900L) Introductory Biology BIOL 141-4 (L1 905L) Environmental Science BIOL 221-4 (L1 900L) General Biology I BOT 121-4 (L1 901L) Plants and Society	Area 2  CHEM 123-4 (P1 902L) Basic Inorg/Org Chemistry CHEM 121-5 (P1 902L) General Chemistry I PHYS 121-4 (P1 900L) Basic Physics PHYS 221-5 (P2 900L) General Physics			

### **Guided Electives**: 21-23 semester hours.

These courses should be guided electives for your major as recommended by the college or university you are transferring to.

Credit Hours	Course	Semester Taken	Grade
	62 Total Hours Minimum for A.A. Degree		

**Note:** Refer to the catalog for the college or university you are transferring for specific general education requirements for your major. Southeastern Illinois College reserves the right to schedule courses as deemed appropriate, and reserves the right to make changes in order to comply with local, state, or federal conditions or regulations.

06/21

### **ASSOCIATE IN FINE ARTS IN THEATRE**



A.F.A. Degree

Minimum 64 hours

### Transfer Curriculum • Associate in Fine Arts Degree in Art • Minimum 2.0 OGPA • Major Code: DAFAT

CONSULT THE CATALOG of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

### **FIRST YEAR**

Fall Semeste	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
MATH 144	Heart of Mathematics	4
THTR 121	Introduction to Threatre	3
THTR 123	Stagecraft	3
MUS 121	Music Appreciation	3
THTR 126	Theatre Practicum	1
	Total Hours	17

Spring Seme	Credit Hrs	
ENG 122	Rhetoric & Composition II	3
THTR 122	Principles of Acting	3
THTR 223	Stage Theory & Design	3
THTR 126	Theatre Practicum	1
PHYSICAL .	4	
SOCIAL & H	3	
	17	

### **SECOND YEAR**

Fall Semester		Credit Hrs
COM 121	Principles of Speaking	3
THTR 220	Children's Literature in	3
Performance  THERE 242 I		2
THTR 243	Introduction to Drama	3
THTR 126 Theatre Practicum		1
ELECTIVE*	3	
SOCIAL AN	3	
	16	

Spring Seme	Credit Hrs	
THTR 125	Stage Make-up	3
MUS 124	Private Applied Music	1
THTR 126	1	
SOCIAL AN	3	
PHYSICAL	4	
HUMANITII	3	
ELECTIVE*	3	
	18	

#### HUMANITIES AND FINE ARTS: 6 semester hours. At least one course must be taken from each area. (2 courses) Area The course requirements for Area 1 are satisfied. \_ENG 261-3 (H3 914) American Literature I PHIL 121-3 (H4 900) Intro to Philosophy (Select one course from Area 2.) Area 2 ENG 245-3 (H3 906) World Literature ENG 262-3 (H3 915) American Literature II PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics ENG 246-3 (H3 907) Modern Literature PHIL 224-3 (H5 904N) Comparative Religions SOCIAL & BEHAVIORAL SCIENCES: 9 semester hours. Courses must be taken from two different areas – one course must be selected from Area 1. PSYC 121-3 (S6 900) Intro Psychology SOC 121-3 (S7 900) Intro Sociology \_HIST 161-3 (S2 923D) Black American History PSYC 221-3 (S6 903) Child Psychology SOC 221-3 (S7 902) The Family in Society \_HIST 141-3 (S2 901N) Latin American \_HIST 241-3 (S2 900N) American History I Area 2 \_HIST 121-3 (S2 902) Western Civilization to \_ \_HIST 242-3 (S2 901N) American History II 1648 History HIST 122-3 (S2 903) Western Civilization from 1648 ECON 121-3 (S3 901) Macroeconomics GOVT 121-3 (S5 900) American Government Area 3 \_ECON 122-3 (S3 902) Microeconomics \_GOVT 226-3 (S5 904N) Intro International Relations PHYSICAL AND LIFE SCIENCES: 8 semester hours. At least one course must be taken from each area. (2 courses) BIOL 121-4 (L1 900L) Introductory Biology \_BOT 121-4 (L1 901L) Plants and Society BIOL 221-4 (L1 900L) General Biology I Area 1 BIOL 141-4 (L1 905L) Environmental Science CHEM 123-4 (P1 902L) Basic Inorg/Org PHYS 121-4 (P1 900L) Basic Physics Area 2 Chemistry PHYS 221-5 (P1 900L) General Physics \_CHEM 121-5 (P1 902L) General Chemistry I

### **Career Opportunities:**

Actor, Scenic Designer, Costume Designer, Stage Technician, Lighting Technician, Scenic Construction

### **Major Employers:**

Theatre Companies, Resorts, Theme Parks, Television, Stage, Film, Scenic Construction Studios, College Theatre Programs

02/20

### **ASSOCIATE IN ARTS DEGREE**



## General Education Core Curriculum Requirements (IAI) COURSES OFFERED ONLINE

Minimum 62 hours

### See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAA

success	fully co	DNS: 9 credit hours required. Studinglete all three of the following co	urses.	guided el	ectives f	ES: Minimum 20 credit hours. These cours for your major as recommended by the col e transferring to.	
		a hybrid and requires face-to-face m	eetings to	AG	121-4	Introductory Animal Science	
present t	he spee	ches in class.		ART	121-3	Art Appreciation	
ENG	121	Rhetoric & Composition I	3	ART	222-3	Prehistory to Medieval Art	
ENG	122	Rhetoric & Composition II	3	ART	223-3	Renaissance to Contemporary Art	
*COM	121	Principles of Speaking	3	BIOL	121-4	Introductory Biology	
				ВОТ	121-4	Plants and Society	
HUMANI	TIES &	FINE ARTS: 9 credit hours		BUS	111-3	Introduction to Business	
At least 1	course	must be taken from each area.		BUS	191-3	Financial Accounting	
Area 1				BUS	192-2	Managerial Accounting	
MUS	121	Music Appreciation	3	BUS	297-3	Business Law I	
COM	128	Film Appreciation	3	BUS	298-3	Legal & Social Environment of Business	
THTR	121	Introduction to Theater		IT	119-3	Basic Software Applications	
ART	121	Art Appreciation	3	CHEM	123-4	Basic Inorganic/Organic Chemistry	
ART	222	Prehistory to Medieval Art	3	COM	124-3	Discussion	
			3	COM	125-3	Introduction to Mass Media	
ART	223	Renaissance to Contemporary Art	3	COM	128-3	Film History & Appreciation	
Area 2				COM	144-3	Interpersonal Communication	
ENG	245	World Literature	3	CRJ	112-3	Criminal Behavior	
ENG	246	Modern Literature	3	CRJ	136-3	Introduction to Criminal Justice	
PHIL	121	Intro to Philosophy	3	ECE	121-3	Introduction to Early Childhood Education	
PHIL	122	Fundamentals of Logic	3	ECE	141-3	Child Development	
11111	122	Turidamentais of Logic	J	ECE	220-3	Practicum I	
				ECE	221-3	Practicum II	
SOCIAL	& BEHA	AVIOR SCIENCES: 9 credit hours		ECE	240-3	Math & Science Methods	
Courses	must be	taken from at least two different area	as.	ECON	121-3	Introduction to Macroeconomics	
One cour	se must	be selected from Area 1.		ECON EDUC	122-3	Introduction to Microeconomics	
				EDUC	141-3 226-3	Introduction to Education Students With Special Needs	
Area 1	404	Later Davids da es	0	EDUC	228-3	Diversity of Schools & Society	
PSYC	121	Intro Psychology	3	EDUC	241-3	Educational Psychology	
PSYC	221	Child Psychology	3 3 3 3	EDUC	241-3	Human Growth & Development	
ECE	141	Child Development	3	EDUC	244-3	Human Growth & Development - Lifespan	
HIST	161	Black American History	3	EDUC	260-3	Educational Technology	
SOC	121	Introductory Sociology	3	ENG	245-3	World Literature	
SOC	221	The Family in Society	3	ENG	246-3	Modern Literature	
Area 2				FCS	124-3	Introduction to Nutrition	
HIST	141	Latin American History	3	GOVT	121-3	American Government	
HIST	241	American History I	3	GOVT	226-3	Intro International Relations	
HIST	242		3	HIST	241-3	American History I	
	242	American History II	3 <u> </u>	HIST	242-3	American History II	
Area 3				HYG	121-3	Science of Personal Health	
ECON	121	Macroeconomics	3	MATH	141-4	Statistics	
<b>ECON</b>	122	Microeconomics	3	MUS	121-3	Music Appreciation	
GOVT	121	American Government	3 3	MUS	126-3	Intro to American Music	
GOVT	226	Intro International Relations	3	PHIL	121-3	Intro to Philosophy	
				PHIL	122-3	Fundamentals of Logic	
One add	itional d	course from HUMANITIES & FINE		PHIL	226-3	Phil. Bible: Old/New Testaments	
			_	PSYC	121-3	Intro Psychology	
ARTS o	or SOCI	AL & BEHAVIORAL SCIENCES	3	PSYC	221-3	Child Psychology	
				PSYC	244-3	Human Growth & Development - Lifespan	
MATHEN	/IATICS	: 4 credit hours		PSYC	246-3	Social Psychology	
MATH	141	Statistics	4	PSYC	260-3	Abnormal Psychology	
MATH	144	Heart of Mathematics	4	SOC	121-3	Introductory Sociology	
			<u> </u>	SOC	221-3	The Family in Society	
DHAGIC	۱۱ ۶ ۱۱۱	E SCIENCES: 8 credit hours		SPAN	121-4	Elementary Spanish I	
		*CHEM 123 will be offered as hybrid	courses so	SPAN	122-4	Elementary Spanish II	
		impus for the lab portion of these clas		THTR	121-3	Introduction to Theater	
required.		impus for the lab portion of these clas	0000 10				
**BIOL **CHEN	121 // 123	Introductory Biology Basic Inorg/Org Chemistry	4				

NOTE: Most ONLINE courses are offered every semester. However, some of these courses are offered Fall, Spring, or Summer only. Refer to the college or university you are transferring to for specific general education requirements for your major. Southeastern Illinois College reserves the right

### **ASSOCIATE IN ENGINEERING SCIENCE**



A.E.S. Degree

Minimum 62 hours

### See www.iTransfer.org • Minimum 2.0 OGPA • Major Code: DAES

Bachelor's engineering programs are highly structured to meet the standards established by the Accreditation Board of Engineering and Technology (ABET) required for candidates seeking Illinois registration as a professional engineer. Students are strongly encouraged to complete the Associate in Engineering Science degree prior to transfer. To transfer as a junior into a bachelor's engineering program, students must complete a minimum of 60 semester hours up to a maximum of 68 hours, including all of the essential prerequisite courses listed below. Students with fewer than 68 semester hours at transfer are not likely to earn the bachelor's degree within two years after transfer.

Students admitted to the program must meet the state's high school course requirements: 4 years English, 3 years in math, science, and social studies. A fourth year of math is recommended. Students are advised that admission to senior institutions is highly competitive and that completion of the courses alone does not guarantee admission.

#### **General Education Core Courses**

General education courses are described in the Illinois General Education Core Curriculum. Since completion of this engineering curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.

\*Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. If two courses are selected in a field, a two-semester sequence in the same discipline is recommended.

COMMU	NICATIO	NS: 6 se	mester hour	s required (2 courses)	ESSENTIAL PREREQUISITE COURSES: 36 semester hours
Students	must sud ENG ENG	ccessfully 121-3 122-3	complete co (C1 900) (C1 901R)	urses with a grade of A, B, or C. Rhetoric & Composition I Rhetoric & Composition II	PHYSICAL & LIFE SCIENCES Mathematics: 18 hours (Calculus I, II, III)
Area 2	ART ART ART COM MUS MUS THTR ENG	121-3 222-3 128-3 121-3 126-3 121-3 126-3 121-3 245-3 245-3 245-3 246-3 121-3 122-3 221-3 221-3 221-3 121-3 121-3 121-3	(F2 900) (F2 901) (F2 901) (F2 902) (F2 905) (F1 900) (F1 904) (F1 907) (H3 906) (H3 907) (H3 914) (H3 915) (H4 900) (H4 900) (H4 904) (HS 904) (HS 904) (IENCES: 0-9 cted from Ar (S6 903) (S2 923D) (S6 900) (S6 903) (S7 900)	Art Appreciation Prehistory to Medieval Art Renaissance to Contemporary Art Film Appreciation Music Appreciation Intro to American Music Introduction to Theater  Introduction to Drama World Literature Modern Literature American Literature American Literature II Intro to Philosophy Fundamentals of Logic Fundamentals of Ethics Comparative Religions semester hours (up to 3 courses) ea 1  Child Development Black American History Intro Psychology Child Psychology Introductory Sociology	MATH 162-5, MATH 221-5, MATH 222-5, MATH 225-3 Differential Equations  Chemistry: CHEM 121-5, 5 semester hours  Calculus-Based Physics for Engineers I & II; (with lab)  PHYS 221-5, PHYS 222-5, 10 semester hours  Computer Programming: (structured modern language)  MATH 165-3, 3 semester hours  ENGINEERING SPECIALTY COURSES: 14 semester hours  CHEM 122-5 General Chemistry & Analysis II  GRAP 121-3 Engineering Graphics 1  PHYS 241-3 Statistics  PHYS 242-3 Dynamics  Consult the college catalog of the college or university you are transferring to for engineering specialty courses required for your major. See a counselor for professional guidance.  Students should select courses in consultation with an engineering advisor and should decide on their engineering specialty and their preferred transfer school at the beginning of the sophomore year (at 30 semester hours) since engineering course selection varies by specialty and school. Usually, a grade of C or better is required for a course to fulfill a degree requirement. Since admission is very competitive, completion of the courses alone does not guarantee admission.  12 hours General Education Core  14 hours Engineering Specialty Courses 36 hours Essential Prerequisite Courses 62 Total Semester Hours Minimum for A.E.S. degree
Area 2  Area 3	HIST HIST HIST HIST HIST ECON ECON GOVT GOVT	221-3 121-3 122-3 141-3 241-3 242-3 121-3 121-3 226-3	(\$7 902) (\$2 902) (\$2 903) (\$2 901N) (\$2 900N) (\$2 901N) (\$3 901) (\$3 902) (\$3 900) (\$3 904N)	The Family in Society  Western Civilization to 1648 Western Civilization from 1648 Latin American History American History I American History II  Macroeconomics Microeconomics American Government Intro International Relations	

10/19

Southeastern Illinois College • 3575 College Road • Harrisburg, Illinois 62946 • 618-252-5400 • www.sic.edu

# ASSOCIATE IN LIBERAL STUDIES



Interdisciplinary Non-Traditional Degree

Minimum 62 hours

## ALS Degree • Minimum 2.0 OGPA • Major Code: DALS

THIS DEGREE IS DESIGNED to provide a college level educational opportunity for those who wish to complete an individualized educational program, but do not wish to pursue a specific occupational or baccalaureate-oriented degree resulting in an AAS or AS or AA degree. The ALS Degree is intended to be terminal. It may or may not be accepted partially or fully by four-year colleges and universities.

For Admission Requirements and Graduation Requirements visit our web site at www.sic.edu or see these requirements in the college catalog. ALS DEGREE GUIDELINES:

Students who would like to pursue this degree must complete an ALS contract with an advisor.

- Both Baccalaureate and CTE courses may be used for the ALS degree.
- Students may not use developmental courses for the ALS degree.
- The Associate in Liberal Studies Degree must include no less than 20 semester credit hours of general education courses with at least one class in each of the following areas: Communications, Humanities and Fine Arts, Social and Behavioral Sciences, and Mathematics and/or Science.

Courses may be selected from those listed below. However, other course options are also available. See a college advisor for professional

Degree.	, ,	of A, B, or C for IAI, Associate in Arts Degree or Associate in Science
ENG 121-3 (C1 900) Rhetoric & Composition I	ENG 122-3 (C1 901R) Rhetoric & Composition II	COM 121-3 (C2 900) Principles of Speaking
HUMANITIES AND FINE ARTS: 3-6 semester hour Area 1 ART 121-3 (F2 900) Art Appreciation _COM 128-3 (F2 905) Film Appreciation _MUS 121-3 (F1 900) Music Appreciation _MUS 126-3 (F1 904) Intro to American MusicTHTR 121-3 (F1 907) Introduction to Theater	s. Courses must be taken from two different areas.  Area 2  ENG 241-3 (H3 903) Introduction to Poetry  ENG 243-3 (H3 902) Introduction to Drama  ENG 245-3 (H3 906) World Literature  ENG 246-3 (H3 907) Modern Literature  ENG 261-3 American Literature II  PHIL 121-3 (H4 900) Intro to Philosophy	PHIL 122-3 (H4 906) Fundamentals of Logic PHIL 221-3 (H4 904) Fundamentals of Ethics PHIL 224-3 (H5 904N) Comparative Religions
SOCIAL & BEHAVIORAL SCIENCES: 3-6 semester Area 1 HIST 161-3 (S2 923D) Black American History PSYC 121-3 (S6 900) Intro Psychology PSYC 221-3 (S6 903) Child Psychology SOC 121-3 (S7 900) Intro Sociology SOC 221-3 (S7 902) The Family in Society	hours. Courses must be taken from two different area  Area 2  HIST 121-3 (S2 902) Western Civilization to 1648  HIST 122-3 (S2 903) Western Civilization from 1648  HIST 141-3 (S2 901N) Latin American History  HIST 241-3 (S2 900N) American History II	s – one course must be selected from Area 1.  Area 3  ECON 121-3 (S3 901) Macroeconomics  ECON 122-3 (S3 902) Microeconomics  GOVT 121-3 (S5 900) American Government  GOVT 226-3 (S5 904N) Intro International  Relations
MATHEMATICS and/or PHYSICAL AND LIFE SCIE MATH 125-4 (MI 902) General Education StatisticsMATH 140-4 (MI 901) Quantitative LiteracyMATH 141-4 (MI 902) Introduction to StatisticsMATH 142-4 (MI 906) Finite MathematicsMATH 143-4 (MI 900) Applied CalculusMATH 144-4 (MI 904) Heart of MathematicsMATH 151-4 Occupational MathMATH 162-5 (MI 900-1) Calculus & Analytical Geometry IMATH 221-5 (MI 900-2) Calculus & Analytical Geometry IIMATH 222-5 (MI 900-3) Calculus & Analytical Geometry IIIMATH 222-5 (MI 900-3) Calculus & Analytical	NCES: 4-5 semester hours BIOL 121-4 (L1 900L) Introductory BiologyBIOL 141-4 (L1 905L) Environmental ScienceBIOL 221-4 (L1 900L) General Biology IBOT 121-4 (L1 901L) Plants and SocietyCHEM 121-5 (P1 902L) General Chemistry ICHEM 123-4 (P1 902L) Basic Inorg/OrgChemistryPHYS 121-4 (P1 900L) Basic PhysicsPHYS 221-5 (P1 900L) General Physics I	
20 Hours of General Education Courses		

42 Hours of CTE or Baccalaureate Courses

62 Total minimum hours for ALS degree

#### **Career Opportunities:**

Self Employment or Employment in Industrial, Retail, Service, or Government Positions that Requires an Associate Degree as an Indication of Accomplished Oral or Written Communication Skills and Critical Thinking

## **Associate in Science Degree**

General Education Core Curriculum Requirements (IAI)



Minimum 62 hours

	IAI See v	vww.iiiai	isier.org • w	iiiiiiiiuiii Z	LU UGFA	Major Code: DAS1
ENG 121-3 (C1		on IENG 12	2-3 (C1 901R) Rhetoric	& Composition	IICOM 12	n Science Degree. 1-3 (C2 900) Principles of Speaking
	s required to get credit for				e.	
Area 1 ART 121-3 (F2 9)COM 128-3 (F2 9)MUS 121-3 (F1 126-3 (F1 126-	D FINE ARTS: 6 semester I 900) Art Appreciation 1908) Film Appreciation 900) Music Appreciation 904) Intro to American	Area 2 ENG 243-3 ENG 245-3 ENG 246-3 ENG 261-3	(H3 902) Introduction (H3 906) World Literat (H3 907) Modern Liter (H3 914) American Lite (H3 915) American Lite	to Drama ure ature erature I	- - - -	_PHIL 121-3 (H4 900) Intro to Philosophy _PHIL 122-3 (H4 906) Fundamentals of Logic _PHIL 221-3 (H4 904) Fundamentals of Ethics _PHIL 224-3 (H5 904N) Comparative Religions
Theater						
SOCIAL & BEHAV	IORAL SCIENCES: 6 semes	ster hours. Cou	rses must be taken fror	n two different a	areas – one cou	rse must be selected from Area 1.
Area 1HIST 161-3 (S2 HistoryPSYC 121-3 (S6PSYC 221-3 (S6SOC 121-3 (S7) Sociology	923D) Black American 9000) Intro Psychology 903) Child Psychology 900) Introductory 902) The Family in	Area 2HIST 121-3 1648HIST 122-3HIST 141-3HIST 241-3	(S2 902) Western Civil (S2 903) Western Civil (S2 910N) Latin Ameri (S2 900N) American H (S2 901N) American H	ization to ization from 164 can History istory I	<u>A</u> - -	urea 3  _ECON 121-3 (S3 901) Macroeconomics _ECON 122-3 (S3 902) Microeconomics _GOVT 121-3 (S5 900) American Government _GOVT 226-3 (S5 904N) Intro International Relations
	3-6 semester hours			semester hour	s. At least one	course must be taken from each area and at least one must include
MATH 142-4 (Mathematics MATH 143-4 (M MATH 144-4 (M MATH 162-5 (M MATH 205-4 (M Elementary Tea MATH 221-5 (M Analytic Geometry II	All 902) Statistics All 906) Finite All 900) Applied Calculus All 904) Heart of All 900-1) Calculus I All 903) Geometry for	BIOL 141-4 BIOL 221-4	es)  (L1 900L) Introductory (L1 905L) Environmen (L1 900L) General Biol (L1 901L) Plants and So	tal Science ogy I	A	Lirea 2 CHEM 123-4 (P1 902L) Basic Inorg/Org ChemistryCHEM 121-5 (P1 902L) General Chemistry IPHYS 121-4 (P1 900L) Basic PhysicsPHYS 221-5 (P2 900L) General Physics
	al moth and ana a	dditional ni	husiaal ar lifa a		.voo (dono	ading on transfer notheress)
Minimum of 8 ser		uditional pi	nysicai <u>or</u> lite s	cience cou	ırse (aepei	nding on transfer pathway).
Credit Hours	Course		Semester Taken	Grade		
which you are tran		semester hours	. These courses show	ıld be guided e	electives for yo	our major as recommended by the college or university to
Credit Hours	Course		Semester Taken	Grade		
				1		
				1		
				+		
	62 Total Hours Minit	num for A.S. I	Degree			
successfully comp		ments with at le	east a 2.0 overall gra	de point avera		nd these requirements. Furthermore, I understand that I must an 'Application for Graduation' to the Director of Enrollment
Student Signature			Date			SIC Student ID #
Counselor Signature			Date			_

Note: Refer to the catalog for the college or university you are transferring for specific general education requirements for your major. Southeastern Illinois College reserves the right to schedule courses as deemed appropriate, and reserves the right to make changes in order to comply with local, state, or federal conditions or regulations.

# **ASSOCIATE DEGREE NURSING**



Special Admission Program – See Admission Requirements Below

Minimum 65 hours\*

# Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA Major Code: DADN

STUDENTS WHO COMPLETE THIS PROGRAM SUCCESSFULLY ARE ELIGIBLE TO TAKE THE STATE BOARD EXAM TO BECOME A REGISTERED NURSE (RN).

#### **Entrance Requirements**

Obtain and read the "Associate Degree Nursing Admission Packet" available in the Nursing Office, T-236. Attend an Advisement Meeting and submit Nursing Application packet. Take the Test of Essential Academic Skills (TEAS). Date: \_\_\_\_\_ Score: \_\_\_\_\_ Score: \_\_\_\_\_ Score: \_\_\_\_\_

APPLICATION and TEAS TEST DEADLINE is the end of March of each year for classes beginning the Fall Semester.

SUCCESSFUL COMPLETION of ALL pre-requisite courses is required prior to official acceptance into the ADN program. Official Acceptance Letters are sent after July 31th.

NOTE: All coursework must be completed with a grade of "C" or better to graduate with this Associate Degree in Nursing.

#### **Pre-Requisite Courses**

Required		Credit Hrs
ENG 122	Rhetoric & Composition II	2
or COM 121	Principles of Speaking	3
BIOL 242**	Microbiology	4
BIOL 261**	Anatomy & Physiology I	4
BIOL 262**	Anatomy & Physiology II	4
HLTH 219*	Health Profession Advanced	2
HLIH 219	Student Skills	Z
	Total Hours	17

#### **Nursing Courses**

Required		Credit Hrs
ADN 270	Med-Surg Nursing I	4
ADN 271	Med-Surg Nursing II	4
ADN 273	Obstetrical Nursing	2.5
ADN 274	Pediatric Nursing	2.5
ADN 275	Psychiatric Nursing	3
ADN 276	Med-Surg Nursing III	4
ADN 277	Med-Surg Nursing IV	4
ADN 278	Community & Leadership in	4
ADN 270	Nursing	+
	Total Hours	28

PLEASE see current Admission Criteria and Application Procedure packet for specific steps to follow for admission to the SIC ADN program.

American Heart Association Healthcare Provider CPR is required prior to clinical attendance. Certification must be valid through the end of the program.

NOTE: Preference will be given to residents of Southeastern Illinois College, District #533. See the Associate Degree Nursing Program Admission Policy and Procedure Statement in the College Catalog.

\*HLTH 219 Pre-requisite: Graduate of Practical Nursing Program or Summer prior to entry. If student has been out of the practical nursing program for five or more years, he/she must complete additional hours in HLTH 219. See advisor for specific information.

NOTE: 20 hours of credit must come from an approved Practical Nursing Program.

\*\*Prerequisite: "C" or better in high school chemistry or CHEM 123 or equivalent.

BIOL 261 must be taken prior to BIOL 262.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 29-1111.00

Career Opportunities:

Registered Nurse

Major Employers:

Hospitals; Skilled Care Homes; Home Health Agencies; Hospice; Clinics; Doctors' Offices, Federal and State Government Institutions.

# **AGRICULTURE MAINTENANCE**



Certificate

Minimum 12 Hours

## Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CAGM2

One Semester	•	Credit Hrs
DSL 130	Basic Mechanical Skills	3
WELD 111	Basic Welding	3
SAFE 131	OSHA Gen. Ind. Safety Awareness Training	1
DSL 172	Internship	3
ELECTIVE		1/3
ELECTIVE		1/3
	Total Hours	12

#### Placement test scores are not required for this program.

**ELECTIVES** – WELD 131-3 Arc Welding I, WELD 132-3 Gas welding & Cutting, DSL 158-3 Hydraulics; DSL 131-3 Engine Electronics, DSL 172-3 Internship, IT 119-3 Basic Applications, BUS 290-3 Selected Topics in Business

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Codes that are listed for this program. O\*NET – SOC Codes: 49-9071.00, 37-3019.00.

**Career Opportunities:** 

Facilities Maintenance, Grounds Maintenance, Custodial

Major Employers:

Manufacturing, Utilities, Agriculture, Business, Education, State and Local Government

## **BASIC OPERATIONS FIREFIGHTER**



Certificate

Minimum 20.5 hours

## Career & Technical Education • Certificate • Major Code: CBFF

		Credit Hrs
FIRE 115	Orientation to Fire Fighting	4
FIRE 116	Fire Suppression Techniques	4
FIRE 117	Loss Control	4
FIRE 135	Hazardous Materials Operations	3
FIRE 159	Fire Service Vehicle Operator	4
FIRE 170	Technical Rescue Awareness	1
CPR 112	Heartsaver First Aid/CPR/AED	.5
	Total Hours	20.5

Placement test scores are not required for this program.

THESE CORE COURSES are designed to provide the basic instruction prescribed by the Illinois State Fire Marshal Division of Personnel Standards and Education to prepare for the Basic Operations Firefighter (formerly Firefighter II) Examination. This program includes firefighting techniques, fire prevention, hazardous materials, municipal building codes, and emergency procedures. Equipment used includes axes, saws, chemical extinguishers, ladders, ropes, salvage, and other firefighting, rescue and communication equipment.

In addition to the course requirements listed above, students must also successfully complete and provide documentation for the following items to sit for the Basic Operations Firefighter examination.

- NIMS 100\*
- NIMS 700\*
- Completion of the "Courage to Be Safe" ™ course\*\*

\*For information regarding the NIMS courses, which are offered at no cost, go to the FEMA website at http://training.fema.gov/IS/NIMS.asp.

\*\*Information for dates and times of the "Courage to Be Safe" TM course will be provided by the instructor and/or can be obtained from area fire department(s).

THE INSTRUCTOR WILL PROVIDE INFORMATION AS TO WHEN AND WHERE THE TEST WILL BE HELD FOR THE BASIC OPERATIONS FIREFIGHTER LICENSURE.

AN APPLICATION FOR GRADUATION must be completed in Enrollment Services (E103) to receive a Diploma from Southeastern Illinois College for this program. Also, a high school diploma or GED must be on file in the Records Office.

**FIRE SCIENCE DEGREES**: See the FIRE SCIENCE Associate in Applied Science Degree also offered by Southeastern Illinois College. FIRE SCIENCE is available for firefighters who are already a member of a Fire Department. These are weekend classes that are taught by Southeastern Illinois College and other sites by faculty from the University of Illinois Fire Service Institute, 11 Gerty Drive, Champaign, Illinois 61820.

Note: This is not a PELL Grant eligible certificate.

**Career Opportunities:** 

Firefighter

Major Employers:

Municipal Fire Departments.

## **BASIC VEHICLE REPAIR TECHNICIAN**



Certificate

Minimum 31 Hours

#### Career & Technical Education • One-Year Certificate • Minimum 2.0 OGPA • Major Code: CBVRT

Fall Semester		Credit Hrs
MATH 151	Occupational Math	4
DSL 130* or AUTO 191*	Basic Mechanical Skills Intro to Auto Technology	3
DSL 131 or AUTO 136*	Engine Electronics Auto Electronics	3
DSL 157* or AUTO 193*	Basic Internal Combustion Engines Auto Engine Fundamentals	3
DSL 230* or AUTO 134*	Diesel Brakes Brakes	3.5
	Total Hours	16.5

Spring Semester		Credit Hrs
DSL 133	Preventative Maintenance	4
DSL 232 or AUTO 133*	Diesel Suspension & Steering Auto Suspension & Steering	3.5
DSL 235	Diesel Heating & Air	4
AUTO or DSL EL	3	
	Total Hours	14.5

<sup>\*</sup> Designates courses taught as dual credit courses

Suggested Electives: AUTO 137-3 Auto Transmissions, DSL 275-4 Diesel Engines, DSL 234-4 Diesel Transmissions & Drive Trains, DSL 158-3 Hydraulics. Other AUTO or DSL courses may be used with instructor approval.

SPECIAL REQUIREMENTS: Students are required to furnish their own basic set of tools. Tool list provided by instructors. Safety glasses are required when working in the shop area.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center at Southeastern Illinois College and THE AUTOMOTIVE LABS are located at the area high schools. These well-equipped labs are updated and maintained for quality training and technical instruction.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code:

49-2093.00

39-2096.00

49-3032.00

49-3023.01

49-3023.02

#### **Career Opportunities:**

Basic Diesel Mechanic, Basic Auto Mechanic.

#### Major Employers:

Independent Repair Shops, Vehicle Service Centers, Auto Deals, Farms and Heavy and Farm Equipment Dealers.

## CERTIFIED NURSE ASSISTING/CNA



Certificate

7 Semester Hours

## Career & Technical Education • Certificate • One Semester • Major Code: CCNA

Contact the Nursing Office (Room T236) by calling 618-252-5400 ext. 2331 for dates and times of the next class.

One Semester		Credit Hrs
CNA 131*	Certified Nurse Assisting	7

This course does not require a high school diploma or GED.

**CERTIFICATION EXAM**: Students completing this course with a grade of "C" or higher will then be eligible for the competency exam required by the State of Illinois to become a Certified Nursing Assistant. \*This exam is administered at SIC. Please contact the Testing Coordinator for testing dates at (618) 252-5400, extension 2442.

FINANCIAL ASSISTANCE: This course is not payable by the PELL Grant (State and Federal Aid Funds).

COURSE FEES: Standard campus course fees apply. Required malpractice insurance for CNA students is included in the course fees.

#### IN ADDITION TO THE COURSE FEES other items required include:

- Students are required to attend a mandatory orientation prior to the start date of class.
- Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 or higher on the AccuPlacer reading test or a
  score of 236 on the NextGen AccuPlacer reading portion or a score of 480 on the evidence-based reading and writing portion of the SAT
  and/or a composite SAT score of 1020 or higher, (or complete ENG 109-4 at SIC with a grade of "C" or better).
- The instructor will provide information about this background check the first day of class. The student is responsible for the fee. The approximate cost of fingerprinting is \$35-\$50\*
- Book and Name Pin may be purchased in the bookstores.
- Nursing Uniform and Shoes approximately \$75\* (depending upon where the student chooses to purchase those items). Uniform includes: Scrub uniform, white shoes, white socks (beige nylons are acceptable for females), and a wristwatch with a second hand.
- TB Skin Testing (Mantoux). Please make arrangements to have this done as soon as possible after registering for the Nursing Assisting Course. This requirement must be met prior to clinical instruction. A two-step PPD mantoux is required. TB testing for Saline County residents is free of charge. Out of county residents will be charged \$10-\$20\* at Egyptian Health Department.
- Certification exam fee (administered at SIC) is approximately \$75\*.

For TB skin and Hepatitis B testing contact:

Egyptian Health Department TB Board 1412 US 45 N Eldorado IL 62930 (618) 273-3326

\*Fees subject to change.

**Career Opportunities:** 

Major Employers:

Nursing Assistant

Hospitals, Long-Term Care Facilities, Residential Care Facilities, Home Health Care.

## **COAL MINE TECHNOLOGY CERTIFICATE**



Certificate

Minimum 29 hours

#### Career & Technical Education • Certificate • Minimum 2.0 OGPA

(Cooperative program between Southeastern Illinois College and Wabash Valley College)

		Credit Hrs
CMT 1200	Introduction to Coal Mining	3
CMT 1210	Accident Prevention	3
CMT 1220	Roof Control	3
CMT 1230	First Aid	4
CMT 1240	Mining Law	4
CMT 1250	Mine Ventilation	4
CMT 2210	Mine Machinery Repair 1	4
CMT 2290	Mining Systems	4
	Total Hours	29

This program can be completed in two semesters of full-time study or longer if enrolled part-time.

The courses are offered by Wabash Valley College, taught by Wabash Valley College faculty, on Southeastern Illinois College's campus. Students receive the Certificate Diploma from Wabash Valley College.

These courses all apply toward the Associate in Applied Science Degree in Coal Mining Technology.

#### FOR INQUIRIES AND REGISTRATION INFORMATION, as well as INFORMATION ABOUT MINE SAFETY CLASSES

Contact: Coal Mining Technology Office

Robert I. Gregg Technology Center Room G-112

Southeastern Illinois College 3575 College Road Harrisburg, IL 62946

Telephone: (618) 252-5400 Ext. 2360

**Career Opportunities:** 

Utility Worker, Repairman, Shuttle Car Operator, Miner.

**Major Employers:** 

Coal Mines, State and Federal Government, Manufacturers, U.S. Military (all branches).

## **COAL MINING TECHNOLOGY**



A.A.S. Degree

Minimum 62 hours

#### Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA

Cooperative program between Southeastern Illinois College and Wabash Valley College

#### **FIRST YEAR**

Fall Semester		Credit Hrs
CMT 1200	Intro to Coal Mining	3
CMT 1250	Mine Ventilation	4
CMT 2250	Mine Electrical Maintenance	4
MATH 151*	Occupational Math	4
	16	

Spring Semester		Credit Hrs
CMT 1220	Roof Control	3
CMT 1240	Mining Law	4
CMT 2210	Mine Machinery Repair I	4
CMT 2260	Mine Electrical Maintenance II	4
Total Hours		15

#### **SECOND YEAR**

Fall Semester		Credit Hrs
CMT 1230	First Aid	4
CMT 2230	Mine Hydraulics I	4
CMT 2290	Mining Systems	4
PHYSICAL SCIENCE*		4
	Total	Hours 16

Spring Semest	Credit Hrs		
HUMANITIES	HUMANITIES*		
SOCIAL SCIE	NCE*	3	
COMMUNICA	3		
CMT 1210 Accident Prevention		3	
CMT 2240	4		
	15		

<sup>\*</sup>These courses are taught by Southeastern Illinois College faculty. The other courses are offered by Wabash Valley College, taught by Wabash Valley College faculty, on Southeastern Illinois College's campus. Students receive the Associate in Applied Science Degree and Diploma from Wabash Valley College.

COMMUNICATIONS (choose one): COM 121-3 Principles of Speaking; ENG 121-3 Rhetoric and Composition I.

HUMANITIES (choose one): ART 121-3 Art Appreciation; MUS 121-3 Music Appreciation; PHIL 121-3 Intro to Philosophy; THTR 121-3 Introduction to Theater

PHYSICAL SCIENCE (choose one): BIOL 121-4 Introductory Biology; BIOL 141-4 Environmental Science, CHEM 123-4 Basic Inorg/Org Chemistry; or PHYS 121-4 Basic Physics.

SOCIAL SCIENCE (choose one): PSYC 121-3 Intro Psychology; PSYC 221-3 Child Psychology; SOC 121-3 Introductory Sociology; SOC 221-3 The Family in Society

FOR INQUIRIES AND REGISTRATION INFORMATION, contact: Coal Mining Technology Office

Robert I. Gregg Technology Center Room G-112

Southeastern Illinois College 3575 College Road Harrisburg, IL 62946

Telephone: (618) 252-5400 Ext. 2360

Scholarships are available through Wabash Valley College and Illinois Mining Institute. Contact the Coal Mining Office for more information.

**Through the unique Capstone Program** at Southern Illinois University, Carbondale, Illinois, and the A.A.S. Degree in Coal Mining Technology can be applied toward a four-year B.S. Degree in Industrial Technology at SIU-C. Students can apply to SIU-C before or after they receive the A.A. S. Degree. See a counselor for information about applying to SIU-C and to the Capstone Program. Students must have an OGPA of 2.25.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET - SOC Code: 47-5041.00, 47-5042.00, 47-5061.00

#### **Career Opportunities:**

Utility Worker, Face Boss, Mine Manager and Examiner (both federal and state), Repairman, Shuttle Car Operator, Miner, Miner Operator, Safety Director, Maintenance Supervisor.

#### **Major Employers:**

Coal Mines, State and Federal Government, Manufacturers, U.S. Military (all branches)

# **CORRECTIONS**



Certificate Minimum 30 hours

### Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOR

Fall Semester		Credit Hrs
ENG 121 Rhetoric & Composition I		3
CRJ 115	Criminal Law I	3
CRJ 136	136 Intro to Criminal Justice	
CRJ 134 Intro to Juvenile Justice		3
CRJ ELECTIVE		3
Total Hours		15

Spring Semester		Credit Hrs
IT 119	Basic Software Applications	3
CRJ 112	Introduction to Criminology	3
CRJ 213	Intro to Corrections	3
CRJ 214	Probation & Parole	3
CRJ ELECTIVE		3
	Total Hours	15

CRJ Electives: CRJ 114-3 Criminal Investigation; CRJ 119-3 Introduction to Private Security; CRJ 151-3 Drugs and Crime; CRJ 211-3 Criminal Law II; CRJ 215-3 Court Procedure; CRJ 216 Internship\*; CRJ 218-3 Traffic Law Enforcement, CRJ 230-3 Policing in America; CRJ 290-3 Selected Topics in Criminal Justice.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET - SOC Code: 25-1111.00, 33-1011.00, 33-1012.00, 33-3012.00

#### SECURITY OFFICER TRAINING ACADEMY

For information on college credit for successful completion of the Pre-Service Security Training at the Illinois Department of Corrections Training Academy and the Illinois Police Training Institute, contact the Office of Career and Technical Education (ext. 2301 or 2300).

#### **Career Opportunities:**

**Major Employers:** 

Correctional Officer, Dispatcher, Jailer.

City, County, State and Federal Jails and Prisons; Work Release Centers.

<sup>\*</sup>If selected, the Internship should be taken as the last elective. The Summer Term is the recommended semester for the Internship.

# **COSMETOLOGY TEACHER**



Certificate

16 Semester Hours

## Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOSE

			Credit
			Hrs
COS 210	Cosmetology Teacher I		10
COS 211	Cosmetology Teacher II		6
		Total Hours	16

GRADUATES OF THIS CERTIFICATE PROGRAM are prepared to take the state licensure exam to become a licensed cosmetology instructor/teacher.

This certificate is designed to meet the needs of licensed Cosmetologists who wish to pursue a Cosmetology Teacher Certificate, who have met the required 2 year work experience criteria by the Illinois Department of Financial and Professional Regulations as a licensed Cosmetologist working within the Cosmetology industry.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program

O\*NET - SOC Code: 39-5012.00

39-5091.00 39-5092.00 39-5094.00

#### **Career Opportunities:**

Cosmetology Instructor, Cosmetology Teacher, District Manager for Product Distribution and Manufacturing Companies.

#### Major Employers:

Colleges, Technical Schools, Cosmetology Continuing Education Programs, Public and Private Salons, Self Employment, Cosmetic Distribution and Manufacturing Companies.

## COSMETOLOGY



Certificate Minimum 38 hours

### Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CCOS

First Semester		Credit Hrs
COS 171	Cosmetology Theory I	2
COS 172	Cosmetology Clinic I	5
COS 173	Cosmetology Theory II	3
COS 174	Cosmetology Clinic II	5
	Total Hours	15

Second Semester		Credit Hrs
COS 170	COS 170 Salon Business Computer	
COS 175	Cosmetology Theory III	2
COS 176	Cosmetology Clinic III	5
COS 177	Cosmetology Theory IV	2
COS 178	Cosmetology Clinic IV	6
Total Hours		17

Third Semester		Credit Hrs
CPR 112*	Heartsaver First Aid	1
COS 270 Cosmetology Clinic V		3
COS 271 Cosmetology Internship		2
Total Hours		6

**THIS CURRICULUM** is designed to provide the student with knowledge and skills necessary to pass the licensing exam for the State Board of Registration and Education. Students learn all phases of cosmetology, including theory, research, design, specialized skills, and complex cosmetology. Coursework is learned through lectures, practical instruction, study assignments, skill tests, written exams and internship experience.

**INSTRUCTION IS IN A WELL-EQUIPPED CLASSROOM/LAB** on campus in the Conference Center (B-Bldg/1st floor) and is licensed by the Illinois Department of Registration and Education. A total of 1500 clock hours is required by the State of Illinois for completion of the program. Attendance is, therefore, mandatory. Contact a college counselor to arrange a campus visit and tour the Cosmetology Department.

STUDENTS ARE ACCEPTED into the Cosmetology program in August of each year. Students are required to attend a mandatory orientation prior to the start date of class. Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 or higher on the AccuPlacer reading test or a score of 236 on the NextGen AccuPlacer reading portion or a score of 480 on the evidence-based reading and writing portion of the SAT and/or a composite SAT score of 1020 or higher, (or complete ENG 109-4 at SIC with a grade of "C" or better) to begin the Cosmetology Program. Students purchase a textbook, two workbooks, clinic journal and kit the first semester, and these are used for the whole curriculum.

\*Students must complete CPR 112 Heartsaver 1st Aid w/ CPR prior to program completion. Please check with an advisor for CPR 112 class registration during spring enrollment.

GRADUATION: Students must apply for graduation to receive the diploma from the college. Graduation is held at SIC in May of each year.

STATE BOARD EXAM: The Instructor will provide information about taking the State Board Exam for licensure

COS 190-6 Cosmetology Refresher Course is available at Southeastern Illinois College for hairdressers who have a Cosmetology License that needs to be renewed. Phone the Cosmetology Instructor toll free at 1-866-338-2742 ext 2217 or 618/252-5400 ext 2217 for dates and times.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 39-5012.00, 39-5091.00, 39-5092.00, 39-5094.00

#### **Career Opportunities:**

Cosmetologist, Salon Owner, Salon Manager, Salon Colorist, Manicurist, Skin Care Specialist, Makeup Artist.

#### **Major Employers:**

Styling Salons, Residential Care Facilities, Product Manufacturers, Government Institutions, Schools, and Distributors For Hair, Skin, and Nail Products.

## CRIMINAL JUSTICE



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCJ

#### **FIRST YEAR**

Fall Semester	Credit Hrs	
ENG 121	Rhetoric & Composition I	3
CRJ 115	Criminal Law I	3
CRJ 136 Intro to Criminal Justice		3
CRJ ELECTIVE	3	
GENERAL ELECTIVE*		3
Total Hours		15

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
PSYC 131	Human Relations	2
or PSYC 121	Intro Psychology	3
CRJ 112	RJ 112 Introduction to Criminology	
CRJ 211 Criminal Law II		3
CRJ ELECTIVE**		3
Total Hours		15

<sup>\*</sup>Student must complete at least 62 hours to graduate. Dependent upon the general elective courses chosen, 1 more credit hour may be needed.

#### **SECOND YEAR**

Fall Semester		Credit Hrs	
IT 119	Basic Soft	ware Applications	3
CRJ 114	Criminal I	nvestigations	3
CRJ 134	Intro to Juvenile Justice		3
CRJ ELECTIVE**			3
MATH 151		Occupational Math	
or MATH 128		College Algebra	4
or MATH 144 Heart of Mathematics			
		Total Hours	16

Spring Semes	Credit Hrs	
CRJ 212	CRJ 212 Police Administration	
or CRJ 230	Policing in America	3
CRJ 213	3	
CRJ ELECTI	3	
HEALTH OR SCIENCE***		3/4
GENERAL ELECTIVE*		3/4
Total Hours		15/17

\*\*CRJ ELECTIVES (choose four): CRJ 116-3 Intro to Forensics, CRJ 119-3 Introduction to Private Security, CRJ 151-3 Drugs and Crime, CRJ 214-3 Probation & Parole, CRJ 215-3 Court Procedures, CRJ 216-3 \*Internship, CRJ 218-3 Traffic Law Enforcement, CRJ 259-3 Firearms Simulation Instructor Training, CRJ 290-3 Selected Topics in Criminal Justice, SAFE 171-2 Introduction to Basic Handgun Shooting, SAFE 290-3 Selected Topics in Firearms. If selected, the \*Internship should be taken as the last elective.

\*\*\*HEALTH or SCIENCE: (choose one): HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 121-4 Biology, BIOL 141-4 Environmental Science, BOT 121-4 Plants and Society, CHEM 123-4 Basic Inorg/Org Chemistry, or PHYS 121-4 Physics.

Students planning to transfer to a 4-yr University should take ENG 122, MATH 144, and a SCIENCE course rather than HEALTH.

SUGGESTED GENERAL ELECTIVES (choose two): SOC 121-3 Sociology, GOVT 121-3 American Government, COM 121-3 Principles of Speaking, COM 144-3 Interpersonal Communication, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Logic, PHIL 221-3 Ethics, SPAN 121-4 Spanish I, SPAN 122-4 Spanish II, HIST 121-3 History of Western Civilizations to 1648, HIST 122-3 History of Western Civilizations from 1648.

**NOTE:** A four-year Bachelor of Science degree, three years of military police experience, or three years of related work experience is required to apply to the Illinois State Police Academy. See the Administration of Justice transfer curriculum guide.

For Franklin University: Take ECON 121 or 122 instead of CRJ 211. BUS 133 instead of CRJ 114. Take IT 135 instead of GOVT 121.

For Murray State University: Take MATH 141 instead of MATH 144. Take SOC 121 instead of HIST 122. Take BUS 133 instead of CRJ 114. Take PHIL 122 instead of HIST 121. Take COM 144 instead of CRJ 230.

Occupational information about this program is available at O\*NET online <a href="https://www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3012.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

#### **Career Opportunities:**

City Police Officer, Sheriff's Deputy, Investigator

#### Major Employers:

City and County Law Enforcement Agencies; Private Security Corporations; Private Investigative Agencies; Factories; Refineries; Hospitals; Transportation Services; Office Buildings; Banks; Department Stores; Museums.

# **DIESEL TECHNOLOGY**





## Medium/Heavy Duty Truck A.A.S. Degree



Minimum 70 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DMHDT

#### **FIRST YEAR**

Fall Semeste	er	Credit Hrs
COM 146	Business & Professional Communication	3
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion Engines	3
DSL 158	Hydraulics I	3
EMP 111	Job Skills Development	2
Total Hours		17

Spring Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
PSYC 131	Human Relations	2
or PSYC 121	Intro Psychology	3
DSL 132	Engine Electronics II	3
DSL 235	Diesel Heating & Air	4
DSL 233	Conditioning	4
DSL 275	Diesel Engines	4
Total Hours		17

Summer Semester		Credit Hrs
DSL 172	Occupational Experience	5
	Total Hours	5

#### SECOND YEAR

Fall Semester		Credit Hrs
DSL 230	Diesel Brakes	4
DSL 233	Electrical Diagnosis	5
DSL 234	Diesel Transmission & Drive Trains	4
DSL 276	Diesel Fuel Systems	3
Total Hours		16

Spring Semester		Credit Hrs
DSL 133	Preventative Maintenance	4
DSL 232	Diesel Suspension and Steering	4
MATH 151 or MATH 128	Occupational Math College Algebra*	4
Science/Health**		3
	Total Hours	15

\*MATH 128 College Algebra recommended.

\*\*BIOL 141 Environmental Science or PHYS121 Introductory Physics is recommended. HYG 121 Personal Health may also be used.

SPECIAL REQUIREMENTS:

Students are required to furnish their own tools. Tool list provided by instructors. Safety glasses are required when working in the shop areas.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THIS DEGREE is designed to provide the student with the knowledge and skills necessary for the repair, maintenance, and operation of diesel engines in medium to heavy-duty trucks, heavy equipment, agriculture equipment, or diesel passenger vehicles; to test and repair hydraulic systems; and, to overhaul diesel engines.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension & Steering, T6-Electrical/Electronics Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Fabick/Caterpillar, headquartered in Fenton, Missouri, has selected Southeastern Illinois College as a training partner to fill the company's growing need for diesel technicians.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code: 49-3031.00

#### **Career Opportunities:**

Service Manager, Parts Manager, Diesel Technician, Diesel Mechanic.

#### **Major Employers:**

Trucking Companies, Vehicle Service Centers, Wholesale Trade Firms, Construction Companies, Heavy and Farm Equipment Dealers, Auto Dealers, Independent Repair Shops, Farms, Equipment Leasing Companies, Public Transit Firms, Educational Institutions.

# **DIESEL TECHNOLOGY MHDT**





Certificate



Minimum 47 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMHDT

#### **FIRST YEAR**

Fall Semester		Credit Hrs
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion Engines	3
DSL 158	Hydraulics I	3
	Total Hours	12

Spring Semester		Credit Hrs
DSL 132	Engine Electronics II	3
DSL 133	Preventative Maintenance	4
DSL 232	Suspension & Steering	4
DSL 235	Diesel Heating & Air Conditioning	4
DSL 275	Diesel Engines	4
	Total Hours	19

#### **SECOND YEAR**

Fall Semester		Credit Hrs
DSL 230	Diesel Brakes	4
DSL 233	Electrical Diagnosis	5
DSL 234	Diesel Transmissions & Drive Trains	4
DSL 276	Diesel Fuels Systems	3
	Total Hours	16

Placement test scores are not required for this program.

SPECIAL REQUIREMENTS: Students are required to furnish their own basic set of tools. Tool list provided by instructors. Safety glasses are required when working in the shop area.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THIS CERTIFICATE is designed to provide the student with the knowledge and skills necessary for the repair, maintenance, and operation of diesel engines in heavy-duty trucks, heavy equipment, agriculture equipment, or diesel passenger vehicles; to test and repair hydraulic systems; and, to overhaul diesel engines.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension and Steering, T6-Electrical and Electronic Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET - SOC Code: 49-3031.00

**Career Opportunities:** 

Diesel Mechanic

Major Employers:

Trucking Companies, Vehicle Service Centers, Wholesale Trade Firms, Construction Companies, Heavy and Farm Equipment Dealers, Auto Dealers, Independent Repair Shops, Farms, Equipment Leasing Companies, Public Transit Firms, Educational Institutions.

# DIESEL TECHNOLOGY







Minimum 70 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DDTHE

#### **FIRST YEAR**

Fall Semester		Credit Hrs
MATH 151	Occupational Math	4
or MATH 128	College Algebra*	4
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics I	3
DSL 157	Basic Internal Combustion	3
DSE 137	Engines	3
DSL 158	Hydraulics I	3
EMP 111	Employability Skills	2
Total Hours		18

#### **SECOND YEAR**

Fall Semester		Credit Hrs
COM 146	Business & Professional Communication	3
DSL 233	Electrical Diagnosis	5
DSL 276	Engine Fuel Systems	3
DSL 277	Power Train Fundamentals	3
DSL 133	Preventative Maintenance	4
	Total Hours	18

Spring Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
DSL 132	Engine Electronics II	3
DSL 171	Hydraulics II	3
DSL 235	Diesel Heating & Air Cond	4
DSL 275	Diesel Engines	4
	Total Hours	17

Summer Semester		Credit Hrs
DSL 172	Occupational Experience	5
	Total Hours	5

Spring Semester		Credit Hrs
DSL 237	Engine Diagnosis & Performance	3
DSL 238	Final Drives, Tracks & Undercarriage	3
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
Science/Health Requirement**		3
Total Hours		12

**SPECIAL REQUIREMENTS:** Students are required to furnish their own tools. Tool list provided by instructors. Safety glasses are required when working in the shop areas.

THE DIESEL LAB is located in the Robert I. Gregg Technology Center. This well-equipped lab is updated and maintained for quality training and technical instruction.

THE DIESEL TECHNOLOGY PROGRAM is certified by National Automotive Technicians Education Foundation (NATEF) and National Institute for Automotive Service Excellence (ASE). Students have the opportunity to earn Master Certification in the following areas: T1-Gasoline Engines, T2-Diesel Engines, T3-Drive Train, T4-Brake, T5-Suspension & Steering, T6-Electrical/Electronics Systems, T7-Heating, Ventilation and Air Conditioning, T8-Preventive Maintenance Inspection.

Fabick/Caterpillar, headquartered in Fenton, Missouri, has selected Southeastern Illinois College as a training partner to fill the company's growing need for diesel technicians

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET - SOC Code: 49-3031.00

### Career Opportunities:

Diesel Mechanic, Service Manager, Parts Manager, Diesel Technician.

#### **Major Employers:**

Construction Firms: Primarily New Construction or General Land or Waterway Improvements Including Highway, Road, Bridge, Utility, Residential, Commercial, Farm, and Mining Construction or Reclamation. Public Transit Companies. Utility Companies. Heavy Equipment Dealers. Independent Heavy Equipment Repair Shops, and Heavy Equipment Leasing Companies.

<sup>\*</sup>MATH 128 is recommended.

<sup>\*\*</sup>BIOL 141 Environmental Science or PHYS 121 Introductory Physics is recommended. HYG 121 Personal Health may also be used.

# FIRE & MINE RESCUE SAFETY



### Certificate

Minimum 4 hours

Career and Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CFMRS

Required Courses		Credit Hrs
FIRE 191	Fire Brigade Level 1	0.5
FIRE 192	Fire Brigade Level II	0.5
FIRE 193	Fire Brigade Level III	0.5
FIRE 194	Fire Brigade Level IV	0.5
	Total Hours	2.0

ELECTIVE COURSES: (At least 2 semester credit hours must be taken from this list. Other elective courses may be approved by instruction or Executive Dean of Academic Services)

Elective C	Courses	Credit Hrs
FIRE 195	Fire Brigade Level V	0.5
FIRE 196	Fire Brigade Level VI	0.5
FIRE 197	Beginning Mine Rescue	0.5
FIRE 198	Intermediate Mine Rescue	0.5
FIRE 199	Advanced Mine Rescue	0.5
FIRE 290	Special Topics/Fire Science	0.5/3
FIRE 291	Fire Brigade Training	1.0
CPR 112	Heartsaver CPR or equivalent	0.5
	Total Hours	

Placement test scores are not required for this program.

**SPECIAL FACILITIES:** A Regional Training Center, including a burn tunnel, is located on campus (just southeast of the water tower) and provides excellent training and firefighting experience for students and regional firefighters.

Classes are offered on demand based upon minimum enrollment requirements, and they are not always offered during the specific semesters indicated above.

**NOTE:** This program is NOT eligible for PELL Grant funding. (State and Federal Aid Funds).

Career Opportunities:

Coal Mine Safety and Rescue Teams

Major Employers:

Coal Mines

# **FOOD SERVICE & SANITATION**



.5 Semester Hour

## Career & Technical Education • Specific Course • Major Code: VS HEO

This course is designed to provide required sanitation skills for food service certification and knowledge of state laws governing the preparation, storage, and serving of food.

		Credit Hrs
FOS 112	Food Service Sanitation	.5

FOS 199 Food Service Refresher Course is available for keeping this certification current. See the Schedule of Classes for dates and times.

**Note:** This course is not payable by the PELL grant (State and Federal Aid funds). It is suggested that students in need of financial assistance for this class contact the WIA liaison on campus located in the Student Success Center (A145).

THIS COURSE DOES NOT require a high school diploma.

THE INSTRUCTOR will provide information as to when and where the test will be given for Food Service Sanitation License.

#### **Career Opportunities:**

Food Server, Short-Order Cook, Food Preparation Worker, Counter Attendant, Dining Room or Cafeteria Attendant, Baker.

#### **Major Employers:**

Restaurants and Other Retail Eating And Drinking Establishments; Schools; Colleges and Universities; Hospitals; Skilled Care or Residential Facilities; Correctional Facilities; Hotels; Grocery Stores.

## INFORMATION TECHNOLOGY



Certificate Minimum 29 hours

#### Career & Technical Education • Certificate • Minimum 2.25 OGPA • Major Code: CINF

Fall Semester		Credit Hrs
IT 119	Basic Software Applications	3
IT 153	IT Essentials I	4
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
	Total Hours	15

Spring Semester		Credit Hrs
IT 151	Operating Systems	3
IT 195	Computer Security I	4
IT 217	LAN Administration	4
IT ELECTIVE		3
	Total Hours	14

#### Placement test scores are not required for this program.

Electives: IT 110-2 Basic Computer Assembly & Repair, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 114-2 Introductory Operating Systems, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 130-4 Fundamentals of Electricity, IT 131-2 Introductory Web Design, IT132-2 Introductory Programming, IT 133-3 Systems Analysis, IT 135-3 Advanced Software Applications, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 173-3 Programming I, IT 191-3 Fundamentals of Web Design, IT 190-3 Web Site Development, IT 196-4 Computer Security II, IT 210 -2 Introductory Networking, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 290-4 Selected Topics

This certificate prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code: 15-1151.00

15-1152.00

## Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

#### Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

## INFORMATION TECHNOLOGY-PROGRAMMING



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DITP

#### **FIRST YEAR**

#### **Fall Semester** Credit Hrs COMMUNICATION SKILLS SOCIAL & BEHAVIORAL SCIENCES 3 IT 119 **Basic Software Applications** 3 IT Essentials I 4 IT 153 IT 173\*\* Programming 1 3 **Total Hours** 16

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 151	Windows Operating Systems	3
IT 195	Computer Security I	4
IT 273**	Programming II	3
IT ELECTIVE		3
	Total Hours	16/17/18

#### **SECOND YEAR**

Fall Semester		Credit Hrs
COMMUNICATION SKILLS		3
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	17

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH,		3/4/5
NUTRITION		3/4/3
IT 217	LAN Administration	4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	13/14/15

COMMUNICATION SKILLS (Minimum of six semester hours): ENG 121-3 Rhetoric and Composition, ENG 122-3 Rhetoric & Composition II, COM 144-3 Interpersonal Communications, COM 146-3 Business & Professional Communications

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Plants and Society, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 114-2 Introductory Operating Systems, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 130-4 Fundamentals of Electricity, IT 131-2 Introductory Web Design, IT 132-2 Introductory Programming, IT 135-3 Advanced Software Applications, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 190-3 Web Site Development, IT 191-3 Fundamentals of Web Design, IT 196-4 Computer Security II, IT 210 -2 Introductory Networking, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 290-4 Selected Topics

\*\*IT 173 Programming I and IT 273 Programming II are offered during alternating years

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

#### **Career Opportunities:**

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

#### Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

## INFORMATION TECHNOLOGY-SECURITY



A.A.S. Degree

Minimum 63 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DITS

#### **FIRST YEAR**

# SECOND YEAR

Fall Semester		Credit Hrs
COMMUNICAT	ION SKILLS	3
SOCIAL & BEH	AVIORAL SCIENCES	3
IT 119	Basic Software Applications	3
IT 153	IT Essentials I	4
IT 173	Programming I	3
	Total Hours	16

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 151	Windows Operating Systems	3
IT 195	Computer Security I	4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	16/17/18

Fall Semester		Credit Hrs
COMMUNI	ICATION SKILLS	3
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
IT 196	Computer Security II	4
IT ELECTI	VE	3
	Total Hours	18

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 217	LAN Administration	4
IT ELECTIVE		3
IT ELECTIVE		3
	Total Hours	13/14/15

COMMUNICATION SKILLS (Minimum of six semester hours): ENG 121-3 Rhetoric and Composition, ENG 122-3 Rhetoric & Composition II, COM 144-3 Interpersonal Communications, COM 146-3 Business & Professional Communications

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Science, BOT 121-4 Plants and Society, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math. PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 114-2 Introductory Operating Systems, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 130-4 Fundamentals of Electricity, IT 131-2 Introductory Web Design, IT132-2 Introductory Programming, IT 135-3 Advanced Software Applications, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 190-3 Web Site Development, IT 191-3 Fundamentals of Web Design, IT 210-2 Introductory Networking, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 273-3 Programming II, IT 290-4 Selected Topics

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

#### **Career Opportunities:**

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

#### Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

## INFORMATION TECHNOLOGY



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.25 OGPA • Major Code: DCNS

#### **FIRST YEAR**

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
SOCIAL & BEHAVIORAL SCIENCES		3
IT 119	Basic Software Applications	3
IT 153	IT Essentials I	4
IT ELECTIVE		3
Total Hours		16

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH, NUTRITION		3/4/5
IT 151	Windows Operating Systems	3
IT 195	Computer Security I	4
IT ELECTIVE or HUMANITIES ELECTIVE		3
IT ELECTIVE		3
Total Hours		16/17/18

#### SECOND YEAR

Fall Semester		Credit Hrs
COM 121	Principles of Speaking	3
IT 155	Fundamentals of UNIX	4
IT 215	Network Fundamentals	4
IT ELECTIVE		3
IT ELECTIVE OR BUS 191		3
Total Hours		17

Spring Semester		Credit Hrs
MATHEMATICS, SCIENCE, HEALTH,		3/4/5
NUTRITION		3/4/3
IT 217	LAN Administration	4
IT ELECTIVE		3
IT ELECTIVE		3
Total Hours		13/14/15

HUMANITIES & FINE ARTS: MUS 121-3 Music Appreciation, THTR 121-3 Introduction to Theater, ENG 245-3 World Literature, ENG 246-3 Modern Literature, PHIL 121-3 Introduction to Philosophy, PHIL 122-3 Fundamentals of Logic, PHIL 221-3 Fundamentals of Ethics

MATHEMATICS, SCIENCE, HEALTH, NUTRITION (Minimum of six semester hours, three of which must be mathematics): BIOL 121-4 Introductory Biology. BIOL 141-4 Environmental Science, BOT 121-4 Plants and Society, CHEM 123-4 Basic Inorg/Organic Chemistry, ECE 142-3 Health, Safety & Nutrition, FCS 124-3 Introduction to Nutrition, HYG 121-3 Science of Personal Health, MATH 125-4 General Education Statistics, MATH 128-4 College Algebra, MATH 144-4 Heart of Mathematics, MATH 151-4 Occupational Math, PHYS 121-3 Basic Physics

SOCIAL & BEHAVIORAL SCIENCES (Minimum of three semester hours): PSYC 121-3 Intro to Psychology, PSYC 131-3 Human Relations, SOC 121-3 Introductory Sociology, BUS 191-3 Financial Accounting

IT ELECTIVES: IT 110-2 Basic Computer Assembly & Repair, IT 111-2 Intro to Information Technology, IT 113-2 Social Networking & Web 2.0, IT 114-2 Introductory Operating Systems, IT 115-2 Introductory Word Processing, IT 116-2 Introductory Spreadsheets, IT 117-2 Introductory Databases, IT 118-2 Introductory Presentation Software, IT 130-4 Fundamentals of Electricity, IT 131-2 Introductory Web Design, IT132-2 Introductory Programming, IT 133-3 Systems Analysis, IT 135-3 Advanced Software Applications, IT 170-2 Computer Network Gaming, IT 171-3 Introduction to Game Design, IT 173-3 Programming I, IT 190-3 Web Site Development, IT 191-3 Fundamentals of Web Design, IT 196-4 Computer Security II, IT 210 -2 Introductory Networking, IT 216-4 Router Theory and Technology, IT 218-4 Wide Area Networks, IT 219-4 LAN Switching and Wireless, IT 230-4 Internship, IT 271-3 Database Management, IT 273-3 Programming II, IT 290-4 Selected Topics,

#### \*SIU-C Preferred Courses underlined

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Information Technology can be applied toward a four-year B.S. Degree in Information Systems Technologies at SIU-C. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an application to the Capstone Program. Students must have an OGPA of at least 2.25. Please discuss specific program requirements with your advisor.

Franklin University accepts the Information Technology AAS Degree or the Computer Information Systems AAS Degree from Southeastern toward a Bachelor's Degree in Computer Science, Information Technology, Management Information Sciences, or Web Development. In addition to the AAS Degree, students can take the following general education requirements at Southeastern: 8 hrs. SCIENCE (select), 8 hrs. HUMANITIES & FINE ARTS (select), MATH 128-4 College Algebra, MATH 143-4 Applied Calculus, MATH 141-4 Statistics, and COM 121-3 Principles of Speaking.

This degree prepares students to test for industry standard certification such as Microsoft Certified Professional, CompTIA A+, CompTIA Server+, CompTIA Linux+ and CompTIA Network.

This Information Technology (IT) Program is designed to prepare individuals for entry-level positions in the areas of computer repair and computer network administration. This program specialized in installation, configuration, troubleshooting, maintenance and repair of computers and networks.

### Career Opportunities:

Computer Network System Administrator, Local Area Network Administrator, Computer Technician, Network Installation Technician, Computer Hardware Repair Technician

#### Major Employers:

Public and Private Utilities, Manufacturing and Industrial Plants, Banking Firms, Insurance Firms, Medical Facilities, Law Firms, Government Agencies, Colleges and Universities, School Systems, Newspaper and other Publishing Firms, Communication Companies, Electronic Companies, Computer Equipment Sales, Computer Equipment Services Agencies, Data Processing Service Firms, Transportation Companies, Retail Stores

# LAW ENFORCEMENT



Certificate Minimum 30 Hours

## Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CLE

First Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
CRJ 115	Criminal Law I	3
CRJ 136	Introduction to Criminal Justice	3
CRJ 134	Introduction to Juvenile Justice	3
CRJ ELECTIVE		3
	Total Hours	15

Second Semester		Credit Hrs
IT 119	Basic Software Applications	3
CRJ 112	Introduction to Criminology	3
CRJ 114	Criminal Investigation	3
CRJ 213	Introduction to Corrections	3
CRJ ELECTIVE		3
Total Hours		15

CRJ ELECTIVES (choose two): CRJ 119-3 Intro to Private Security, CRJ 151-3 Drugs and Crime; CRJ 211-3 Criminal Law II; CRJ 212-3 Police Administration; CRJ 214-3 Probation and Parole; CRJ 215-3 Court Procedure, CRJ 216 Internship\*, CRJ 218-3 Traffic Law Enforcement, CRJ 230-3 Policing in America, CRJ 290-3 Selected Topics in Criminal Justice.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 25-1111.00, 33-3011.00, 33-3021.01, 33-3021.02, 33-3021.03, 33-3021.05, 33-3021.06, 33-3051.00, 33-3051.01, 33-3051.03, 33-9021.00

#### **Career Opportunities:**

Jailer, Dispatcher, Sheriff's Deputy, Security Guard.

#### Major Employers:

Municipal Law Enforcement Agencies, Private Security Corporations, Factories, Refineries, Hospitals, Transportation Services, Office Buildings, Banks, Department Stores.

<sup>\*</sup>If selected, the Internship should be taken as the last elective. The Summer term is the recommended semester for the internship.

# MASSAGE THERAPY



Certificate

Minimum 34 hours

#### Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CMT

Fall Semester		Credit Hrs
BIOL 161	Intro to Human Anatomy & Phys.	3
EMP 111	Job Skills Development	2
MT 110	Intro to Massage Therapy	3
MT 111	Massage Therapy Anatomy	3
HYG 113	First Aid & CPR	2
	Total Hours	13

Spring Semester		Credit Hrs
MT 112	Massage Therapy Ethics & Laws	2
MT 113	Ancillary Modalities	3
MT 114*	Massage Therapy Techniques	4
MT 212**	Massage Therapy Techniques II	4
	Total Hours	13

Summer Semester		Credit Hrs
MT 210	Advanced Massage Therapy	3
MT 211	Massage Therapy Business Practices	2
MT 213	Massage Therapy Techniques III	4
	Total Hours	9

<sup>\*</sup> First 8 weeks

Placement test scores are not required for this program.

SPECIAL FACILITIES: The Massage Therapy Lab is well-equipped and maintained for quality training and instruction.

STUDENTS WILL GAIN KNOWLEDGE AND SKILLS, including theories and techniques, to provide physical, mental and emotional well-being for an individual's health through massage therapy.

**GRADUATES OF THIS PROGRAM** are prepared to take the national certification exam for Massage Therapists. The instructor for the program will provide the information about the date and location of this exam.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET - SOC Code:

25-1071.00

31-9011.00

#### **Career Opportunities:**

Massage Therapist

#### Major Employers:

Chiropractic Offices, Rehabilitation Centers, Fitness Facilities, Sports Medicine Facilities, Health Clubs, Medical Clinics, Hospitals, Salons, Spas and Resorts.

<sup>\*\*</sup>Second 8 weeks

## **OUTDOOR REC MANAGEMENT**



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DORMA

#### **FIRST YEAR**

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
EMP 111	Job Skills Development	2
IT 119	Basic Software Applications	3
BUS 297	Business Law I	3
OUTR 111	Recreation Foundations	3
OWL 110	Guiding in Outdoors	2
	Total Hours	16

Spring Semester		Credit Hrs
ECON 121	Macroeconomics	2
or ECON 122	Microeconomics	3
MATH 151	Occupational Math	
or MATH 128	College Algebra	4
or MATH 144	Heart of Mathematics	
COM 144	Interpersonal Communication	3
OUTR 112	Outdoor Program Planning	3
BUS 298	Legal & Social Environment	3
DUS 290	of Business	3
Total Hours		16

#### **SECOND YEAR**

Fall Semester		Credit Hrs
BUS 133	Business Communication	3
BUS 191	Financial Accounting	3
BIOL 141	Environmental Science	4
OWL 112	Wildlife Business Basics	2
OUTR 131	Leadership in Recreation	3
	Total Hours	15

Spring Semester		Credit Hrs
OUTR 152	Environmental Ethics	2
ENG 122	Rhetoric & Composition II	3
OUTR 115	Outdoor Recreation Practicum	1
PSYC 121 or	Intro to Psychology or Human	3
PSYC 131	Relations	3
BUS 192	Managerial Accounting	3
OUTR ELECTIVE (see list below)		3
Total Hours		15

OUTR ELECTIVES: OUTR 151-3 Ecotourism, OUTR 153-2 Intro to Southern Illinois Tourism, OUTR154-2 Southern Illinois Natural Resource Survey, OUTR 170-3 Basic Archery, OUTR 171-3 Intermediate Archery, OUTR 172-3 Advanced Archery, OUTR 173-3 Pro-Am Competition Archery, OUTR 211-1 Physical and Mental Side of Archery, OUTR 212-1 Basic Compound Bow Mechanics, OUTR 213-1 Advanced Compound Bow Mechanics, OUTR 214-1 USCA Rules and Procedures, OUTR 215-1 USAA Rules and Procedures, OUTR 216-1 Mind and Matter in Competition, OUTR 231-1 Indoor Archery ITAA Rules, OUTR 232-1 Indoor Archery NFAA Rules, OUTR 233-1 Indoor Archery USCAA Rules, OUTR 235-3 Indoor Archery Fundamentals, OUTR 236-3 Indoor Archery Intermediate, OUTR 237-3 Indoor Archery Advanced, OUTR 238-3 Indoor Archery Pro-Am, and OUTR 290 (1-3) Selected Topics in Outdoor Recreation.

THE OUTDOOR RECREATION PROGRAM is designed to provide students with the knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety of potential environments. FIELD EXPERIENCE: Some classes may require field activities and/or specialized equipment. When possible, SIC will make all necessary accommodations for students, however, to participate, the student may be required to furnish certain equipment

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code:

#### **Career Opportunities:**

Outdoor Guide, Recreation Technician, Adventure Service Technician, Wildlife Manager, Wildlife Technician, Park Manager, Parks Technician, Non-game Wildlife Personnel, Natural Resource Conservation Personnel, Environmental Technician, Wilderness Director, Naturalist, Natural Resource Conservation Personnel, Camp Program Director, Outdoor Program Specialist, Education Program Coordinator,

#### Major Employers:

Federal Government (Forestry, Fish and Wildlife, Recreation, Natural Resource Conservation Service), State Conservation Departments (IDNR), Outdoor and Adventure Camps, Guide Services, Outdoor Recreation Businesses, Equestrian Camps, Hunting Clubs, Local and County Parks and Recreation Organizations, Private and Public Educational Groups, Recreational Clubs, Non-Governmental Organizations (Ducks Unlimited, Nat. Wild Turkey Fed., International Mtn Biking Assoc.)

# **OUTDOOR RECREATION CERTIFICATE**



Certificate

Minimum 30 hours

### Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: COR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BIOL 141	Environmental Science	4
OUTR 111	Recreation Foundations	3
COM 146	Business and Professional Com	3
OUTR ELECT	IVE**	2
Total Hours		15

Spring Semester		Credit Hrs
IT 119	Basic Software Applications	3
OUTR 112	Outdoor Program Planning	3
OUTR 115	Outdoor Recreation Practicum	1
SCIENCE OR HEALTH		3/4
OUTR ELECTIVE**		2
OUTR ELECTIVE**		3
Total Hours		15/16

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Plants and Society, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

OUTR ELECTIVES: OUTR 131-3 Leadership in Outdoor Recreation, OUTR 151-3 Ecotourism, OUTR 152-2 Environmental Ethics, OUTR 153-2 Intro to Southern Illinois Tourism, OUTR154-2 Southern Illinois Natural Resource Survey, OUTR 155-2 Environmental Interpretation, OUTR 170-3 Basic Archery, OUTR 171-3 Intermediate Archery, OUTR 172-3 Advanced Archery, OUTR 173-3 Pro-Am Competition Archery, OUTR 190-5 Outdoor Recreation Internship, OUTR 199-1 Program Learning Assessment, OUTR 211-1 Physical and Mental Side of Archery, OUTR 212-1 Basic Compound Bow Mechanics, OUTR 213-1 Advanced Compound Bow Mechanics, OUTR 214-1 USCA Rules and Procedures, OUTR 215-1 USAA Rules and Procedures, OUTR 216-1 Mind and Matter in Competition, OUTR 231-1 Indoor Archery ITAA Rules, OUTR 232-1 Indoor Archery USCAA Rules, OUTR 235-3 Indoor Archery Fundamentals, OUTR 236-3 Indoor Archery Intermediate, OUTR 237-3 Indoor Archery Advanced, OUTR 238-3 Indoor Archery Pro-Am, and OUTR 290 (1-3) Selected Topics in Outdoor Recreation.

THE OUTDOOR RECREATION PROGRAM is designed to provide students with the knowledge and skills necessary to lead, plan and administer outdoor recreation programs in a variety of potential environments. Students will be instructed in the fundamental disciplines of outdoor recreation and will be given a wide array of practical learning and work opportunities to develop experience in their specific field of interest. Opportunities will be provided to gain a greater understanding of outdoor recreation employment venues including governmental agencies, non-governmental organizations and outdoor based businesses.

**FIELD EXPERIENCE:** Several classes may require field activities and/or specialized equipment. When possible, SIC will make all necessary accommodations for students, however, to participate, the student may be required to furnish certain equipment.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 39-9032.00

#### **Career Opportunities:**

Outdoor Guide, Recreation Technician, Adventure Service Technician, Wildlife Technician, Parks Technician, Non-game Wildlife Personnel, Natural Resource Conservation Personnel, Environmental Technician, Naturalist, Natural Resource Conservation Personnel, Outdoor Program Specialist, Education Program Coordinator,

#### **Major Employers:**

Federal Government (Forestry, Fish and Wildlife, Recreation, Natural Resource Conservation Service), State Conservation Departments (IDNR), Outdoor and Adventure Camps, Guide Services, Outdoor Recreation Businesses, Equestrian Camps, Hunting Clubs, Local and County Parks and Recreation Organizations, Private and Public Educational Groups, Recreational Clubs, Non-Governmental Organizations (Ducks Unlimited, Nat. Wild Turkey Fed., International Mtn Biking Assoc.)

# **OUTFITTER WILDLIFE MANAGEMENT**



Certificate

Minimum 31 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: COWL

## **FIRST SEMESTER**

		Credit Hrs
BIOL 141	Environmental Science	4
HYG 113	First Aid & CPR	2
OWL 112	Wildlife Business Basics	2
OWL 111	Hunting Education	2
OWL 110	Guiding in Outdoors	2
OWL 113	Firearms Safety	2
OWL 114	Bow Hunting Safety	2
	Total Hours	16

#### **SECOND SEMESTER**

		Credit Hrs
COM 144	Interpersonal Communication	3
ENG 121	Rhetoric & Composition I	3
OWL 131	Habitat and Food Plot Installation	3
OWL 115	Freshwater Fishing	3
OWL 116	Big Game Management	3
	Total Hours	15

**Career Opportunities:** 

Range Manager, Recreation Manager, Fish and Game Warden Recreation Worker, Travel Guide

Major Employers:

Government agencies, Hunting Resorts, Outfitter companies, Guide Service Companies, Fishing Resorts, Shooting sports facilities

# PHARMACY TECHNICIAN



Certificate

7 Semester hours

Career & Technical Education • Certificate • One Semester • Major Code: CPT

One Semester		Credit Hrs
HLTH 150	Pharmacy Technician Preparation	7
	Total Hours	7

#### Placement test scores are not required for this program.

**NOTE**: This course is not payable by the PELL Grant (State and Federal Aid Funds) unless it is a course required for a degree. It is suggested that students in need of financial assistance for this class contact the WIA liaison located on campus in the Student Success Center in A145.

**AN APPLICATION FOR GRADUATION** must be completed in Enrollment Services (E103) to receive this diploma from Southeastern Illinois College and to have this certificate posted on your transcript. Also, a high school diploma or GED must be on file in the Records Office.

**CERTIFICATION EXAM:** Upon a successful completion of this course, the student will be eligible to apply for the ExCPT or PTCB exam. To be eligible to take the ExCPT or PTCB exam, a candidate must (1) be at least 18 years of age, (2) have a high school diploma or GED and (3) have never been convicted of a felony or had a health license/registration disciplined. Candidates are encouraged to read the Candidates Guide posted at (<a href="http://www.nhanow.com/pharmacy-technician/excpt-candidates-guide.aspx">http://www.nhanow.com/pharmacy-technician/excpt-candidates-guide.aspx</a>) for full information.

Career Opportunities: Pharmacy Technician

Major Employers:

Pharmacy, Hospitals,

# **POWERSPORTS TECHNOLOGY**



Certificate

Minimum 28 hours

## Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CPST

Fall Semester		Credit Hrs
PST 140	Intro, Set-up, and Maintenance	3
DSL 130	Basic Mechanical Skills	3
DSL 131	Engine Electronics	3
DSL 157	Basic Internal Combustion Engines	3
	Total Hours	12

Spring Semester		Credit Hrs
PST 132	MC/ATV/UTV Electronics	3
PST 232	Suspension, Brakes, and Wheels	4
PST 275	Engines	4
PST 270	Fuel Systems	3
PST 172	Practicum	2
	Total Hours	16

**Career Opportunities:** 

Major Employers:

Auto Dealerships, Powersports Dealerships, Sporting Goods Stores

# PRACTICAL NURSING



Special Admission Program – (See admission requirements below)

Minimum 52 hours

### Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CPN

STUDENTS WHO COMPLETE THIS PROGRAM SUCCESSFULLY ARE ELIGIBLE TO TAKE THE STATE BOARD EXAM TO BECOME A PRACTICAL NURSE (PN).

#### **Entrance Requirements**

Obtain and read the "Practical Nursing Admission Packet" available in the Nursing Office T-236. Attend an Advisement Meeting and submit Nursing Application packet. Take the Test of Essential Academic Skills (TEAS).

Date \_\_\_\_\_\_ Score \_\_\_\_\_

Contact the Testing Coordinator at 618/252-5400, ext. 2442 to take this exam.

APPLICATION AND TEAS TEST DEADLINE is the end of March of each year for classes beginning the Fall Semester.

The full-time PN program meets Monday through Friday for 11 months.

THE PART-TIME PRACTICAL NURSING PROGRAM will begin every fall semester. This is a six semester program with courses during fall, spring, and summer semesters over two academic years.

SUCCESSFUL COMPLETION of ALL pre-requisite courses is required prior to official acceptance into the PN program. Official Acceptance Letters are sent after July 31<sup>th</sup>.

NOTE: All coursework must be completed with a grade of "C" or better to graduate with this Practical Nursing Certificate.

#### **Pre-Requisite Courses**

Required		Credit Hrs
ENG 121	Rhetoric & Composition I	3
PSYC 121	Intro Psychology	3
BIOL 161*	Intro to Anatomy & Physiology	3
NUR 153	Medication Calculations	4
NUR 195	Medical Terminology	3
	Total Hours	16

American Heart Association Healthcare Provider CPR is required prior to clinical attendance. Certification must be valid through the end of the program.

#### **Required Nursing Courses**

Required		Credit Hrs
NUR 151	Nutrition Throughout the Lifespan	2
NUR 170	Practical Nursing Basic Procedures	3
NUR 171	Practical Nursing Principles & Procedures I	3
NUR 172	Practical Nursing Principles & Procedures II	4
NUR 173	Practical Nursing Principles & Procedures III	2
NUR 176	Community and Mental Health	2
NUR 177	Pediatric Nursing	2
NUR 178	Nursing Mother & Newborn	3
NUR 190	Nursing the Adult I	4
NUR 198	Nursing the Adult II	4
NUR 199	Nursing the Adult III	4
NUR 211	Nursing the Adult IV	3
	Total Hours	36

<sup>\*</sup>BIOL 261-4 Anatomy and Physiology I and BIOL 262-4 Anatomy and Physiology II are required for the Associate Degree Nursing (ADN/RN) Degree. Students who plan to continue into that program may take BIOL 261 and BIOL 262 so they will have met that requirement and they will also substitute for BIOL 161-3. Both courses (BIOL 261 & 262) must be completed if they are to substitute for BIOL 161(Prerequisite for BIOL 261: A grade of "C" or better in high school chemistry or CHEM 123 or equivalent.)

PLEASE see current Admission Criteria and Application Procedure packet for specific steps to follow for admission to the SIC PN program.

NOTE: Preference will be given to residents of Southeastern Illinois College, District #533. See the Practical Nursing Program Admission Policy and Procedure Statement in the College Catalog.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Coce: 29-2061.00

**Career Opportunities:** 

Licensed Practical Nurse

**Major Employers:** 

Hospitals; Skilled Care Homes; Home Health Agencies, Hospice; Clinics; Doctors' Offices; Federal and State Government Institutions. 08/19

## **PUBLIC SAFETY MANAGEMENT**



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DFS

SEE THE BASIC FIREFIGHTING CERTIFICATE elsewhere in this Catalog. Students must complete FIRE 115, FIRE 116, and FIRE 117 or equivalents to take higher level FIRE SCIENCE Courses.

#### **FIRST YEAR**

#### **SECOND YEAR**

Fall Semester		Credit Hrs
FIRE 115	Orientation to Fire Fighting	4
BIOL 121	Introductory Biology	4
HYG 113	First Aid & CPR	2
ENG 121	Rhetoric & Composition I	3
MATH 151	Occupational Math	
or MATH 144*	Heart of Mathematics	4
or MATH 128	College Algebra	
	Total Hours	17

Spring Semester		Credit Hrs
FIRE 116	Fire Suppression Techniques	4
HIST 241	American History I	3
ENG 122	Rhetoric & Composition II	3
CHEM 123 Basic Inorg/Org Chemistry		4
Total Hours		14

Fall Semester		Credit Hrs
FIRE 117	Loss Control	4
COM 121* Principles of Speaking or COM 146 Business/Professional Comm.		3
ELECTIVE		3
FINE ARTS ELECTIVE		3
PSYC 131 Human Relations or PSYC 121* Intro Psychology		3
Total Hours		16

Spring Semester		Credit Hrs
FIRE 135	FIRE 135 Hazardous Materials Ops	
FIRE 159 Fire Service Vehicle Ops		4
FIRE 170 Technical Rescue Awareness		1
ELECTIVE		4
HUMANITIES ELECTIVE		3
Total Hours		15

**ELECTIVES:** FIRE 134-3 Strategy & Tactics II, FIRE 137-3 Certified FF III – Module A, FIRE 138-3 Certified FF III – Module B, FIRE 139-3 Certified FF III – Module C, FIRE 290 Selected Topics in Fire Science, FIRE 291-1 Fire Brigade, FIRE 191-.5 Fire Brigade Level I, FIRE 192-.5 Fire Brigade Level II, FIRE 193-.5 Fire Brigade Level IV, FIRE 195-.5 Fire Brigade Level V, FIRE 196-.5 Fire Brigade Level VI, FIRE 197-.5 Beginning Mine Rescue, FIRE 198-.5 Intermediate Mine Rescue, and FIRE 199-.5 Advanced Mine Rescue, BIOL 161-3 Intro to Anatomy & Physiology, HYG 121-Science of Personal Health, FCS 124-3 Intro to Nutrition.

FINE ARTS ELECTIVE: MUS 121-3 Music Appreciation, MUS 126-3 Intro to American Music, THTR 121-3 Intro to Theater.

**HUMANITIES ELECTIVE:** ENG 243-3 Intro to Drama, ENG 245-3 World Literature, ENG 246-3 Modern Literature, PHIL 121-3 Intro to Philosophy, PHIL 122-3 Fundamentals of Logic, PHIL 221-3 Fundamental of Ethics.

**SPECIAL FACILITIES:** A Regional Training Center including a burn tunnel is located on campus (just southeast of the water tower) and provides training and firefighting experience for students and regional firefighters.

Through the unique Capstone Program at Southern Illinois University, the A.A.S. Degree in Public Safety Management can be applied toward a four-year B.S. Degree in Public Safety Management. Contact the College of Applied Sciences and Art's (618 453-3734 for more information). Students can apply to SIU-C before or after they receive the A.A.S. Degree. Through this unique program, credit is given for work experience. Students need additional general education courses to total 30 hours. See a counselor for professional advisement. Students must submit an Application for Admission to SIU-C as well as an Application to the Capstone Program. Students must have a 2.25 GPA.

\*Students interested in pursuing the Bachelor of Science Degree should choose the following options: COM 121, MATH 144, and PSYC 121.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 33-2011.00, 33-2011.01, 33-2011.02, 33-2021.01, 33-2021.01, 33-2021.02, 33-2021.02

Career Opportunities:

Professional Firefighter, Public Safety Manager

Major Employers:

Urban or Rural Fire Departments

## **TAXIDERMY**



Certificate

Minimum 16 hours

## Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CTXD

		Credit Hrs
TXDY 110	Intro to Taxidermy	1
TXDY 111	State & Federal Taxidermy Regulations	1
TXDY 112	Game Head Mount	3
TXDY 113	Full Body Mount	3
TXDY 114	Bird Mount	3
TXDY 115	Fish Mount	3
TXDY 116	Habitats & Bases	2
	Total Hours	16

Occupational information about this program is available at O\*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code:

45-3021.00

**Career Opportunities:** 

Taxidermist

**Major Employers:** 

Taxidermy Business Sporting Goods Stores

## **TECHNICAL RESOURCE MANAGEMENT**



A.A.S. Degree SIU-C Capstone

(Coursework & Work Experience Customized Degree)

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DCAT

## **General Education Requirements**

	<u>-</u>	
At Least 16 Hours		Credit Hrs
ENG 121	Rhetoric & Composition I	3
ENG 122	Rhetoric & Composition II	3
PSYC 131	Human Relations	2
or PSYC 121*	Intro Psychology	3
MATH 151 or MATH (144 or higher)*		4
HEALTH, NUTRITION, or SCIENCE*		3/4
Total Hours		16/17

## **Work Experience**

No More Than 21 Hours		Credit Hrs
	Total Hours	

## **Approved Core Courses**

At Least 26 Hours	Credit Hrs
	Total Hours

General Education Courses	
Approved Core Courses	
Work Experience	
At Least 62 Hours Total	

**NOTE:** PSYC 121, a PHYSICAL SCIENCE (PHYS OR CHEM) and MATH 144 or higher is recommended for those interested in pursuing a Bachelor's Degree through the Capstone Program at Southern Illinois University-Carbondale.

A unique aspect of this program is the awarding of credit for non-collegiate prior industry training, learning and work experience. The student may request evaluation of military or industry-based training workshops, seminars and certificates to meet some of the requirements of his/her individual program goals. A faculty member and/or department chairperson related to the student's area will meet with the student to determine if and how specific training or work experience meets identified outcomes of the student's goals, document that determination, and make recommendations for the amount of credit to be applied to this degree. A maximum of 21 semester hours of credit may be earned through this method under the Occupational Work Experience

Assessment Process. See a college counselor for the sheet titled "Occupational Work Experience Assessment".

NOTE: Students may also use the established processes for CLEP (College Level Examination Program) or proficiency testing to obtain credit toward this degree. See the current college catalog for information regarding these processes and policies.

Contact the Career and Technical Education Office at (618) 252-5400 ext. 2300 or 2301 for more information and to schedule an appointment.

#### **Career Opportunities:**

Advancement in Current Career Position, Supervisor, Trainer, Manager

#### **Major Employers:**

Manufacturing Firms; Wholesale and Retail Trade Firms; Banks, Financial Services, and Insurance Firms; Mining Companies; Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.

## TRUCK DRIVING



Certificate Minimum 7 Hours

#### Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CTD1

One Semester		Credit Hrs
TRUK 151	Intro to Truck Driving	1
TRUK 152	Truck Driving I	3
TRUK 153	Truck Driving II	3

THIS IS CURRENTLY AN EIGHT-WEEK COURSE designed to provide the student with the knowledge and skills and driving experience necessary to safely and successfully operate an 18-wheel tractor with a trailer. Graduates of this Truck Driving Certificate are familiar with the processes and procedures necessary to own and operate their own truck or to be an employee of a trucking company.

**DEPARTMENT OF TRANSPORTATION (DOT) PHYSICAL EXAM AND DRUG SCREENING** are required. The DOT Physical Examination and Dug Screening **must be done prior to the second week of instruction**. A Class "A" CDL Learner's Permit and driver's motor vehicle report (DMVR) must be obtained by the student no later than the second week of instruction. **All students** enrolled in the TRUK courses are subject to random drug and alcohol screenings.

THE INSTRUCTOR will provide information as to when and where the written and driving tests will be given for the CDL (Commercial Drivers License).

THIS CERTIFICATE DOES NOT require a high school diploma or GED. However, Students must be at least 18 years old to enroll in the Truck Driving program, and must also be 18 years old to take the Commercial Drivers License (CDL) Exam. Students must be 21 years old to drive a truck interstate (from state to state).

**NOTE:** This certificate program is NOT payable by the PELL Grant (State and Federal Aid funds). It is suggested that students in need of financial assistance for this class contact their local Workforce Innovation & Opportunity Act (WIOA) office or Ricky Sauls at (618) 252-5400 ext. 2248. Unless funding is guaranteed by a funding source (like WIOA), payment is required at the time of registration. A payment plan is available. Contact SIC's Cashier at (618) 252-5400 ext. 2501.

**Career Opportunities:** 

Tractor-Trailer Truck Driver

Major Employers:

Farms, Coal Mines, Trucking Companies, and Industries that Need Drivers With a CDL.

## **VETERINARY ASSISTANT**



Certificate

Minimum 16 hours

## Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CVET

		Credit Hrs
VET 110	Small Animal Nursing	3
VET 118	Vet Practice Management	2
VET 115 Animal Facilities Management		3
VET 231* Vet Tech Internship		3
VET 114* Animal Grooming		3
EMP 111 Job Skills Development		2
	Total Hours	16

#### Placement test scores are not required for this program.

\*VET 231 requires students to complete 225 contact hours over the 16-week semester.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code:
31-9096.00
29-2056.00

Career Opportunities: Veterinary Assistant Major Employers:

Veterinarians, Animal Clinics, Animal Hospitals

<sup>\*</sup>SERV 121 is often used in place of VET 114 Animal Grooming. During SERV 121, students will meet one-on-one with a professional groomer at their place of business and work under their guidance and direction.

## WELDING TECHNOLOGY



**Fall Semester** 

**ENG 121** 

**MATH 151** 

**WELD 112** 

WELD 131\*

WELD 132\*

A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DWT



**Total Hours** 

## **American Welding Society**

**Educational Institution Member** 

#### **FIRST YEAR**

Metallurgy/Blueprint Reading

Rhetoric & Composition I

Gas Welding & Cutting

Occupational Math

Arc Welding I

# Credit Hrs 3 4 4 3 3 17

Fall Semester		Credit Hrs
HYG 121	Science of Personal Health	3
WELD 137*	Pipe Welding	3
WELD 151*	MIG Welding	3
ELECTIVE**		3
ELECTIVE**		3
	Total Hours	15

**SECOND YEAR** 

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	
or COM 146	Business & Professional	3
	Communication	
WELD 133*	Low Hydrogen I	3
WELD 134*	Low Hydrogen II	3
WELD 135*	Advanced Gas Welding	3
WELD 139* TIG Welding		3
Total Hours		15

Spring Semester		Credit Hrs
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
WELD 138	Industrial Welding	6
WELD 192	Extended Welding Certificate	3
GENERAL ELECTIVE		3
Total Hours		15

SUGGESTED GENERAL ELECTIVES (choose one): PHYS 121-4 Physics, BUS 191-3 Financial Accounting, BUS 297-3 Business Law I. If no prior computer experience, IT 119-3 Basic Software Applications is recommended.

**SPECIAL FACILITIES:** The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

**SPECIAL REQUIREMENTS:** Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

THIS WELDING TECHNOLOGY PROGRAM is recognized by the American Welders Society. Southeastern Illinois College is an education institutional member of the American Welders Society. Students who complete this coursework are eligible to take the industry standard certification exams for AWS certification.

Also, students may credit the A.A.S. Degree in Welding Technology toward the Bachelor of Science Degree in Workforce Education & Development through the unique Capstone Program at Southern Illinois University at Carbondale, Illinois. See the Workforce Education & Development Curriculum Guide for courses students can take at Southeastern in addition to the A.A.S. Degree for SIUC. See a Counselor for professional guidance.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 51-4121.00, 51-4121.00, 51-4121.00

#### **Career Opportunities:**

Welding Technician, Welding Specialist, Welding Supervisor, Welding Instructor, Inspector.

#### **Major Employers:**

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Machine Shops, Mining Companies, Colleges & Universities, Vocational & Technical Schools, Training Institutes.

<sup>\*</sup>These courses are taught in eight week units.

<sup>\*\*</sup>SUGGESTED ELECTIVES (choose two): DRA 130-3 Intro to Computer Aided Design, DSL 130-3 Basic Mechanical Skills, DSL 157-3 Basic Internal Combustion Engines, DSL 158-3 Hydraulics I, WELD 111-3 Basic Welding, GRAP 121-3 Engineering Graphics I.

# WELDING TECHNOLOGY – LEVEL 2



Certificate

34 Semester hours

# Career & Technical Education • 1-Year Certificate • Minimum 2.0 OGPA • Major Code: CWT2

Fall Semester		Credit Hrs
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131	Arc Welding I	3
WELD 132	Gas Welding & Cutting	3
WELD 133	Low Hydrogen I	3
	Total Hours	13

Spring Semester		Credit Hrs
WELD 134	Low Hydrogen II	3
WELD 137	D 137 Pipe Welding	
WELD 139	TIG Welding	3
WELD 151	MIG Welding	3
	Total Hours	12

Spring Semester		Credit Hrs
WELD 138	Industrial Welding	6
WELD 192**	WELD 192** Extended Welding Certification	
	Total Hours	9

These courses are all taught in eight- week units except WELD 138.

Placement test scores are not required for this program.

**SPECIAL FACILITIES:** The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

**SPECIAL REQUIREMENTS:** Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET - SOC Code:

51-4121.00

51-4121.06 51-4121.07

51-4121.07

**Career Opportunities:** 

Welding Technician

**Major Employers:** 

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Mining Companies, Machine Shops

08/19

<sup>\*\*</sup>This course includes preparation for the AWS Certification Exams.

# WELDING TECHNOLOGY



Certificate

25 Semester Hours

Career & Technical Education • 1-Year Certificate • Minimum 2.0 OGPA • Major Code: CWT



Fall Semester		Credit Hrs
WELD 112	Metallurgy/Blueprint Reading	4
WELD 131	Arc Welding I	3
WELD 132	Gas Welding & Cutting	3
WELD 133	Low Hydrogen I	3
	Total Hours	13

Spring Semester		Credit Hrs
WELD 134	Low Hydrogen II	3
WELD 137	Pipe Welding	3
WELD 139	TIG Welding	3
WELD 151	MIG Welding	3
	Total Hours	12

These courses are all taught in eight- week units.

#### Placement test scores are not required for this program.

**SPECIAL FACILITIES:** The Welding Lab is located in the Robert I. Gregg Technology Center. The well-equipped lab is updated and maintained for quality training and instruction.

**SPECIAL REQUIREMENTS:** Students will need the following items: ear plugs, welding goggles, welding gloves, a welding helmet, and appropriate welding clothing and shoes that will provide protection from rays, sparks and hot metal fragments. Protective clothing and safety glasses must be worn at all times while in the Welding Lab.

Occupational information about this program is available at O\*NET online <a href="www.onetonline.org">www.onetonline.org</a>. Once at that website enter the SOC Code that is listed for this program.

O\*NET – SOC Code:

51-4121.00

51-4121.06

51-4121.07

51-4122.00

Career Opportunities:

Welder

**Major Employers:** 

Metal Product and Transportation Equipment Manufacturers, Construction Firms, Fabrication Industries, Mining Companies, Machine Shops.

08/19

# TRANSFER CURRICULUM

These transfer guides help prepare students for transfer to a university to complete their Bachelor of Science or Arts degree. Students should seek guidance from an advisor for additional transfer information.

For the most current information visit http://www.sic.edu/academics/transfer-curriculum.

	maron visit map ,, , , , , , , , , , , , , , , , , ,	
Accounting	Forestry	Pre-Optometry
Agriculture Business	Healthcare Management	Pre-Pharmacy
Agriculture Education	History	Pre-Physical Therapy
Agriculture (Specialization)	Hotel Restaurant and Travel	Pre-Physician Assistant
Animal Science	Management	Pre-Veterinary Science
Architecture	Industrial Management and Applied Engineering	Psychology
Art	Interior Design	Radiological Studies
Associate in Engineering Science	Management	Religious Studies
Athletic Training	Marketing	Respiratory Therapy
Biology	Mathematics	Secondary Education
Business Administration	Mortuary Science and Funeral	Social Work
Chemistry	Services	Sociology
Clinical Laboratory Science	Multimedia	Special Education
Communication Disorders and	Music	Sports & Fitness
Sciences	Paralegal Assistant	Sports Media
Communication	Physical Education	Theatre Arts
Computer Science	Physical Therapist Assistant	
Criminal Justice	Physics	
Dental Hygiene	Political Science	
Dietetics, Food, and Nutrition	Pre-Bachelor of Science Nursing	
Early Childhood Education	Pre-Chiropractic	
Economics	Pre-Dental	
Elementary Education	Pre-Engineering	
English	Pre-Law	
Fashion Design and Merchandising	Pre-Medicine	
Finance	Pre-Occupational Therapy	

# **COURSE DESCRIPTIONS**



# [ADN] ASSOCIATE DEGREE IN NURSING

# ADN 270 MED-SURG NURSING I

Emphasis will be placed on the program framework of QSEN, NCLEX test plan, and ANA scope and standards of practice. Physical assessment techniques and utilization of the nursing process will assist the student in assessing and addressing needs of the client with disorders of the gastrointestinal system, acid base and electrolyte imbalances, and disorders of the renal reproductive systems. Pre-requisites: per ADN Handbook.

(4 credit, 3 lecture, 3 lab\*) \*All lab hours are on-campus labs.

# ADN 271 MED-SURG NURSING II

Emphasis will be placed upon the program framework of QSEN, NCLEX test plan, and ANA scope and standards of practice. Physical assessment techniques and utilization of the nursing process will assist the student in assessing and addressing needs of the client having surgery, autoimmune and allergic disorders, endocrine disorders, clients with HIV/AIDS and the client with cancer. Pre-requisites: per ADN Handbook. (4 credit, 3 lecture, 3 lab\*) \*All lab hours are off-campus clinical experiences.

# ADN 273 OBSTETRICAL NURSING

The focus population for this nursing course will be the childbearing family. The nursing process and therapeutic communication will be utilized to develop care for patients across the lifespan from varying cultural backgrounds. QSEN and ANA scope and standards of practice will be applied. Clinical experiences prepare the student to function as a collaborative member of the healthcare team in the role of an obstetric nurse. Concepts of critical thinking, client education, health promotion, and patient-centered care will be covered. Pre-requisites: per ADN Handbook. (2.5 credit, 2 lecture, 1.5 lab\*) \*0.5 hours simulation, 1 hour off-campus clinical experience

# ADN 274 PEDIATRIC NURSING

The focus population for this nursing course will be children and the family unit. The nursing process and QSEN concepts will be applied to care for clients across the lifespan from varying cultural backgrounds. Diseases processes and other factors that affect the client's or child's position along with wellness-illness continuum will be explored. Concepts of critical thinking, client education, health promotion, and patient-centered care will be covered in relation to the childbearing family. Pre-requisites: per ADN Handbook. (2.5 credit, 2 lecture, 1.5 lab\*)

\*0.5 hours simulation, 1 hour off-campus clinical experience

### ADN 275 PSYCHIATRIC NURSING

The focus of this course is the mental health-mental illness continuum. The nursing process, QSEN concepts and ANA scope and standards of practice will be applied to assess and provide nursing care to the client with psychological needs. Topics include therapeutic communication, application of psychiatric nursing skills, client teaching, psychological needs across the lifespan, and the roles of registered nurses and the inter-professional team.

Pre-requisites: per ADN Handbook. (3 credit, 2.5 lecture, 1.5 lab\*) \*0.5 hours on campus lab, 1 hour off-campus clinical experience

# ADN 276 MED-SURG NURSING III

Emphasis will be placed upon the program framework of QSEN, NCLEX test plan, and ANA scope and standards of practice. Physical assessment techniques and utilization of the nursing process will assist the student in assessing and addressing needs of the client

with disorders of the neurological system, dermatologic system, and musculoskeletal system. The student will demonstrate assimilation of theoretical knowledge, collaboration with the inter-professional team, culturally competent care, and adherence to legal and ethical standards. Pre-requisites: per ADN Handbook.

(4 credit, 3 lecture, 3 lab\*) \*All lab is off-campus clinical experience

# ADN 277 MED-SURG NURSING IV

Emphasis will be placed upon the program framework of QSEN, NCLEX test plan, and ANA scope and standards of practice. Physical assessment techniques and utilization of the nursing process will assist the student in assessing and addressing needs of the client with disorders of the cardiac, respiratory and hematological systems. The student will demonstrate assimilation of theoretical knowledge, collaboration with the inter-professional team, culturally competent care, and adherence to legal and ethical standards.

Pre-requisites: per ADN Handbook. (4 credit, 3 lecture, 3 lab\*) \*0.5 hours simulation, 2.5 hours off-campus clinical experience

# ADN 278 COMMUNITY & LEADERSHIP NURSING

This course focuses upon the current issues and trends in the practice of nursing and delivery of health care in a variety of settings including community health nursing. Emphasis is upon the transition of a student nurse to a graduate student nurse. A variety of subjects are explored including leadership, delegation, and legal, ethical and moral issues as related to nursing and health care. This course delves into the application of the Illinois Nursing and Advanced Practice Nursing Act. The student is given the opportunity to identify basic needs and utilize the nursing process, nursing skills and theoretical knowledge in acute and community health settings. (4 credit, 3 lecture, 3 lab)

# ADN 290 SELECTED TOPICS IN NURSING

An in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.

Pre-requisite: instructor consent. (3 credit, 3 lecture, 0 lab)

# ADN 291 SELECTED TOPICS IN NURSING I

An advanced study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.

Pre-requisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

# ADN 292 SELECTED TOPICS IN NURSING II

A continuation of in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.

Pre-requisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

# ADN 293 SELECTED TOPICS IN NURSING III

A continuation of advanced studies of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.

Pre-requisite: Instructor consent. (3 credit, 3 lecture, 0 lab)

# [AG] AGRICULTURE

# AG 110 INTRODUCTION TO AG BUSINESS

This course is an introduction to the fundamental principles of agriculture business. Topics included are introduction to agricultural economics, marketing, sales, and management. This course is designed to introduce essential basics to further the interest of the student to explore the subject matter on more in-depth levels. (3 credit, 3 lecture, 0 lab)

# AG 111 AGRICULTURAL OCCUPATIONS

The student is introduced to the broad field of agricultural business and its many employment opportunities. Job titles are described on the basis of duties performed, knowledge, and abilities needed. Included is a completion of a resume for the student's future use. (1 credit, 1 lecture, 0 lab)

# AG 113 INTRO TO AG PRODUCTION

This course is an introduction to the fundamental principles of agronomy. Topics will evolve around essential basics of crops and soil sciences as they apply to production agriculture. This course is designed with the intent to build a working knowledge of agronomic principles in order to prepare for more in-depth subject matter. (3 credit, 3 lecture, 0 lab)

# AG 121 INTRODUCTORY ANIMAL SCIENCE

The application of the sciences 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, nutrition, growth; environment, health and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science. (IAI AG 902) (4 credit, 3 lecture, 2 lab)

# AG 122 AGRICULTURE ECONOMICS

This course provides 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 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. (IAI AG 901) (3 credit, 3 lecture, 0 lab)



# AG 221 INTRODUCTORY CROP SCIENCE

The basic principles of plant growth, including human and environmental influences and theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographical distribution of field crops; environmental factors and agronomic problems; crop plant breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices. (IAI AG 903) (4 credit, 3 lecture, 2 lab)

# AG 222 INTRODUCTION TO SOILS

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 environment impact of soil use. (IAI AG 904) (4 credit, 3 lecture, 2 lab)

# [ART] ART

# ART 121 ART APPRECIATION

A survey of the visual arts (painting, drawing, printmaking, sculpture, and architecture) as they transmit cultural traditions and humanistic and aesthetic values. Examines historical, social, and technological factors that contribute to understanding the function and meaning of works of art. (IAI F2 900) (3 credit, 3 lecture, 0 lab)

# ART 141 DRAWING

A foundation for all areas of art. Instruction includes basic drawing techniques, media use and concepts. The course is designed to provide a survey of the extent and nature of drawing and to broaden the student's appreciation and skills in drawing.

(3 credit, 0 lecture, 6 lab)

# ART 142 SCULPTURE

An introductory course that will examine concepts in threedimensional form. Major process areas of sculpture are explored through a variety of media. Both traditional and contemporary images in sculpture are examined through various methods of presenting sculptural ideas. (3 credit, 0 lecture, 6 lab)

# ART 143 PAINTING

An introduction to the expressive potential of painting media with emphasis in oils or acrylics. Concentrated work will be in composition, color and basic painting craftsmanship.
(3 credit, 0 lecture, 6 lab)

# ART 144 PRINTMAKING

An introduction to printmaking techniques such as block, calligraphy, serigraphy, lithography, and monotype. Technical principles, composition, and design development will be emphasized. (3 credit, 0 lecture, 6 lab)

# ART 161 BASIC ART DESIGN

A comprehensive study of the visual elements and principles involved in organizing two-dimensional pictorial space. Studio work will enable the student to create solutions to visual design problems in several areas of the design field. A variety of materials will be used to facilitate this study. (3 credit, 0 lecture, 6 lab)

### ART 162 ADVANCED ART DESIGN

An examination of the visual elements and design principles as they apply to three-dimensional art. Discussion and studio assignments relating to various materials and purposes for design are the primary content of this course. Pre-requisite: ART 161 (3 credit, 0 lecture, 6 lab)

# ART 163 INTRODUCTION TO MURAL PAINTING

An intensive course that explores the process and applied artistry of mural painting. Aside from design and painting skills, the course explores site selection, media choice, public relations, and cultural influence. Pre-requisite: ART 143, ART 161, or instructor consent. (3 credit, 2 lecture, 2 lab)

# ART 181 BASIC PHOTOGRAPHY

Designed to provide basic skills in technical processes of photography for students and to help them use photography as a medium of expression. (3 credit, 3 lecture, 0 lab)

# ART 182 ADVANCED PHOTOGRAPHY

Second course in a sequence on the art and technique of photography, with an emphasis on photography as an art form. Darkroom, classroom, and extensive field work will be included to increase the student's visual literacy and personalized style.

Pre-requisite: ART 181 (3 credit, 3 lecture, 0 lab)

# ART 221 BEGINNING CERAMICS/POTTERY

Involves hand building and potter's wheel techniques with a variety of clay types. Decorating, glazing, and firing methods are also an integral part of the course. (3 credit, 0 lecture, 6 lab)

# ART 241 ADVANCED DRAWING

Involves concentrated work in the reinforcement of basic drawing skills with emphasis on perceptual and expressive development. Major areas of concentration include a more subjective approach to individual expression, color and composition, and thematic development. Pre-requisite: ART 141 (3 credit, 0 lecture, 6 lab)

# ART 243 ADVANCED PAINTING

This course involves concentrated work in the reinforcement of painting skills with emphasis on perceptual and expressive development. Pre-requisite: ART 143 (3 credit, 0 lecture, 6 lab)

# ART 260 ART PORTFOLIO

A course for all Associates of Fine Arts majors which includes the completion of a slide portfolio of student's best work. Faculty reviews each students' final portfolio and students complete a thesis explaining in detail the technical and aesthetic problems involved in his or her work. Pre-requisite: Instructor consent (1 credit, 0 lecture, 2 lab)

### ART 261 LIFE DRAWING

This course is an introduction to drawing the human figure using a variety of media. Drawings are derived from direct observation emphasizing descriptive drawing techniques of the human figure. Drawing activities should include full figure, features, and anatomical differentiation encompassing individual physiognomy. Pre-requisite: ART 141 and ART 241 or portfolio review. (3 credit, 0 lecture, 6 lab)

# ART 280 SPECIAL TOPICS IN ART

This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 0 lecture, 6 lab)

# ART 281 SPECIAL TOPICS IN ART II

This studio course offers advanced study, or exploration of a special topic(s) in the visual arts. Areas of focus may vary with individual students or at the discretion of the instructor. Topics may include drawing, painting, printmaking, ceramics, sculpture, photography, and fibers. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 0 lecture, 6 lab)

#### **ARTV 112**

# **ELEMENTS OF DRAWING AND ILLUSTRATION**

Designed to instruct students on the basic techniques of drawing and illustration. (3 credit, 1.5 lecture, 3 lab)

# ARTV 114 DRAWING AND ILLUSTRATION II

Designed to instruct students on the techniques of drawing and illustration. This is a continuation of ARTV 112 Elements of Drawing and Illustration. This course may be offered as variable credit and repeatable three times. (3 credit, 1.5 lecture, 3 lab)

# ARTV 116 DRAWING AND ILLUSTRATION III

Designed to instruct students on the basic techniques of drawing and illustration and introduce students to acrylic painting and watercolor. This is continuation of ARTV 112 Elements of Drawing and Illustration and ARTV 114 Drawing and Illustration II. This course may be offered as variable credit and repeatable three times. (3 credit, 1.5 lecture, 3 lab)



# [AS] AIR FORCE RESERVE OFFICER TRAINING CORPS (ROTC)

#### **AS 120**

#### INTRODUCTION TO THE AIR FORCE TODAY

Survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Features 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. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps. (1 credit, 1 lecture, 0 lab)

# AS 121 LEADERSHIP LABORATORY

Leadership Laboratory is a laboratory course for Air Force Reserve Officer Training Corps cadets. The leadership laboratory course complements the academic course by providing cadets with practical command and staff leadership experiences. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps. (1 credit, 0 lecture, 2 lab)

#### **AS 122**

### AIR FORCE LEADERSHIP AND MANAGEMENT

Continuation of AS 120 Introduction to the Air Force Today. Designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Features 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. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 121 or instructor consent. (1 credit, 1 lecture, 0 lab)

# AS 123 LEADERSHIP LABORATORY II

Continuation of AS 121 Leadership Laboratory. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 121, or instructor consent. (1 credit, 0 lecture, 2 lab)

# AS 220 EVOLUTION OF USAF AIR/SPACE POWER

Designed to examine general aspects of air and space power through a historical perspective. Covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. Provides the student with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. Students will be inculcated into the Air Force Core Values, with the use of operational examples and will conduct several writing and briefing style to meet Air Force communication skills requirements. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 120, AS 123, or instructor consent. (1 credit, 1 lecture, 0 lab)

# AS 221

### **LEADERSHIP LABORATORY III**

Continuation of AS 123 Leadership Laboratory II. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 122, AS 123, or instructor consent. (1 credit, 0 lecture, 2 lab)

#### **AS 222**

#### **EVOLUTION OF USAF AIR/SPACE POWER II**

Continuation of AS 220 Evolution of USAF Air/Space Power. Designed to examine general aspects of air and space power through a historical perspective. Covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Examines several fundamental truth associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. Provides the student with a knowledge level understanding for the general element and employment of air and space power, from an institutional doctrinal and historical perspective. Students will be inculcated into the Air Force Core Values, with the use of operational examples and will conduct several writing and briefing style to meet Air Force communication skills requirements. Pre-Requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 220, AS 221, or consent of the instructor. (1 credit, 1 lecture, 0 lab)

### **AS 223**

#### LEADERSHIP LABORATORY IV

Continuation of AS 221 Leadership Laboratory III. Intended as a laboratory course for Air Force Reserve Officer Training Corps cadets and complements the academic course by providing cadets with practical command and staff leadership experiences. Pre-requisite: Acceptance into the United States Air Force and Air Force Reserve Officer Training Corps, AS 220, AS 221, or instructor consent. (1 credit, 0 lecture, 2 lab)

# [AUTO] AUTO TECHNOLOGY

# **AUTO 133**

# **AUTOMOTIVE SUSPENSION/STEERING**

Instruction in skills needed to diagnose, service, and repair modern automotive suspension/steering systems. Suspension/steering designs, geometry, diagnosis, service, repair and four-wheel alignment procedures. Live vehicles and laboratory units. (3.5 credit, 2 lecture, 3 lab)

# **AUTO 134 AUTOMOTIVE BRAKES**

Instruction in the skills needed to diagnose, service, and repair modern automotive brake systems. Brake system fundamentals; designs; laws of hydraulics and their applications; diagnosis; and service procedures, including brake machining processes. Live vehicles and laboratory units. (3 credit, 2 lecture, 3 lab)

# AUTO 136 AUTOMOTIVE ELECTRICAL/ELECTRONICS

Fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's automobile. Special emphasis placed on meter usage and diagnostic procedures including actual diagnosis and testing of the battery, charging, starting and ignition systems. Handson experience on both laboratory components and complete vehicles included. (3 credit, 2 lecture, 2 lab)

#### **AUTO 137**

#### **MANUAL & AUTOMATIC TRANSMISSIONS**

The study of various types of manual and automatic transmissions for the understanding of disassembly, assembly, function, construction, operation service and troubleshooting procedures. (3 credit, 2 lecture, 2 lab)

#### **AUTO 191**

#### INTRODUCTION TO AUTO TECHNOLOGY

Provides the student with the opportunity to orientate, prepare, and perform routine service operations and job skills in auto technology. Personal and environmental safety practices, fasteners, gaskets, and sealants; thread and electrical connector repair; measuring instruments and common hand tools; and personal care of automobiles. Auto service and maintenance operations including lifting and vehicle support procedures. (3.5 credit, 2 lecture, 3 lab)

#### **AUTO 193**

#### **AUTOMOTIVE ENGINE FUNDAMENTALS**

A study of modern automotive engine designs, construction, operating principles, and related subsystems. Skills in engine disassembly using approved procedures, inspection for wear and damage, identification of design features, and reassembly of the engine to operating condition. Basic theory and diagnosis of the fuel, lubrication, and cooling systems included.

Pre-requisite: AUTO 191 (3.5 credit, 2 lecture, 3 lab)

# **AUTO 232**

#### **ENGINE OVERHAUL**

All phases of overhaul of automotive engines. Pre-requisite: DSL 157 (3 credit, 1 lecture, 4 lab)

# [BIO] BIOLOGY

# BIOL 121 INTRODUCTORY BIOLOGY

A course emphasizing scientific inquiry through selected concepts of biology including: chemical and cellular organization, function, genetics, evolution and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Laboratory required. (IAI L1 900L) (4 credit, 3 lecture, 2 lab)

# BIOL 141 ENVIRONMENTAL SCIENCE

A course that examines ecological principles in relation to environmental problems. Emphasizes basic ecological principles, current environmental issues and possible solutions. Laboratory required. (IAI L1 905L) (4 credit, 3 lecture, 2 lab)

# BIOL 161 BASIC ANATOMY & PHYSIOLOGY

An overview of the anatomy and physiology of the 11 organ systems that compose the human body. Anatomical terminology, cellular structure and function, metabolism, and tissues are also included. The course is geared toward pre-practical nursing and allied health majors, but will provide a solid introduction to all students interested in learning human anatomy and physiology. (3 credit, 3 lecture, 0 lab)

### BIOL 221 GENERAL BIOLOGY I

Cellular and Molecular Biology. An introduction to Biochemistry, molecular genetics, cell structure, function and processes. Laboratory required. Pre-requisite: High school biology; previous or concurrent enrollment in CHEM 121. (IAI L1 910L, BIO 910) (4 credit, 3 lecture, 2 lab)

# BIOL 222

# **GENERAL BIOLOGY II**

Organismal Biology, Ecology, and Evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals and plants; structure and function of representative organ systems in animals and plants. Topics will also include evolutionary relationships and ecological principles. Laboratory required. Prerequisite: BIOL 221 (IAI L1 910L, BIO 910) (4 credit, 3 lecture, 2 lab)

# BIOL 242

#### **MICROBIOLOGY**

Basic concepts of microbiology. Topics include: cell structures, growth requirements, diversity and classification of microbes, bacterial genetics, pathology, and immunology. Laboratory required. Pre-requisite: "C" in high school chemistry or CHEM 123 or CHEM 121 (4 credit, 3 lecture, 2 lab)

#### **BIOL 261**

#### **HUMAN ANATOMY AND PHYSIOLOGY I**

A comprehensive study of the human anatomy and physiology of the integumentary, skeletal, muscular, nervous and sensory systems. Foundation topics discussed as a preface include: organization of the body, biological chemistry, cells, metabolism and tissues. Laboratory required with dissection a component. Pre-requisite: "C" in high school chemistry or CHEM 123 or CHEM 121. (4 credit, 3 lecture, 2 lab)

#### **BIOL 262**

#### **HUMAN ANATOMY AND PHYSIOLOGY II**

A comprehensive study of the endocrine, cardiovascular, lymphatic, digestive, respiratory, renal and reproductive systems. Additional topics include: nutrition, electrolytes, acid-base balance, embryology, growth and genetics. Laboratory required with dissection a component. Pre-requisite: BIOL 261 (4 credit, 3 lecture, 2 lab)

# [BOT] BOTANY

# **BOT 121**

### **PLANTS AND SOCIETY**

Emphasizes scientific inquiry through selected biological concepts using plants as the study organism. Special attention will be given to the personal and social implications of plants in human affairs. Topics include: The scientific method, molecular biology, cell biology, plant structure & function, plant genetics & heredity, evolution, ecology and plants & society. Laboratory required.

(IAI L1 901L) (4 credit, 3 lecture, 2 lab)

### [BUS] BUSINESS

### **BUS 115**

# **KEYBOARDING I**

Designed to give the student skill at operating a typewriter or computer keyboard by the touch method. (1 credit, 1 lecture, 0 lab)

#### **BUS 116**

#### **CUSTOMER SERVICE SKILLS**

Provides knowledge and skills needed for giving quality customer service. Develops communication skills to use with employees, customers, and managers. Introduces methods of establishing contact, exploring customer needs, defining and resolving problems, and closing encounters. May be repeatable three times and offered as variable credit. (1 credit, 1 lecture, 0 lab)

### **BUS 118**

#### **BUSINESS SOFTWARE APPLICATIONS**

A study of current software applications used in the business world. Training in the use of microcomputer processing packages on the basis of demand within local markets. Repeatable 3 times. (3 credit, 3 lecture, 0 lab)

# BUS 133 BUSINESS COMMUNICATIONS

Principles and practices in written and oral business communications. Development of the ability to use words and correct grammatical construction in oral and written business expression; the principles of planning, organizing, and writing effective communications; the refinement of listening skills; the development of human relation skills; and employment correspondence and employment practices. (3 credit, 3 lecture, 0 lab)

# BUS 191 FINANCIAL ACCOUNTING

Presentation of accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the common transactions entered into by service and merchandising businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions on the financial condition and operating results of a business. How to prepare, analyze and interpret historical financial statements, as well, and the limitations of using these in making forward-looking business decisions is included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, and the stockholder's equity section of corporate balance sheets. (IAI BUS 903) (3 credit, 3 lecture, 0 lab)

# BUS 192 MANAGERIAL ACCOUNTING

Presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short- and long-term business decisions also are included. Pre-requisite: BUS 191. (IAI BUS 904) (3 credit, 3 lecture, 0 lab)



#### **BUS 235**

#### **HUMAN RESOURCES MANAGEMENT**

An introductory course in the basic principles of organization for effective personnel management. Selecting and training employees, planning and assigning work, human relations involving motivation, maintaining morale, and special problems are studied. Coordinated with courses involving field operations to provide exercises in which students direct the efforts of their fellow students. (3 credit, 3 lecture, 0 lab)

# **BUS 256**

#### **BUSINESS CAREER DEVELOPMENT**

Designed to enhance the student's business career development skills. Personal skills, health & hygiene, image development, interpersonal communication skills, job search strategies, ethics and advancement in business careers. (2 credit, 2 lecture, 0 lab)

### BUS 290 SELECTED TOPICS IN BUSINESS

An in-depth study of selected problems or topics in business. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

# BUS 293 BUSINESS SIMULATION

Software simulation to allow students to learn by doing. Includes decision making, planning, and implementing decisions in a simulated business environment. Finance, marketing, and production decisions included. Pre-requisite: Instructor consent. (2 credit, 2 lecture, 0 lab)

# BUS 297 BUSINESS LAW I

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contracts, the agency relationships, and the Uniform Commercial Code Law of Sales and Commercial Paper. (3 credit, 3 lecture, 0 lab)

#### **BUS 298**

#### **LEGAL & SOCIAL ENVIRONMENT OF BUS.**

A study of the legal and social environment of business, with emphases on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law, and employment law. Pre-requisite: BUS 297 (3 credit, 3 lecture, 0 lab)

# BUSV 179 CUSTOMER SERVICE

Provides knowledge and skills needed for giving quality customer service. Develops communication skills to use with employees, customers, and managers. Introduces methods of establishing contact, exploring customer needs, defining and resolving problems, and closing encounters. Pre-requisite: Student Ambassador (1 credit, 1 lecture, 0 lab)

# [CHEM] CHEMISTRY

### CHEM 121 GEN CHEMISTRY

Topics include: periodic table of elements, bonding, atomic structure, stoichiometry, thermochemistry, gases, solutions chemistry, condensed phases, phase transitions, fundamental particles and waves, modern materials. Laboratory required. Pre-requisite: One year of high school chemistry. (IAI P1 902L, CHM 911) (5 credit, 4 lecture, 3 lab)

#### **CHEM 122**

# **GEN CHEMISTRY & QUALITATIVE ANALYSIS II**

Topics include: periodic table of elements, bonding, atomic structure, stoichiometry, thermochemistry, gases, solutions chemistry, condensed phases, phase transitions, fundamental particles and waves, modern materials. Laboratory required.

Pre-requisite: One year of high school chemistry.

(IAI P1 902L, CHM 911) (5 credit, 4 lecture, 3 lab)

#### **CHEM 123**

#### **BASIC INORGANIC/ORGANIC CHEMISTRY**

Topics include: the general principles and theories of chemistry, including fundamentals of inorganic chemistry, atomic structure, and states of matter, periodicity, bonding, stoichiometry, solution chemistry, acid/base concepts, and hydrocarbon chemistry.

Laboratory required. Pre-requisite: MATH 109 (IAI P1 902L) (4 credit, 3 lecture, 2 lab)

#### **CHEM 124**

#### BASIC/ORG./BIOLOGICAL CHEMISTRY

Topics include: fundamental principles of organic chemistry and biochemistry, including study of structure, bonding, nomenclature, physical and chemical properties of organic and biologically significant compounds; also study of metabolic and biosynthetic pathways. Laboratory required. Pre-requisite: CHEM 121 or CHEM 123 (4 credit, 3 lecture, 2 lab)

# CHEM 241 ORGANIC CHEMISTRY I

Topics include: alkanes, cycloalkanes, alkenes and alkynes, organ halogens, organometallic compounds, peroxides, alcohols, phenols, ethers, sulfur compounds, and aromatic compound; study of organic reactions, nomenclature, bonding and physical properties. Laboratory required. Pre-requisite: CHEM 122. (IAI CHM 913) (5 credit, 3 lecture, 4 lab)

### CHEM 242 ORGANIC CHEMISTRY II

Topics include: aldehydes, ketones, carboxylic acids and derivatives, dicarbonyl compounds, amines, heterocyclic compounds, polycyclic aromatic compounds, and biological classes of compounds, organic reactions and physical properties; spectroscopic study of organic compounds. Laboratory included. Pre-requisite: CHEM 241 (IAI CHM 914) (5 credit, 3 lecture, 4 lab)

# [CNA] CERTIFIED NURSING ASSISTANT

### CNA 131 CERTIFIED NURSE ASSISTING

Teaches and trains the nursing assistant to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Professional Nurse, in hospitals, nursing homes, and home health care settings. Orient to the work environment and responsibilities needed for quality patient care and good employee morale. (7 credit, 4 lecture, 6 lab)

# [COM] COMMUNICATION

# COM 121 PRINCIPLES OF SPEAKING

An introductory course in traditional public speaking. COM 121 combines communication theory with the practice of oral communication skills. The oral communication course: (1) develops awareness of the communication process, (2) provides intentional, organizational, and expressive strategies, (3) promotes understanding of an adaptation to a variety of communication contexts, and (4) emphasizes critical skills in listening, reading, thinking, writing, and speaking. Students are expected to prepare and give at least three substantive speeches including both informative and persuasive assignments. (IAI C2 900) (3 credit, 3 lecture, 0 lab)

### COM 122 APPLIED FORENSICS I

Designed to improve the student's understanding of and ability in informative speech, persuasive speech, extemporaneous speech, and impromptu speech. (3 credit, 3 lecture, 0 lab

#### **COM 123**

#### **COMPETITIVE INTERPRETATION**

Designed to strengthen the student's ability in the oral interpretation of prose, poetry and drama. (1 credit, 1 lecture, 0 lab)

### **COM 125**

#### **INTRODUCTION TO MASS MEDIA**

Provides an overview of the nature, functions, and responsibilities of the mass communication industries in a global environment with an emphasis on the media's role in American society. (IAI MC 911) (3 credit, 3 lecture, 0 lab)

# COM 126 FORENSICS PRACTICUM

Forensics Practicum is a survey laboratory intercollegiate course for students who want practice in competitive speech and debate tournaments. Coaches work with students individually and in groups to create and design communication activities for public presentations. This course may be offered for variable credits and repeatable three times. (1 credit, 0 lecture, 2 lab)

### COM 128 FILM APPRECIATION

An introduction to film as an art form, emphasizing a study of the aesthetic and production elements of the medium, including narrative genres, directorial style, cinematography, acting, and editing. (IAI F2 908) (3 credit, 3 lecture, 0 lab)

#### **COM 144**

#### INTERPERSONAL COMMUNICATION

Designed to increase the student's understanding of human communication in informal, daily settings. Students will demonstrate improvement in, and appreciation for, various human communicative variables such as perception, listening, resolving conflict, and nonverbal communication. (3 credit, 3 lecture, 0 lab)

#### **COM 145**

#### INTERCULTURAL COMMUNICATION

The course examines how culture influences the communication process including values, beliefs, norms, linguistic and nonverbal differences between cultures, cultural bias, ethnocentrism, globalization, and cultural adjustment. The course will review major theories of intercultural communication and the practical approaches to communicating more effectively with persons from other cultures. Additionally, this course will allow students to consider the role that communication has in creating, maintaining, or challenging cultural assumptions, norms, rules, and power structures. Students will

explore how diverse underlying cultural orientations and patterns influence communication behaviors within and between cultures. Students will learn to evaluate their own and others' communicative behaviors from a culturally sensitive perspective. (3 credit, 3 lecture, 0 lab)

# COM 146 BUSINESS AND PROFESSIONAL COMM.

Designed to introduce students to communication in the 21st-century workforce context. This course is presentation-centered but also engages pertinent communication theory. (3 credit, 3 lecture, 0 lab)

# COM 147 BASIC NEWS WRITING

Introduction to news writing including, the techniques of news gathering, reporting, and interviewing; the use of library and online database research methods; and other related skills. Students write basic stories under real time constraints. (3 credit, 3 lecture, 0 lab)

# COM 148 BASIC NEWS EDITING

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. (3 credit, 3 lecture, 0 lab)

# COM 221 ARGUMENTATION AND DEBATE

A study of the principles of educational debate. Emphasis is concentrated in the following areas: prima facie case, affirmative and negative strategies, research, evidence, the logic of argument and composition. Students will be expected to participate in various forms of educational debate and to act as judges.

(3 credit, 3 lecture, 0 lab)

# COM 246 PERFORMANCE STUDIES

Designed to develop the student's ability to understand the intellectual and educational content of literature. Analysis and interpretation of prose, poetry, and drama will be communicated through performance and written assignments. (IAI TA 916) (3 credit, 3 lecture, 0 lab)

# COM 222 APPLIED FORENSICS

Designed to improve the student's understanding of and ability in informative speech, persuasive speech, extemporaneous speech, and impromptu speech. This is a continuation of the content in COM 122 Applied Forensics I. Students in this advanced course will build on their public speaking skills to master new competitive speaking events. Pre-requisite: COM 122 (3 credit, 3 lecture, 0 lab)

# COM 280 SELECTED TOPICS IN SPEECH

An in-depth study of selected problems or topics in speech. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

# [COS] COSMETOLOGY

# COS 170 SALON BUSINESS

This course is a survey of the business aspects of the cosmetology field. The student will learn how history and trends affect cosmetology, how personal behavior and appearance affects professional success, and best business practices for successful operations. Topics include personal attitude and appearance, business skills and management, communication, and client relations. Students will also learn the process for licensure and how to transition to the workforce. Pre-requisite: Admittance into the Cosmetology or Nail Technician program. (2 credit, 1 lecture, 2 lab)

# COS 171 COSMETOLOGY THEORY I

This course is designed to introduce the student to scalp and hair properties. Students will learn about anatomy and physiology of the scalp and hair, proper care and maintenance, as well as common issues with the scalp and hair. Students will also learn about infectious diseases and bacteria and their relation to cosmetology practice and safety. Pre-requisite: Admittance into the Cosmetology Program (per Cosmetology handbook). (2 credit, 2 lecture, 0 lab)

# COS 172 COSMETOLOGY CLINIC I

The study of draping, shampooing, rinsing, conditioning, scalp hair care, hairstyling, thermal hairstyling and hair cutting /hair design, with continued practice of sanitation and disinfection methods. Students exchange cosmetology services on each other and perfect cosmetology skills on mannequins. Pre-requisite: Admittance into the Cosmetology Program (per Cosmetology handbook). Concurrent enrollment in COS 171. (5 credit, 0 lecture, 15 lab)

# COS 173 COSMETOLOGY THEORY II

This course is introducing the student to anatomy and physiology as related to cosmetology. Students will learn the basics of anatomical structure necessary to cosmetology servicing, as well as physiological factors that affect skin and hair. Topics include function, nutrition, and disease of hair, skin, and cells. Students will also learn care and maintenance of skin and hair health. Pre-requisite: Admittance into the Cosmetology Program (per Cosmetology handbook). (3 credit, 3 lecture, 0 lab)

# COS 174 COSMETOLOGY CLINIC II

Continuation of practice of draping, shampooing, rinsing, conditioning, scalp hair care, hairstyling, thermal hairstyling and facial. Demonstrations of superfluous hair removal, manicuring, pedicuring, and theory of massage. Students exchange cosmetology services on each other, on mannequins and begin to provide basic services in the salon clinic laboratory. Pre-requisite: Admittance into the Cosmetology Program (per Cosmetology handbook). COS 171, 172, and 173 completed with grade "C" or higher. (5 credit, 0 lecture, 15 lab)

# COS 175 COSMETOLOGY THEORY III

This course will introduce students to the science of chemical texturizing, the art of hair color, and cosmetological chemicals, their use, and their safety. Students will learn color theory in relation to the International Color System. Pre-requisite: Successful completion of COS 171, COS 172, COS 173, and COS 174 (per Cosmetology handbook). (2 credit, 2 lecture, 0 lab)

# COS 176 COSMETOLOGY CLINIC III

Continuation of the previous courses with the additional study of permanent waving, special perming techniques, and chemistry of hair coloring, color application techniques, hair lightening, chemical hair relaxing soft curl permanent, hair pressing and the artistry of artificial hair. Students will demonstrate skills learned through performance by exchanging services on each other, mannequins, and clients in the salon clinic laboratory. Pre-requisite: Successful completion of COS 171, COS 172, COS 173, and COS 174 (per Cosmetology handbook). (5 credit, 0 lecture, 15 lab)

# COS 177 COSMETOLOGY THEORY IV

Provides the student with a general understanding of the nail and its disorders, skin disorders, nail and skin analysis, hair design and creativity, and makeup application. Students may exchange cosmetology services on one another, on mannequins, or volunteers. Pre-requisite: Successful completion of COS 171, COS 172, COS 173, COS 174, COS 175 and COS 176 (per Cosmetology handbook). (2 credit, 2 lecture, 0 lab)

# COS 178 COSMETOLOGY CLINIC IV

Continuation of the previous courses with the additional study of artificial nails, skin care, make-up, wigs and hair additions. Students will demonstrate skills learned through performance by exchanging services on each other, mannequins, and clients in the clinic laboratory. Pre-requisite: Successful completion of COS 171, COS 172, COS 173, and COS 174 (per Cosmetology handbook). (6 credit, 0 lecture, 18 lab)

# COS 190 COSMETOLOGY REFRESHER

An in-depth review of the science and practice of cosmetology. The content will include methods and procedures of practical chemical application, hair treatments, hair styling, hair dressing, shop management, interpersonal relations, esthetics nail technology, sanitation and decontamination. This course requires 250 hours of instruction and hands on application. Pre-requisite: Cosmetology License, Cosmetology Teacher's License, having held a Cosmetology License in good standing with the Department of Professional Regulations or have completed a 1500 hour cosmetology program or equivalent. (6 credit, 1 lecture, 15 lab)

# COS 210 COSMETOLOGY TEACHER I

Prepares the licensed cosmetologist to teach in a Cosmetology Program. The course will focus on the necessary teaching skills, including teaching learning principles, lesson planning and design, assessment of student learning, testing skills, classroom management, and student motivation and classroom climate. Pre-requisite: Valid Illinois Cosmetology License with two years of verifiable experience in the cosmetology field. (10 credit, 2 lecture, 24 lab)

# COS 211 COSMETOLOGY TEACHER II

Designed to provide the student an opportunity to apply practical and theoretical knowledge presented in COS 210. Special emphasis is placed on effective communication techniques and business methods and management of the clinic and classroom setting. Pre-requisite: COS 210 Cosmetology Teacher I or concurrent enrollment; must have a valid IL Cosmetology license with 2 years of verifiable experience in the cosmetology field. (6 credit, 0 lecture, 18 lab)

# COS 270 COSMETOLOGY CLINIC V

Review and practice of skill areas taught in the previous courses, demonstrations, and lectures. Each student will practice skills on each other, mannequins and clients during the clinic time. Each student is responsible for sanitation duties to be practiced in the clinic as required by the Department of Professional Regulations, State of Illinois. Pre-requisite: Successful completion of COS 171, COS 172, COS 173, COS 174, COS 175, COS 176, COS 177, and COS 178 (per Cosmetology handbook). (3 credit, 0 lecture, 9 lab)

# COS 271 COSMETOLOGY INTERNSHIP

Designed to be an extended salon experience, which is a supplement, off campus, "ON THE JOB" experience for qualified students. Pre-requisite: Successful completion of COS 171, COS 172, COS 173, COS 174, COS 175, COS 176, COS 177, COS 178, successful completion or concurrent enrollment in COS 270, and completion of at least 750 clock hours (per Cosmetology handbook). (2 credit, 0 lecture, 10 lab)

# COS 290 SELECTED TOPICS IN COSMETOLOGY

An in-depth study of problems, special projects or topics in the cosmetology field. The exact content will vary from semester to semester depending on the subject studied. This course may be offered as variable credit and repeated three times. Pre-requisite: Cosmetology License, Cosmetology Teacher's License, or currently enrolled in a cosmetology, esthetics, or nail technology program. (3 credit, 3 lecture, 0 lab)

# [CPR] CARDIOPULMONARY RESUSCITATION

# CPR 112 HEARTSAVER FIRST AID W/CPR

Heartsaver First Aid w/CPR is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies at the worksite or in the community. This course is designed to serve those worksites that must comply with OSHA or other Federal regulations. It is designed for lay people that work with the public, such as law enforcement officers, firefighters, flight attendants, school personnel and lifeguards. The course focuses on basic first aid & CPR. Optional modules: Child and Infant CPR. These are taught at the discretion of the instructor and are geared toward the needs of the specific institution requesting training. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

# CPR 113 HEARTSAVER PEDIATRIC FIRST AID

Heartsaver Pediatric First Aid is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies at the worksite or in the community. It is designed for lay people that work with the public, such as day care workers, teachers, foster care workers, camp counselors, youth organizations, and coaches for children's sports organizations. The course contains child/infant first aid, asthma care, adult/child CPR w/mask and adult/child AED with the following optional module: infant CPR c/mask. These are taught at the discretion of the instructor and are geared toward the needs of the specific institution requesting training. The course will be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

# CPR 116 HEARTSAVER CPR W/AED

Heartsaver CPR w/AED is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED), and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

# CPR 117 HEARTSAVER CPR W/AED II

Heartsaver CPR w/AED II is a comprehensive course for the first responder and is designed to teach adult, pediatric and infant CPR, use of an automated external defibrillator (AED), and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course may be offered as variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

# CPR 131 BASIC LIFE SUPPORT PROVIDER CPR

Healthcare Provider CPR is designed to teach adult, pediatric and infant CPR skills, including ventilation with a barrier device, a bagmask device and oxygen; use of an automated external defibrillator (AED); and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires credentialed CPR certification. Variable credit and may be repeated three times. (1 credit, 1 lecture, 0 lab)

# CPR 133 BASIC LIFE SUPPORT PROVIDER CPR II

Healthcare Provider Renewal is designed to refresh students on adult, pediatric and infant CPR skills, including ventilation with a pocket mask (barrier device), a bag-mask device; use of an automated external defibrillator (AED); and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that requires CPR certification. Variable credit and may be repeated three times. Pre-requisite: Current Healthcare Provider CPR card. If a student's card has expired, he/she must retake the Healthcare Provider course (CPR 131) or obtain a waiver from Southeastern's American Heart Association Regional Faculty person. (3 credit, 3 lecture, 0 lab)

# CPR 134 BASIC LIFE SUPPORT PROVIDER CPR III

Healthcare Provider Renewal is designed to refresh students on adult, pediatric and infant CPR skills, including ventilation with a barrier devices and relief of airway obstruction. It is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapist, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants and other allied health personnel or allied health students in training. Also ideal for healthcare workers seeking employment that required CPR certification. This course is intended for those individuals who have completed CPR 133 and need additional certification. Variable credit and may be repeated three times. Pre-requisite: Current Healthcare Provider CPR card. If a student's card has expired, he/she must re-take the Healthcare Provider course (CPR 131) or obtain a waiver from SIC's American Heart Association Regional Faculty person. (3 credit, 3 lecture, 0 lab)

# CPR 135 AHA INSTRUCTOR ESSENTIALS COURSE

This course is designed to prepare the instructor candidate to teach AHA Instructor-led and blended learning classes. The course educates the Instructor candidates on how to adequately use AHA Instructor training materials, ensure that students meet the learning objectives, offer student coaching skills, provide an objective skills performance evaluation, and follow AHA Instructor, training center and course policies. The course covers core content and discipline-specific content required to teach AHA courses. Pre-requisite: Instructor candidates must have AHA Training Center status (a current provider card in the discipline they will be teaching, BLS or HS), and be proficient in all the skills of that discipline Variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

# CPR 137 HEARTSAVER INSTRUCTOR COURSE

The Heartsaver Instructor course is designed to prepare students to become an American Heart Association lay instructor. The course covers the science, skills and philosophy of resuscitation as taught by the AHA for lay rescuers. The course provides instructor candidates with AHA educational philosophy, policies, and procedures as well as information for comprehension of Heartsaver level basic life support subject matter. Pre-requisite: Participants must have completed the AHA on-line Core Heartsaver Instructor Course and be aligned with an AHA Training Center. Participants must have a current AHA Heartsaver AED or Heartsaver Pediatric CPR/First Aid card. Participants must then complete CPR 137. Participants must provide a completed Instructor Candidate Application to the Training Center Coordinator, agree to teach a minimum of four courses in a two-year period, keep their provider current, and must be monitored by the SIC Training Center Regional Faculty (RF) every 2 years. Variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

# CPR 218 HEARTSAVER CPR W/AED IV

Heartsaver CPR w/ AED is a comprehensive course for the first responder and is designed to teach adult, child infant CPR, use of an automated external defibrillator (AED) and relief of airway obstruction to those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course is intended for those individuals who have completed CPR 217 and need additional certification. This course may be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

#### **CPR 219**

### **HEARTSAVER CPR W/AED JJ**

Heartsaver CPR w/ AED is a comprehensive course for the Juvenile Justice System and is designed to teach adult, child infant CPR, use of an automated external defibrillator (AED) and relief of airway obstruction to those who are expected to respond to emergencies in the Penal System. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course. This course may be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

# [CRJ] CRIMINAL JUSTICE

#### **CRJ 112**

# INTRODUCTION TO CRIMINOLOGY

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender. (IAI CRJ 912) (3 credit, 3 lecture, 0 lab)

#### **CRJ 114**

#### CRIMINAL INVESTIGATION

Study of major phases of criminal investigation, gathering and preservation of evidence, identification of offenders, apprehension, recovery of stolen property, and presentation of evidence, survey of criminalistics. (3 credit, 3 lecture, 0 lab)

### CRJ 115 CRIMINAL LAW I

Examination and analysis of the structure and function of substantive criminal law and the principles of criminal law, including the acts, mental state, and attendant circumstances that are necessary elements of crime. (3 credit, 3 lecture, 0 lab)

# CRJ 116 INTRODUCTION TO FORENSICS

This course introduces the field of forensic science through an exploration of its applications to criminal investigations. The course will review the basic applications of selected forensic science disciplines and will explore the underlying scientific principals and methods used within each. Demonstrations will give students some insight into what it is like to properly collect and interpret evidence and then to present that evidence in court. Pre-requisite: CRJ 114 preferred but not required. (3 credit, 3 lecture, 0 lab)

# CRJ 119 INTRODUCTION TO PRIVATE SECURITY

This course provides an overview of the important role private security plays in our society. Topics covered include premises, retail, business, employment, and information/computer security as well as investigation, surveillance, and even homeland security. (3 credit, 3 lecture, 0 lab)

### **CRJ 134**

# INTRODUCTION TO JUVENILE JUSTICE

An overview and analysis of the juvenile justice system in the United States. History and philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections are examined within the context of cultural influences. Introduces theoretical perspectives of causation and control. (IAI CRJ 914) (3 credit, 3 lecture, 0 lab)

#### **CRJ 136**

### INTRODUCTION TO CRIMINAL JUSTICE

A survey and analysis of the criminal justice system, including an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States. (IAI CRJ 901) (3 credit, 3 lecture, 0 lab)

#### **CRJ 151**

#### **DRUGS AND CRIME**

Examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. (3 credit, 3 lecture, 0 lab)

#### **CRJ 211**

#### **CRIMINAL LAW II**

Consideration of legal aspects of law enforcement. Laws of arrest, search and seizure and constitutional due process, interrogation, evidence examination, and court procedures with special implications for criminal justice. Pre-requisite: CRJ 115 (3 credit, 3 lecture, 0 lab)

#### **CRJ 212**

#### **POLICE ADMINISTRATION**

Operation and organization of Law Enforcement units, administration of records, and compliance with all legal aspects of police department functions. All phases of personnel administration: instruction, discipline, motivation, leadership, planning, evaluation, etc. (3 credit, 3 lecture, 0 lab)

#### **CRJ 213**

#### INTRODUCTION TO CORRECTIONS

An overview and analysis of the <u>United States</u> correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. (IAI CRJ 911) (3 credit, 3 lecture, 0 lab)

### **CRJ 214**

# **PROBATION AND PAROLE**

Historical development of probation and parole. A practical look at the way our current systems function in respect to both adult and juvenile offenders. Illinois probation and parole systems and recent trends in community corrections that are geared toward making ex-offender's re-entry into society a successful one. The challenges faced by professionals in the field regarding their supervisory relationship with the different classifications and ages of offenders. (3 credit, 3 lecture, 0 lab)

#### **CRJ 215**

# **COURT PROCEDURES**

Offer skills and competence in the preparation of all documentation required to bring an alleged offender to trial and to present the law enforcement case before the court following rules of evidence. (3 credit, 3 lecture, 0 lab)

#### **CRJ 216**

### LAW ENFORCEMENT INTERNSHIP

A learning experience with a criminal justice agency that brings the knowledge learned in the classroom to the field. Students observe the operation of a criminal justice agency under the supervision of that agency. May be taken for two, three or five semester hours for a maximum of five semester hours. Students are required to spend a minimum of 75 contact hours for each semester hour taken. Pre-requisite: Consent of the Social Science Division Chairperson or designee and completion of at least twelve (12) semester hours of CRJ course work. (5 credit, 0 lecture, 25 lab)

#### **CRJ 218**

#### TRAFFIC ADMINISTRATION AND LAWS

Students will become familiar with the Illinois Vehicle Code, including laws related to operator licensing and vehicle registration and equipment. Students will learn to enforce these laws and to direct and control traffic effectively. Enforcement requirements and techniques of the Illinois Vehicle Code and accident investigation for patrol officer are also presented in a multimedia format. (3 credit, 3 lecture, 0 lab)

# CRJ 230 POLICING IN AMERICA

Examines police as a part of society's official control apparatus. Major topics include historical development of the police, role of the police in the criminal justice system, functions and effectiveness of the police and the relationship of the police to the communities they serve. (3 credit, 3 lecture, 0 lab)

# **CRJ 290**

# **SELECTED TOPICS IN CRIMINAL JUSTICE**

An in-depth study of problems, special projects or topics in the criminal justice field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

# [DRA] DRAFTING

#### **DRA 130**

### INTRO TO COMPUTER AIDED DESIGN

An introduction to Computer Aided Design. Including programs and techniques used to develop designs and drawings via drafting software. (3 credit, 3 lecture, 0 lab)

# DRA 133 3-D COMPUTER AIDED DESIGN

A continuation of Computer Aided Design involving actual threedimensional design. Pre-requisite: DRA 130 or Instructor consent. (3 credit, 3 lecture, 0 lab)

# [DSL] DIESEL TECHNOLOGY

#### **DSL 130**

#### **BASIC MECHANICAL SKILLS**

A combination of the various skills needed for success in diesel technology occupations. Safety practices emphasized on hand metal working tools, threaded fasteners, arc and gas welding methods, measuring tools, and maintenance operations required for daily productions. (3 credit, 1 lecture, 4 lab)

#### **DSL 131**

# **ENGINE ELECTRONICS I**

Fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's diesel engine. Special emphasis placed on meter usage and diagnostic procedures including actual diagnosis and testing of the battery, charging, starting and ignition systems. Hands-on experience on both laboratory components and complete diesel vehicles included. (3 credit, 2 lecture, 2 lab)

#### **DSL 132**

# **ENGINE ELECTRONICS II**

Advanced fundamental theories of electricity/electronics essential to diagnose, repair, and maintain today's diesel engine. Hands-on experience on both laboratory components and complete diesel vehicles included. Pre-requisite: DSL 131 (3 credit, 2 lecture, 2 lab)

#### **DSL 133**

### PREVENTATIVE MAINTENANCE

Introductory course in the maintenance of diesel powered equipment. It is intended to demonstrate the proper procedure to maintain, evaluate and perform basic maintenance to a unit of this type. Emphasis is placed on good record keeping and timely performance of required tasks. (4 credit, 1 lecture, 6 lab)

#### **DSL 153**

#### INTRODUCTION TO SMALL ENGINE REPAIR

Introduces the concepts of repairing small engines. Engine identification and inspection, basic engine principles and design, principles of operation of two and four stroke engines, basic electricity involving ignition systems, charging systems, and starting systems, lubrication, cooling systems, fuel systems, governor systems, exhaust systems, troubleshooting, and overhaul. (3 credit, 2 lecture, 2 lab)

### **DSL 157**

### **BASIC INTERNAL COMBUSTION ENGINE**

Principles of four-cycle internal combustion engines. Troubleshooting and overhauling gasoline engines with all operations of disassembly, repair or replacement, and reassembly. (3 credit, 2 lecture, 2 lab)

#### **DSL 158**

#### **HYDRAULICS I**

Hydraulic systems both open and closed. The various components of hydraulics systems, such as pumps, valves, and actuators (both cylinders and motors) studied. Troubleshooting and testing hydraulic circuits introduced. (3 credit, 1 lecture, 4 lab)

# **DSL 171**

### **HYDRAULICS II**

Hydraulic systems will be covered with an emphasis on whole systems and troubleshooting hydraulic circuits.

Pre-requisite: DSL 158 (3 credit, 1 lecture, 4 lab)

### DSL 172 INTERNSHIP

A work experience program in which the student is employed in a diesel technology field for the summer months to acquire skills. This program will be coordinated with class work through the summer. May be offered as variable credit and repeated three times. (5 credit, 0 lecture, 25 lab)



# DSL 230 DIESEL BRAKES

Provides the theory and practical servicing of hydraulic brakes, air brakes, parking brakes, and anti-lock brake systems (ABS). (4 credit, 3 lecture, 2 lab)

# DSL 232

### **DIESEL SUSPENSION & STEERING**

Provides the theory and practical servicing of diesel suspension and steering designs, geometry, diagnosis, service, and repair and wheel alignment procedures. (4 credit, 2 lecture, 4 lab)

# DSL 233

### **ELECTRICAL DIAGNOSIS**

A continuation of DSL 132, troubleshooting procedures using volt/ ohm meters and wiring diagrams with strong emphasis on scan tools and scan tool usage. Pre-requisite: DSL 131 and DSL 132 or instructor consent. (5 credit, 2 lecture, 6 lab)

#### **DSL 234**

#### TRUCK TRANSMISSIONS & DRIVE TRAINS

Development of diagnostic and repair skills as they relate to modern truck transmissions and power trains. Provides the student technician with an understanding of how these systems work, the varied systems that are used, and the foundation to diagnosis and repair problems that occur on these units. (4 credit, 3 lecture, 2 lab)

#### **DSL 235**

#### **DIESEL HEATING & AIR CONDITIONING**

Provides the theory and practical servicing of diesel air conditioning systems, heating and cooling systems, temperature controls, and refrigerant recovery, recycling and handling. (4 credit, 1.5 lecture, 5 lab)

#### **DSL 237**

#### **ENGINE DIAGNOSTICS AND PERFORMANCE**

This course covers electronic control systems, electronic fuel systems, and electronic diagnostic tools, testing and adjusting fuel systems, component replacement and troubleshooting.

Pre-requisite: DSL 131, DSL 132 DSL 233. (3 credit, 2 lecture, 2 lab)

#### **DSL 238**

# FINAL DRIVES TRACKS & UNDERCARRIAGE

Final drives, track systems, and undercarriage components will be studied as to their proper functions, maintenance, and repair. Pre-requisite: DSL 277 (3 credit, 2 lecture, 2 lab)

#### **DSL 275**

#### **DIESEL ENGINES**

Introduces the procedure for complete diesel engine rebuild. Includes a discussion of combustion chamber types, major components and component disassembly inspection, and repair. Pre-requisite: DSL 157 (4 credit, 1 lecture, 6 lab)

### **DSL 276**

#### **DIESEL FUEL SYSTEMS**

Introduction to basic fuel chemistry, fuel sub-systems and general objectives of diesel fuel systems. Pre-requisite: DSL 275 or instructor consent (3 credit, 2 lecture, 2 lab)

#### **DSL 277**

### **POWER TRAIN FUNDAMENTALS**

Transmissions and final drives to various tractors and farm equipment will be studied as to their proper functions, maintenance, and repair. (3 credit, 1 lecture, 4 lab)

# **DSL 290**

#### **SELECTED TOPICS IN DIESEL TECHNOLOG**

An in-depth study of topics in the diesel technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. (3 credit, 3 lecture, 0 lab)

# [ECON] ECONOMICS

#### **ECON 121**

#### INTRODUCTION TO MACROECONOMICS

Introduction to national income theories, economic fluctuations and growth, money and banking, and international economics. (IAI S3 901) (3 credit, 3 lecture, 0 lab)

#### **ECON 122**

### INTRODUCTION TO MICROECONOMICS

Introduction to price theories, the behavior of the firm under varying market conditions, and the behavior of the consumer. (IAI S3 902) (3 credit, 3 lecture, 0 lab)

# [EDUC] EDUCATION

# EDUC 120

#### **ONLINE TECHNOLOGY**

Focuses on developing students' basic computer skills and the use of the school's online learning management system and electronic/computer systems: the My.SIC portal, basic computer technology skills, participating in online/hybrid courses, and utilizing the Library's electronic research tools and online library resources. The course improves student's ability to effectively utilize these essential computer systems through a series of four modules. (1 credit, 1 lecture, 0 lab)

#### **EDUC 122**

### STRATEGIES FOR COLLEGE SUCCESS

Provides an interactive source designed to improve one's personal/social, academic, and career survival skills. Topics include the College's organization, offerings, service and role in the community; personal goal setting, motivation and self-awareness; learning modes; and library learning resources skills. This course may be offered as variable credit and repeatable three times. (2 credit, 2 lecture, 0 lab)

# EDUC 141

# INTRODUCTION TO EDUCATION

Provides an introduction to teaching as a profession in the American education system. Offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. Includes organizational structure and school governance. A clinical component is required.
(3 credit, 3 lecture, 0 lab)

#### **EDUC 220**

### CHILDREN'S LIT. IN PERFORMANCE

Focuses on literary forms that can be used not only as a means of enjoyment, but also as a learning tool for children. Script analysis, directing concerns, design issues, children's literature, and performance are stressed.

Pre-requisite: One of the following: ENG 122, COM 121, THTR 121, THTR 122 or instructor consent.

(3 credit, 3 lecture, 0 lab)

#### **EDUC 226**

# STUDENTS WITH SPECIAL NEEDS

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 programs that serve them under the Individuals with Disabilities Act, and the diversity of the populations of individuals with disabilities. Pre-requisite: EDUC 141 or PSYC 121 (or concurrent enrollment) or PSYC 221 or Instructor Consent. (3 credit, 3 lecture, 0 lab)

#### **EDUC 228**

### **DIVERSITY OF SCHOOLS AND SOCIETY**

Social and Global Perspectives. How schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts. (3 credit, 3 lecture, 0 lab)

# EDUC 241 EDUCATIONAL PSYCHOLOGY

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instructions, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. (3 credit, 3 lecture, 0 lab)

#### **EDUC 243**

#### **HUMAN GROWTH AND DEVELOPMENT**

A study of growth and development of the individual from conception through adulthood. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. A minimum of 20 hours of clinical experience focused on social, emotional, cognitive and physical aspects of behavior, preschool through the twelfth grades with observation of the learners. Includes research methods and developmental theories. (3 credit, 3 lecture, 0 lab)

### **EDUC 244**

#### **HUMAN GROWTH & DEVELOPMENT-LIFESPAN**

A study of growth and development of the individual from conception through the lifespan. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. A minimum of 20 hours of clinical experience focused on social, emotional, cognitive and physical aspects of behavior, preschool through the twelfth grades with observation of the learners, not methodology. Pre-requisite: A background check is required before observing any early childhood program and/or school. Students may not enter any school or ECE program until the Coordinator of Education and Early Childhood Education has a Background Check on file and the EDUC 244 instructor has received notification from the Coordinator indicating a student's eligibility for observations. (3 credit, 3 lecture, 0 lab)

### **EDUC 260**

#### **EDUCATIONAL TECHNOLOGY**

This course provides an introduction to integrating technology into the classroom. Topics include the using the Internet, manipulating Productivity Software Applications for educators, integrating multimedia and education software applications, and creating curriculum pages. (3 credit, 3 lecture, 0 lab)

# **EDUC 280**

# **SELECTED TOPICS IN EDUCATION**

An in-depth study of selected problems or topics in education. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation and may be coffered as variable credit. (3 credit, 3 lecture, 0 lab)

### EDUV 111 TUTOR TRAINING

This course is designed to deliver training for prospective student tutors. A major activity is to offer one-on-one and group peer tutoring. This course is intended to equip student peer tutors with the necessary skills to be most effective in the tutoring situation. Prerequisite: A or B in the course for which the student wishes to tutor or consent. (1 credit, 1 lecture, 0 lab)

# [EMP] EMPLOYMENT SKILLS

#### **EMP 111**

#### JOB SKILLS DEVELOPMENT

Provides career development skills, job attainment skills, job survival skills, leadership skills and basic communication and math skills. May be offered as variable credit and repeatable three times. (2 credit, 2 lecture, 0 lab)

#### **EMP 112**

#### STUDENT SKILLS DEVELOPMENT

Provides basic student skills, college life orientation, and introduction to portfolio development skills, job attainment skills, job survival skills, leadership skills and team building skills. May be offered as variable credit and repeated three times. (4 credit, 4 lecture, 0 lab)

# **EMP 114**

### JOB/LIFE SKILLS DEVELOPMENT

Provides basic student skills, career development skills, job attainment skills, job survival skills, goal setting, time and stress management, consumer and family economics, communications and conflict management skills, and decision-making skills. This course may be offered for variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

#### EMP 119

### **JOB SHADOWING**

Career Exploration which provides an orientation to a specific field through an examination of employee qualifications and work-related characteristics, job duties, employment potential, and career trends. This course provides career development skills, job attainment skills, and leadership skills. Instruction includes supervised on-the-job observations and/or participation. As an elective, the course is offered on a "Pass/Fail" basis and is not calculated as part of the overall grade point average. May be offered as variable credit and repeated up to three times. Students are required to spend a minimum of 75 contact hours for each semester credit hour awarded. (3 credit, 0 lecture, 15 lab)

# [ENG] ENGLISH

#### **ENG 101**

#### READING/WRITING IMPROVEMENT

This developmental studies course is designed to provide review and practice in phonics, spelling, grammar, punctuation, and effective written communication. It also promotes and improves flexible reading rate, critical thinking skills such as skimming, scanning, and note taking, vocabulary skills, and reading comprehension skills. This course is repeatable three times and may be offered as variable credit. Pre-requisite: Placement test score (3 credit, 3 lecture, 0 lab)

# **ENG 109**

#### INTEGRATED READING & WRITING

This course involves comprehensive instruction on basic reading, writing and study skills needed to be successful in college course work. Areas of instruction will cover a review of basic grammar, vocabulary development, comprehension skills, critical and literal reading skills, study strategies, paragraph and essay development, and, the use of technology to complete assignments. This course may be repeated three times and offered as variable credit. Pre-requisite: Placement scores (4 credit, 4 lecture, 0 lab)

# ENG 121 RHETORIC & COMPOSITION I

Develops awareness of the writing process, provides intentional, organizational, and editorial strategies, stresses the variety of uses for writing, and emphasizes critical skills in reading, thinking, and writing. The course will be devoted to expository writing, including causal analysis, comparison/contrast, and argumentation. Students will also be introduced to the LRC and its facilities and proper uses. Pre-requisite: Placement test score (IAI C1 900) (3 credit, 3 lecture, 0 lab)

# ENG 122 RHETORIC & COMPOSITION II

A continuation of ENG 121, this course further develops expository writing and stresses the development of the ability to read with understanding and critical awareness. It includes the writing of literary analyses based on readings in poetry, drama, and fiction, and the production of a documented, multi-source research paper. Prerequisite: ENG 121 or instructor consent. (IAI C1 901R) (3 credit, 3 lecture, 0 lab)

# ENG 123 INTRODUCTION TO CREATIVE WRITING

Designed to teach the beginning writer the basic skills of writing fiction and poetry. Through guided practice in critical analysis of professional work, class critiques of student writing, and discussion and application of the principles of imaginative writing the student should be able to demonstrate skill in writing fiction and poetry, and should develop a further understanding and appreciation for fiction and poetry. (3 credit, 3 lecture, 0 lab)

# ENG 223 ADVANCED CREATIVE WRITING

Designed to provide an opportunity for experienced student writers to develop their skills as fiction writers and poets. Through guided practice in critical analysis of professional work, class critiques of student writing, and discussion and application of the principles of imaginative writing the student should further demonstrate skill in writing fiction and poetry, and should develop a further understanding and appreciation for fiction and poetry. Pre-requisite: ENG 123 (3 credit, 3 lecture, 0 lab)

# ENG 243 INTRO TO DRAMA

Designed to develop the student's understanding and appreciation of dramatic literature, this course includes a study of the historical development, the various modes, and the basic elements of drama. Analysis and interpretation of dramatic literature, as well as visual recreation of drama, are stressed.

Pre-requisite: ENG 121 and ENG 122 or instructor consent. (IAI H3 902) (3 credit, 3 lecture, 0 lab)

# ENG 245 WORLD LITERATURE

Designed to produce an awareness of and appreciation for Western cultural heritage through the reading of representative works of three major periods: the ancient world, the Middle Ages, and the Renaissance. Emphasizes the historical background of each period and introduces methods of critical analysis used to interpret the readings or text. Pre-requisite: ENG 121 and ENG 122 or instructor consent. (IAI H3 906) (3 credit, 3 lecture, 0 lab)

# ENG 246 MODERN LITERATURE

Introduces students to some of the outstanding literature of the modern period, including works from the late 19th Century to the present day. Emphasis will be given to three genres: poetry, drama, and fiction. Pre-requisite: ENG 121 and ENG 122 or instructor consent. (IAI H3 907) (3 credit, 3 lecture, 0 lab)

### ENG 261 AMERICAN LITERATURE I

A survey of representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Pre-requisite: ENG 121 and ENG 122 or instructor consent. (IAI H3 914) (3 credit, 3 lecture, 0 lab)

# ENG 262 AMERICAN LITERATURE II

A survey of representative works illustrating the development of American literature from the Civil War to the present, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Pre-requisite: ENG 121 and ENG 122 or instructor consent. (IAI H3 915) (3 credit, 3 lecture, 0 lab)

# ENG 280 SELECTED TOPICS IN LITERATURE

An in-depth study of selected problems or topics in literature. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as a variable credit. (3 credit, 3 lecture, 0 lab)

# [EPT] EMERGENCY PREPAREDNESS TRAINING

#### **EPT 130**

#### **EMERGENCY MANAGEMENT PLANNING**

Prepares state and local governmental employees to design, prepare, conduct, and evaluate emergency procedures to be used in natural and man-made disasters. This course may be offered as variable credit and repeated three times. (3 credit, 3 lecture, 0 lab)

# **EPT 131**

# EMERGENCY PREPAREDNESS TRAINING

Prepares individuals in public and private entities/agencies, and educational institutions that coordinate and manage emergency and disaster response services and related activities at various phases of natural and man-made emergencies and disasters. Topics covered may include any combination from the following topics: Incident Command System (ICS), National Incident Management Systems (NIMS), National Response Framework (NRF), Campus Violence Prevention, Campus Threat Assessment, and related emergency training. This course is intended to be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

#### **EPT 132**

#### **EMERGENCY PREPAREDNESS TRAINING II**

A continuation of EPT 131 Emergency Preparedness Training I. Prepares individuals in public and private entities/agencies, and educational institutions that coordinate and manage emergency and disaster response services and related activities at various phases of natural and man-made emergencies and disasters. Topics covered may include any combination from the following topics: Incident Command System (ICS), National Incident Management Systems (NIMS), National Response Framework (NRF), Campus Violence Prevention, Campus Threat Assessment, and related emergency training. This course is intended to be offered as variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

# [FCS] FAMILY AND CONSUMER SCIENCES

#### FCS 124

# INTRODUCTION TO NUTRITION

Presents the basic principles and applications to everyday nutritional problems. Includes a study of the major food nutrients, their chemical properties, sources, metabolism and the minimum daily requirements for each age group in the life cycle. (3 credit, 3 lecture, 0 lab)

# FCS 280 SELECTED TOPICS IN FCS

An in-depth study of selected problems or topics in family and consumer science. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

# [FIRE] FIRE SCIENCE

#### **FIRE 115**

#### ORIENTATION TO FIRE FIGHTING

Introduces the recruit firefighter to the fire science program. Subjects included: Fire Department Organization, Fire Behavior, Portable Extinguishers, Self—contained Breathing Apparatus, Building Conditions, Fire Hose and Appliances, Ropes and Knots, Communication and Safety. Course is designed to meet all objectives set forth in Module A by the Office of the State Fire Marshal for Basic Operations Firefighter certification. (4 credit, 4 lecture, 0 lab)

# FIRE 116 FIRE SUPPRESSION TECHNIQUES

Introduces the recruit firefighter to fire suppression techniques that occur on the fire ground during all stages of a fire. Subjects included: Ladders, Hose and Appliances, Water Supply, Forcible Entry, Fire Streams, and Ventilation. Course is designed to meet all objectives set forth in Module B of the Office of the State Fire Marshall for Basic Operations Firefighter Certification. (4 credit, 4 lecture, 0 lab)

# FIRE 117 LOSS CONTROL

Introduces the recruit firefighter to the non-suppression support activities in the fire service. Subjects include: search and rescue, fire control, protecting evidence, fire detection, prevention and public education, firefighter survival. Course is designed to meet all objectives set forth in Module C of the Office of the State Fire Marshall for Basic Operations Firefighter Certification. (4 credit, 4 lecture, 0 lab)

# FIRE 132 FIRE INSTRUCTOR I

Instructor I is designed to give the student the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include: communication, concepts of learning, human relations in the teaching-learning environment, methods of teaching, organizing the learning environment, records and reports, testing and evaluation, instructor's roles and responsibilities, teaching techniques, and use of instructional materials. Pre-requisite: Illinois OSFM FFII Certification, or FIRE 115, FIRE 116, and FIRE 117 (3 credit, 3 lecture, 0 lab)

# FIRE 134 STRATEGY & TACTICS II

This course is designed for the individual who is responsible for commanding one to two companies at the fire or emergency scene. Subject areas which will be covered are: Company Officer leadership, safety, fire behavior, pre-fire planning, building construction, firefighting tactics, engine and ladder company operations and tactical exercises. This course will meet the requirements required by the OSFM in Illinois for certification towards Fire Officer I. Pre-requisite: Illinois Fire Fighter II certification or equivalent; or FIRE 115 and FIRE 116. (3 credit, 3 lecture, 0 lab)

# FIRE 135 HAZARDOUS MATERIALS OPERATIONS

This course is designed to teach the student knowledge of basic hazard and risk assessment techniques, knowledge of selecting and using proper personal protective equipment provided to the first responder operational level, knowledge of performing basic control, containment and/or confinement operations within the capabilities of the resources and equipment available. Pre-requisite: Fire Fighter II and Hazardous Materials Awareness (3 credit, 2 lecture, 2 lab)

#### **FIRE 136**

### FIRE PREVENTION PRINCIPLES

Fire Prevention Principles covers materials in the areas of fire inspection, fire investigation, and fire cause determination. Inspection topics include: laws, codes, ordinances, life safety code applications, building construction, occupancy, and inspection techniques, installed systems and water supply. Fire investigation concentrates on determining point of origin and cause. Pre-requisite: IL OSFM FFII Certification or FIRE 115, FIRE 116 and FIRE 117 (3 credit, 2.5 lecture, 1 lab)

### FIRE 137 CERTIFIED FF III MOD A

This course is designed for the student who wishes to go beyond the Firefighter II certification. Topics include orientation, SCBA, fire behavior, ladders and hose. Pre-requisite: IL OSFM FFII certification (3 credit, 2 lecture, 2 lab)

# FIRE 138 CERTIFIED FF III MOD B

This course is designed for the student who wishes to go beyond the Firefighter II certification. Topics include rescue, nozzles & fire streams, ventilation, water supply, overhaul, building construction. Pre-requisite: IL OSFM FFII certification (3 credit, 2 lecture, 2 lab)

# FIRE 139 CERTIFIED FF III MOD C

This course is designed for the student who wishes to go beyond the Firefighter II certification. Topics include ropes and knots, communications, sprinkler systems, fire prevention, public fire education, fire cause determination. Pre-requisite: IL OSFM FFII certification. (3 credit, 2 lecture, 2 lab)

# FIRE 150 STRATEGY & TACTICS I

This course is designed for the individual who is responsible for commanding a fire or emergency scene involving multiple companies. Subject areas include strategic concepts in firefighting, duties and responsibilities of command officers, ICS system, and multiple company operations. Pre-requisite: FF II certification or equivalent. (3 credit, 3 lecture, 0 lab)

# FIRE 153 FIRE MANAGEMENT PRINCIPLES I

Fire Management Principles I is designed to provide the Fire Officer, who is in charge of a single fire company or station, with information and skills in supervisory practices, personnel management, and budget. Areas of instruction will include: the role and function of the Company Fire Officer, basic management principles and concepts, leadership, motivation, order giving, discipline and conflict resolution. Requires 40 clock hours of instruction. Pre-requisite: Fire Fighter II Certification (3 credit, 3 lecture, 0 lab)

# FIRE 154 FIRE MANAGEMENT PRINCIPLES II

The Fire Management Principles II course is designed to provide the Fire Officer, who is in charge of a single fire company or station, with information skills in personnel management. The course provides coverage in the areas of basic communications, report writing, interpersonal communication, group dynamics, coaching and counseling skills, and performance appraisal. Requires 40 clock hours of instruction. Pre-requisite: FIRE 153 (3 credit, 3 lecture, 0 lab)

#### **FIRE 159**

### FIRE SERVICE VEHICLE OPERATIONS

Introduces the recruit firefighter to the basic knowledge and skills to safely perform Fire Service Vehicle Operations, as it applies to classroom skills only, as defined by NFPA 1451, Fire Service Vehicle Operations Program. Course is designed to meet all criteria set forth by the Office of the State Fire Marshall for Basic Operations Firefighter Certification program. (4 credit, 4 lecture, 0 lab)

#### **FIRE 170**

#### **TECHNICAL RESCUE AWARENESS**

Technical Rescue Awareness is a prerequisite for all new "operations" level rescue programs. Areas of instruction include structural collapse, rope, confined space, vehicle and machinery, water, wilderness and trench rescues. This course may be offered for variable credit and repeatable three times. (1 credit, 1 lecture, 0 lab)

# FIRE 191 FIRE BRIGADE LEVEL I

The initial class for the instruction of underground coal miners in the location and use of firefighting equipment, location of escape-ways, and exits. Trainees will become familiar with the proper routes of travel to the surface and proper evacuation procedures to be followed in the event of an emergency. Scenarios appropriate for beginners will be used in the burn tunnel. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. Prerequisite: Employer verification of initial safety and SCBA training. (3 credit, 3 lecture, 0 lab)

# FIRE 192 FIRE BRIGADE LEVEL II

A continuation of FIRE 191 Beginning Fire Brigade Level I. The course consists of beginning level instruction for underground coal miners in the safe techniques for fighting flammable, electrical and equipment fires. Trainees will be required to demonstrate safe firefighting techniques as part of a team. Mine specific scenarios appropriate for beginners will be used in the Burn Tunnel in light smoke. This course will meet or exceed the Federal requirements for new Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. Pre-requisite: FIRE 191 or instructor consent (3 credit, 3 lecture, 0 lab)

# FIRE 193 FIRE BRIGADE LEVEL III

A continuation of FIRE 192. A mid-level program for the instruction of underground coal miners in fire drill techniques based on a mine specific plan for evacuation; location of escape-ways, and particular routes of travel to the surface following an emergency. Trainees will be introduced to the use of "live fire props" as a training tool for fighting fires, with special emphasis on the use of the fire ladder. Mine specific scenarios appropriate for intermediate fire brigade members will be used in the Burn Tunnel in moderate smoke. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. Pre-requisite: FIRE 191 and FIRE 192 or instructor consent (3 credit, 3 lecture, 0 lab)

# FIRE 194 FIRE BRIGADE LEVEL IV

A continuation of FIRE 193, Intermediate program for the instruction of underground coal miners in the team approach to fire fighting and evacuation. Trainees will demonstrate all aspects of firefighting and evacuation procedures as required in the Code of Federal Regulations (Part 75.1101-23) and as outlined in their mine specific firefighting and evacuation plan. Trainees will utilize various "live fire props" during training to simulate various types of mine fires. Mine specific scenarios appropriate for intermediate fire brigade members will be used in the Burn Tunnel. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. Pre-requisite: FIRE 191, FIRE 192 and FIRE 193 or instructor consent. (3 credit, 3 lecture, 0 lab)

# FIRE 195 FIRE BRIGADE LEVEL V

An advanced program for the instruction of underground coal miners in the location and use of firefighting equipment, and the location of escapeways to the surface. Utilizing a mine specific map that contains a mock fire, each trainee will map the specific action their team will take to control or maintain the fire area. Mine specific scenarios appropriate for advanced fire brigade members will be used in the Burn Tunnel, These scenarios will include the use of "live fire props" in a mine fire. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit.

Pre-requisite: FIRE 191, FIRE 192, FIRE 193 and FIRE 194 or instructor consent. (3 credit, 3 lecture, 0 lab)

# FIRE 196 FIRE BRIGADE LEVEL VI

A continuation of FIRE 195 Advanced Fire Brigade Level 5. Trainees will develop a procedural route to safety as part of an emergency evacuation of their mine. This will include identifying proper procedures such as a specific meeting area, accounting of all individuals and de-energizing of electrical equipment, securing the area, communication with outside parties and routes to be taken. Mine specific scenarios appropriate for advanced fire brigade members will be used in the Burn Tunnel. This course will meet or exceed the Federal requirements for Fire Brigade Members. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. Pre-requisite: FIRE 191, FIRE 192, FIRE 193, FIRE 194 and FIRE 195 or instructor consent. (3 credit, 3 lecture, 0 lab)

# FIRE 197 BEGINNING MINE RESCUE

The U.S. Department of Labor's Mine Safety and Health Administration (MSHA) requires that every operator of an underground mine establish "at least two mine rescue teams" and that each team member and alternate be "fully qualified, trained, and equipped to provide emergency mine rescue service" (Part 49.2(a)(1) and (b). This course is designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Scenarios appropriate for beginner mine rescue members will be used in the Burn Tunnel in light smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit. Pre-requisite: Employer verification of initial safety and SCBA training. (3 credit, 3 lecture, 0 lab)

# FIRE 198 INTERMEDIATE MINE RESCUE

This course is a continuation of FIRE 197, Beginning Mine Rescue. Intermediate Mine Rescue is the second course in the progression of the mine rescue series of courses designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Trainees will demonstrate the principles of mine rescue and current national mine rescue contest rules. Scenarios appropriate for intermediate mine rescue members will be used in the Burn Tunnel in moderate smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated 3 times and may be offered as variable credit. FIRE 197 or instructor consent. (3 credit, 3 lecture, 0 lab)

# FIRE 199 ADVANCED MINE RESCUE

Advanced Mine Rescue is the third course in the progression of the mine rescue series of courses designed to meet or exceed the requirements of Title 30, CFR, Part 49, which pertains to the training of rescue teams and their personnel. Trainees will illustrate the mine rescue communication system of their specific mine and demonstrate mine rescue team techniques appropriate for advanced Mine Rescue Teams. Scenarios appropriate for advanced mine rescue members will be used in the Burn Tunnel in heavy smoke. This course may be team taught with industry. Content may vary based on specific mine plans and state and federal requirements. This course may be repeated three times and may be offered as variable credit.

Pre-requisite: FIRE 197 and FIRE 198 or instructor consent. (3 credit, 3 lecture, 0 lab)

# FIRE 290 SELECTED TOPICS IN FIRE SCIENCE

An in-depth study of topics in fire science. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Prerequisite: instructor consent. (3 credit, 3 lecture, 0 lab)

# FIRE 291 FIRE BRIGADE TRAINING

A course designed to equip coal miners and other industry employees with first responder fire brigade skills. Safe use of firefighting equipment is taught. Instruction for fighting flammable liquid fires, removing victims from the fire scene, and SCBA donning and doffing procedures is given. Working as a team member is stressed. All students participate in evolutions in the burn tower. This course may be repeated, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as a variable credit. Pre-requisite: instructor consent. (1 credit, 0 lecture, 2 lab)



# [FOS] FOOD SERVICE

#### **FOS 112**

# FOOD SERVICE SANITATION AND SAFETY

A study of personal hygiene and the principles involved in maintaining sanitary standards necessary to comply with regulations for a food service operation. May be repeated three times. (.5 credit, .5 lecture, 0 lab)

# FOS 199 FOOD SERVICE REFRESHER

A short continuing education course for certified food service managers and food handlers designed to cover the Illinois Public Health "core curricular" areas required under the Illinois Food Service Sanitation Code 750.551 (c) (1) (C). May be repeated three times. Pre-requisite: Illinois Food Service Sanitation Manager Certificate (FSSMC). (0.5 credit, 0.5 lecture, 0 lab)

# [GOVT] GOVERNMENT

#### **GOVT 121**

# AMERICAN GOVERNMENT

Historical development and organization of national, state, and local governments; the Federal system, national and state constitutions. (IAI S5 900) (3 credit, 3 lecture, 0 lab)

#### **GOVT 226**

#### INTRO. TO INTERNATIONAL RELATIONS

Study of international relations with emphasis on contemporary international problems and relations. Includes analysis of international behavior, international law, foreign policy, causes of conflicts, and potential solutions. (IAI S5 904) (3 credit, 3 lecture, 0 lab)

#### **GOVT 260**

### **POLITICS IN STATES AND COMMUNITIES**

Historical development and organization of state government with an emphasis on the Illinois General Assembly and state constitutions. This course may be offered for variable credit and may be repeated three times. (3 credit, 3 lecture, 0 lab)

### **GOVT 261**

#### FEDERAL AND NATIONAL POLITICS

A hands on interdisciplinary study of politics at the national level. Study will be through lecture, discussions, guided study, and a trip to our Nation's Capital. Pre-requisite: instructor consent. (3 credit, 3 lecture, 0 lab)

# [GRAP] GRAPHICS

# **GRAP 121**

#### **ENGINEERING GRAPHICS I**

Introduction to engineering and design and graphics, including sketching, computer aided drafting, dimensioning, tolerancing, multiview orthographic representations, auxiliary views, section views and working drawings. Students are required to use CAD in this course. (3 credit, 2 lecture, 4 lab)

# [HIST] HISTORY

#### **HIST 121**

#### **HIST OF WESTERN CIVILIZ TO 1648**

Political, social and economic history of the Western world from its Middle Eastern origins to contemporary movements and problems. (IAI S2 902) (3 credit, 3 lecture, 0 lab)

#### **HIST 122**

### **HIST OF WESTERN CIVILIZ FROM 1648**

Political, social, and economic history of the Western world from its Middle Eastern origins to contemporary movements and problems. Considers the development of European nationalism, liberalism, and imperialism, and surveys World War I and II and subsequent developments. (IAI S2 903) (3 credit, 3 lecture, 0 lab)

#### **HIST 141**

#### **HISTORY OF LATIN AMERICA**

Political and constitutional history of principal Latin American nations, including political relations, independence, and social and economic movements. (IAI S2 920N) (3 credit, 3 lecture, 0 lab)

#### **HIST 161**

#### **BLACK AMERICAN HISTORY**

A survey of the history of Black Americans from Africa to the present. (IAI S2 923D) (3 credit, 3 lecture, 0 lab)

#### **HIST 241**

#### AMER HIST I

Historical survey of the development of the United States and its people from its origins to current movements and problems. Development of the United States from colonization to 1865. Special emphasis is placed on the Constitution, Western Movement and the growth of nationalism. (IAI S2 900) (3 credit, 3 lecture, 0 lab)

### **HIST 242**

# **AMER HIST II**

Historical survey of the development of the United States and its peoples from its origins to current movements and problems. Development of the United States from 1865 to the present with special emphasis on the emergence of the United States in world affairs. (IAI S2 901) (3 credit, 3 lecture, 0 lab)

# [HLTH] HEALTH

#### **HLTH 110**

#### TRANSITION TO HEALTH SCIENCE CAREER

This ABE/GED Bridge course will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program. This course may be repeated three times and offered as variable credit. Pre-requisite: Registration in the ABE/GED department; score of at least 6.0 on the TABE test. (4 credit, 4 lecture, 0 lab)

#### **HLTH 114**

#### TRANSITION TO HEALTH CAREER ASE

This ASE/GED Bridge course will allow hands on and classroom education for students interested in transitioning into a health related career, certification program, or post-secondary education degree program. This course may be repeated three times and offered as variable credit. Pre-requisite: Registration in the ASE/GED department; score of at least 9.0 on the TABE test. (4 credit, 4 lecture, 0 lab)

#### **HLTH 118**

# INTRODUCTION TO PHLEBOTOMY

Prepares the student in the techniques of phlebotomy (blood collecting), selection and care of equipment, and maintenance of safety standards in health care facilities. (3 credit, 2.5 lecture, 1 lab)

### HLTH 130 HEALTH CARE OBSERVATION

Students will participate in observational/job shadowing at a health care facility. The exact content will vary based on the site and interests of the student. This course may be repeated three times, but cannot exceed a total of four (4) credit hours toward graduation. May be offered as variable credit. Pre-requisite: instructor consent. (4 credit, 1 lecture, 6 lab)

# **HLTH 150**

# PHARMACY TECHNICIAN PREPARATION

A course that is intended to prepare the student to function successfully in the role of pharmacy technician in both community and hospital pharmacies. Emphasis is placed upon the knowledge and skills necessary to ensure medication safety in the pharmacy setting. (7 credit, 4 lecture, 6 lab)

#### **HLTH 219**

#### **HLTH PROF ADVANCED STUDENT SKILLS**

Provides review of job attainment skills, job survival skills, leadership skills and team building skills. Emphasis on critical thinking, reading strategies, documentation, practice tests and rationales for answers. May be offered as variable credit and repeated three times. (2 credit, 2 lecture, 0 lab)

### HLTH 290 SELECTED TOPICS IN HEALTH CARE

An in-depth study of topics in the health field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit.

Pre-requisite: instructor consent. (3 credit, 3 lecture, 0 lab)

# [HORT] HORTICULTURE

# **HORT 121**

#### INTRODUCTION TO HORTICULTURE

An introduction to the principles and practices involved in the development, production and use of horticultural crops (fruit, vegetables, greenhouse, turf, nursery, floral and landscape). (IAI AG 905) (3 credit, 3 lecture, 0 lab)

# [HUM] HUMANITIES

# HUM 280 SELECTED TOPICS IN HUMANITIES

An in-depth study of selected problems or topics in humanities. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 1 lecture, 4 lab)

# [HYG] HYGIENE

#### **HYG 113**

#### FIRST AID & CARDIOPULMONARY RESUSCI

Instruction in the immediate and temporary care to be given to a victim of an accident or sudden illness until the services of a physician can be obtained. Successful completion of the course will prepare the student for testing for the standard certification in First Aid and in CPR. (2 credit, 2 lecture, 0 lab)

#### **HYG 121**

#### SCIENCE OF PERSONAL HEALTH

Emphasizes the physical, social, emotional and spiritual health and wellness throughout the life cycle. Presents current issues on health. (3 credit, 3 lecture, 0 lab)

# [IT] INFORMATION TECHNOLOGY

#### IT 110

#### **BASIC PC ASSEMBLY AND REPAIR**

This course provides the student an introduction to computer assembly and repair, operating system installation and troubleshooting. (2 credit, 2 lecture, 0 lab)

#### IT 111

#### INTRO TO INFORMATION TECHNOLOGY

This course provides the student with the basic skills needed to pursue learning in Information Technology (IT). This course introduces students to the history of computers, the Internet and the World Wide Web and provides basic information and terminology about the Internet, computer hardware and computer software. (2 credit, 2 lecture, 0 lab)

### IT 113

# **SOCIAL NETWORKING & WEB 2.0**

This course provides the student with skills to navigate Web 2.0. Web 2.0 includes social networking, blogging, podcasts and cloud computing. (2 credit, 2 lecture, 0 lab)

#### IT 114

### INTRODUCTORY OPERATING SYSTEMS

This course provides the student an introduction to operating systems. (2 credit, 2 lecture, 0 lab)

#### IT 115

### INTRODUCTORY WORD PROCESSING

This course provides the student an introduction to word processing. (2 credit, 2 lecture, 0 lab)

#### IT 116

### **INTRODUCTORY SPREADSHEETS**

This course provides the student an introduction to spreadsheet software. (2 credit, 2 lecture, 0 lab)

#### IT 118

#### INTRODUCTORY PRESENTATION SOFTWARE

This course provides the student an introduction to presentation software. (2 credit, 2 lecture, 0 lab)

#### IT 119

# **BASIC SOFTWARE APPLICATIONS**

This course is an introductory computer course intended to acquaint and train students in the use of business software including word processing, database management, spreadsheets, presentation software, and Internet access methods. Pre-requisite: This course requires the student to have access to a computer running Microsoft Windows along with the Microsoft Office software suite which includes Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access. Computers with the correct software are available for student use on the SIC campus. Typing skills or Instructor consent. (IAI BUS 902) (3 credit, 3 lecture, 0 lab)

### IT 131

#### INTRODUCTORY WEB DESIGN

This course provides the student an introduction to web design. (2 credit, 2 lecture, 0 lab)

#### IT 132

#### INTRODUCTORY PROGRAMMING

This course provides the student an introduction to computer programming. (2 credit, 2 lecture, 0 lab)

#### IT 133

#### **SYSTEMS ANALYSIS**

This course is an introduction to the methodology, tools and techniques of systems analysis. This course examines the interrelationships between a computer system and the environment, or organization, in which the system operates. Students will gain an appreciation of how information flows through an organization, how information is organized and managed, and the techniques by which the value of information is optimized. (3 credit, 3 lecture, 0 lab)

#### IT 134

#### PHYSICAL AND MENTAL SIDES OF ESPORTS

This course is designed to promote the physical and mental well-being of individuals who are members on a competitive esports team. The course will emphasize personal well-being and mental health as well as being a productive member of a team. Topics include: Setting and attaining goals and objectives, mental and physical preparation for competition, importance of strategy, motivation, the inner self, sportsmanship, teamwork, leadership, senses and emotions, winning and losing with professionalism, toxic environments and stereotypes, physical and mental self-care, gaming addiction. (1 credit, 1 lecture, 0 lab)

#### IT 135

#### ADVANCED SOFTWARE APPLICATIONS

This course is an intermediate computer course intended to advance the students skills in the use of business software including word processing, database management, spreadsheets, presentation software, and personal information management systems.

Pre-requisite: IT 119 (3 credit, 3 lecture, 0 lab)

#### IT 137

#### **ESPORTS PRACTICUM**

This course is designed for students who want to practice and prepare for competitive esports tournaments. Coaches will work with students individually and in groups to prepare and implement strategies for competing in a esports tournaments of a variety of games. This course may be offered for variable credit and repeatable three times. (1 Credit, 0 Lecture, 2 Lab)

#### IT 151

#### WINDOWS OPERATING SYSTEMS

This course provides the student with information about the Microsoft Windows operating system. The student will learn to install, troubleshoot, secure and maintain the Microsoft Windows operating system. This course is designed to prepare the student to become certified as a Microsoft Certified Solutions Associate. (3 credit, 3 lecture, 0 lab)

# IT 153

#### IT ESSENTIALS I

This course provides the student with information and training on computer hardware and maintenance. This course will allow the student to recognize and compare various computer hardware and peripheral devices. This course provides hands on activities and labs for students to learn how to assemble, disassemble and configure a computer, install peripheral devices, and troubleshoot hardware and software problems. This course is designed to help the student prepare for the CompTIA A+ certification. (4 credit, 4 lecture, 0 lab)

#### IT 155

#### **FUNDAMENTALS OF UNIX**

This course provides the student with skills related to the UNIX/Linux operating system. This course is designed to help the student prepare for the CompTIA Linux+ certification. (4 credit, 4 lecture, 0 lab)

#### IT 157

# **IT Support Professional**

This course, developed by Google, provides the student with information and training to prepare for an entry-level position in IT Support. This course is designed to help the student prepare for the Google IT Support Professional certification. (5 credit, 5 lecture, 0 lab)

#### IT 170

#### **COMPUTER NETWORK GAMING**

Introduction to the fundamentals of network computer gaming including hardware and software considerations. Some of the concepts covered will include: fundamental TCP/IP addressing, choosing and optimizing appropriate hardware, choosing and optimizing appropriate software, and using the Internet as a resource. This course may be offered as variable credit and repeated three times. (2 credit, 2 lecture, 0 lab)

#### IT 171

### INTRODUCTION TO GAME DESIGN

This course is used to introduce students to the game design process and how to design 2D games. (3 credit, 3 lecture, 0 lab)

#### IT 173

#### **PROGRAMMING I**

A programming course which introduces the student to the constructs of the C++ programming language, the function of C++ statements, and the representation of data within C++. This course emphasizes the development of a structured programming approach as typified by visualization of a problem within a framework amendable to its solution, appropriate algorithm design, and the sequence of program development. (IAI CS 911) (3 credit, 3 lecture, 0 lab)

#### IT 191

#### **FUNDAMENTALS OF WEB DESIGN**

This course focuses on the overall production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity. (3 credit, 3 lecture, 0 lab)

#### IT 195

#### **COMPUTER SECURITY I**

This course provides the student with information and training on computer security, including risk mitigation, infrastructure security, application security, operational security, and information security along with identifying applicable policies, laws and regulations. This course is designed to help the student prepare for the CompTIA Security+ certification. (4 credit, 4 lecture, 0 lab)

# IT 196 COMPUTER SECURITY II

This course provides the student with information and training on ethical hacking. Ethical hacking involves learning the tools used by hackers to be prepared to defend against these attacks. This course is designed to help the student prepare for the EC-Council Certified Ethical Hacker certification. Pre-requisite: IT 195 or instructor consent. (4 credit, 4 lecture, 0 lab)

#### IT 210

#### INTRODUCTORY NETWORKING

This course provides the student an introduction to networking. (2 credit, 2 lecture, 0 lab)

#### IT 215

#### **NETWORK FUNDAMENTALS**

This course provides the student with the knowledge and skills to implement network architecture with basic network security. The student will also learn to configure, maintain, and troubleshoot network devices using the appropriate tools. This course is designed to help the student prepare for the CompTIA Network+ certification. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. (4 credit, 4 lecture, 0 lab)

#### IT 216

#### **ROUTER THEORY AND TECHNOLOGY**

This course provides the student with information and training on network routing and routing protocols. This course will teach the student to manage network backbone equipment. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. Pre-requisite: IT 215. (4 credit, 4 lecture, 0 lab)

#### IT 217

#### LAN ADMINISTRATION

This course provides the student with the competencies manage a local area network in a business environment. Pre-requisite: IT 215, or concurrent enrollment in IT 215, or instructor consent. (4 credit, 4 lecture, 0 lab)

#### IT 218

#### **WIDE AREA NETWORKS**

This course provides the student with information and training on wide area networks. This course will teach the student to manage network equipment between remote locations. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. Pre-requisite: IT 215 or instructor consent. (4 credit, 4 lecture, 0 lab)

#### IT 219

#### **LAN SWITCHING AND WIRELESS**

This course provides the student with information and training on local area networks and wireless technologies. This course will teach the student to manage network equipment for local area networks and wireless technologies. This course is part of a series to help prepare the student for the Cisco Certified Network Associate certification. Pre-requisite: IT 215 or instructor consent. (4 credit, 4 lecture, 0 lab)

#### IT 230

#### **INTERNSHIP**

Provides field experience in which the student is working in a position with at least one of the following responsibilities: network maintenance, computer maintenance, software management, web site management or development, or other approved area related to Information Technology. This course may be repeated three times and may be offered as variable credit. Pre-requisite: instructor consent. (4 credit, 0 lecture, 20 lab)

#### IT 271

#### DATABASE MANAGEMENT SYSTEMS

A study of database management systems. Includes representatives of the hierarchical, network, and relational models. Covers the major aspects of database technology, from initial planning, through schema development, to formal operation. A mixture of background theory and practical operation. Emphasizes the restrictions imposed by particular database models, and consequent processing advantages or disadvantages. Pre-requisite: IT 119 (3 credit, 3 lecture, 0 lab)

#### IT 273

#### **PROGRAMMING II**

An advanced treatment of the C++ programming language, including the object-oriented extensions of C++ with a primary focus on data structures. Through the language C++, the course explores linked lists, stacks, queues, trees, and graphs. This course provides a framework for developing a professional programming style. This course provides an advanced treatment of algorithm development and analysis and the development of skill in creating programs through both the top down and object-oriented paradigms. Pre-requisite: IT 173 (IAI CS 911) (3 credit, 3 lecture, 0 lab)

#### IT 290

### **SELECTED TOPICS IN INFORMATION TECH**

An in-depth study of topics in the Information Technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Pre-requisite: instructor consent. (4 credit, 4 lecture, 0 lab)



# [MATH] MATHEMATICS

# MATH 100 BRIDGE MATH

This course provides an intensive review of intermediate algebra concepts and skills. Topics include review of real numbers, first degree equations and inequalities, polynomials and factoring, algebraic fractions and equations, integer and rational exponents, radicals, complex numbers, second degree equations, and graphing. (4 credit, 4 lecture, 0 lab)

# MATH 101 MATH IMPROVEMENT

This developmental studies course is designed to promote and improve basic math skills such as whole number operations, estimation and rounding, order of operations, fractions, decimals, percents, basic algebraic functions, and problem solving. This course may be offered as variable credit and repeatable three times. Pre-requisite: Math placement test. (4 credit, 4 lecture, 0 lab)

### MATH 106 BEGINNING ALGEBRA

Properties of linear equations and inequalities, exponents, polynomials and factoring, algebraic fractions, graphing, systems of equations in two variables, roots and radicals, and quadratic equations. Pre-requisite: MATH 101. (4 credit, 4 lecture, 0 lab)

### MATH 108 GEOMETRY

Undefined geometric terms, postulates, and theorems, properties of parallel lines; properties of triangles, congruent triangles, and similar triangles; quadrilaterals; circles; perimeter and area of two-dimensional figures; surface area and volume of three-dimensional figures; and proof. Pre-requisite: MATH 106. (4 credit, 4 lecture, 0 lab)

# MATH 109 INTERMEDIATE ALGEBRA

Review of real numbers, first degree equations and inequalities, absolute value equations, polynomials and factoring, algebraic fractions and equations, integer and rational exponents, radicals, complex numbers, second degree equations and inequalities, graphing, and functions. May be offered as variable credit. Prerequisite: MATH 106 or instructor consent (4 credit, 4 lecture, 0 lab)

### MATH 126 TRIGONOMETRY

Review of geometric concepts, trigonometric functions, and the inverse functions, radian measure, identities and equations, solutions of oblique and right triangles, and power and roots of complex numbers. Pre-requisite: MATH 109. (3 credit, 3 lecture, 0 lab)

# MATH 128 COLLEGE ALGEBRA

The algebra of functions-linear, polynomial, rational, exponential, and logarithmic; solving equations and inequalities based upon these functions; systems of equations and matrix operations; conic sections; and sequences and series. Pre-requisite: MATH 108 and MATH 109 or instructor consent. (4 credit, 4 lecture, 0 lab)

# MATH 141 STATISTICS

Descriptive statistics, basic probability theory, probability distributions, statistical inference, correlation and regression, and the analysis of variance. An emphasis will be placed on applications in business, education, nursing, social sciences, and STEM fields. Pre-requisite: MATH 128 or instructor consent. (IAI M1 902, BUS 901) (4 credit, 4 lecture, 0 lab)

# MATH 142 FINITE MATHEMATICS

Counting techniques, set theory, probability theory, equations of lines, systems of linear equations, linear applications, matrices and matrix applications, linear programming, and the Simplex method. Pre-requisite: MATH 128 or instructor consent. (IAI M1 906) (4 credit, 4 lecture, 0 lab)

# MATH 143 APPLIED CALCULUS

Linear, quadratic, and higher order polynomial functions; exponential and logarithmic functions and their applications; mathematical modeling; concepts and techniques of differentiation; curve sketching; finding maxima and minima of functions; concept and techniques of definite and indefinite integrals; the fundamentals theorem of calculus; and applications of differentiation and integration in business and social science. Pre-requisite: MATH 128 or instructor consent. (IAI M1 900-B) (4 credit, 4 lecture, 0 lab)

# MATH 144 HEART OF MATHEMATICS

Focuses on mathematical reasoning and the solving of real-life problems, rather than on routine skills and appreciation. Explores some of the most profound ideas in mathematics. Topics include number theory, geometry, graph theory, and counting techniques and probability. Pre-requisite: MATH 109 or instructor consent. (IAI M1 904) (4 credit, 4 lecture, 0 lab)

# MATH 151 OCCUPATIONAL MATH

Review of the concepts of whole number arithmetic, fractions, decimals, percents, and ratios and proportions. Practical applications of arithmetic and geometry, measurement systems, and basic algebra concepts. Pre-requisite: MATH 101. (4 credit, 4 lecture, 0 lab)

# MATH 161 PRE-CALCULUS

Topics include: rational, real, and complex number systems, elementary functions including polynomial, rational, exponential, logarithmic and trigonometric, and analytic geometry. Preparation for calculus. Pre-requisite: MATH 108 and MATH 128 or instructor consent. (4 credit, 4 lecture, 0 lab))

# MATH 162 CALCULUS AND ANALYTIC GEOMETRY I

Treatment of the major concepts and techniques of single variable calculus, with careful statements but few proofs. Differential and integral calculus of the elementary functions with associated analytic geometry. Pre-requisite: MATH 161 or MATH 128 and MATH 126 or instructor consent. (IAI M1 900-1, MTH 901) (5 credit, 5 lecture, 0 lab)

# MATH 204

#### **ALGEBRAIC AND ARITHMETIC SYSTEMS**

General problem solving techniques; functions; whole numbers, integer, rational numbers, irrational numbers, and real numbers; number theory; probability; and statistics. For elementary education majors only. Pre-requisite: MATH 108 or one year of high school Geometry and MATH 109 or equivalent. (4 credit, 4 lecture, 0 lab)

#### **MATH 205**

#### **GEOMETRY FOR ELEMENTARY TEACHERS**

Parallel and perpendicular lines; measurement of angles, line segments, time, and temperature; ratio and proportions; congruence and similarity; area, surface area, and volume; Greek constructions, proofs, and the Cartesian coordinate system. For elementary education majors only. Pre-requisite: MATH 204 or instructor consent. (IAI M1 903) (4 credit, 4 lecture, 0 lab)

#### **MATH 221**

# **CALCULUS AND ANALYTIC GEOMETRY II**

Develops the techniques of single-variable calculus begun in Calculus I and extends the concepts of function, limit, derivative and integral to functions of more than one variable. The treatment is intuitive, as in Calculus I. Techniques of integration, introduction to multivariate calculus, elements of infinite series.

Pre-requisite: MATH 162 or instructor consent. (IAI M1 900-2, MTH 902) (5 credit, 5 lecture, 0 lab)

#### **MATH 222**

# **CALCULUS AND ANALYTIC GEOMETRY III**

Further topics in calculus. Definite integrals over solid regions, applications of partial derivatives, vectors and vector operations, derivatives of vector functions, line integrals. Green's theorem. Pre-requisite: MATH 221 or instructor consent. (IAI M1 900-3, MTH 903) (5 credit, 5 lecture, 0 lab)

# **MATH 225**

#### **DIFFERENTIAL EQUATIONS**

Course in ordinary differential equations for engineering students. Topics include first order equations, linear differential equations, systems of linear differential equations, series solutions, the Laplace transform, numerical solutions, and applications. Pre-requisite: MATH 222 or concurrent enrollment. (IAI MTH 912) (3 credit, 3 lecture, 0 lab)

# **MATH 280**

#### **SELECTED TOPICS IN MATHEMATICS**

An in-depth study of selected problems or topics in mathematics. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

# [MT] MASSAGE THERAPY

#### MT 110

#### INTRODUCTION TO MASSAGE THERAPY

Provides the student with an introduction to the basic principles of massage therapy. Studies the history and current trends of the profession, as well as professional ethics. Provides knowledge of basic medical terminology and its appropriate use. Provides client consultation and assessment skills. Pre-requisite: Concurrent enrollment in MT 111, MT 112, MT 113 and MT 114. (3 credit, 3 lecture, 0 lab)

#### MT 111

# **MASSAGE THERAPY ANATOMY**

Provides the student with a study of the structural and functional relationships and homeostasis of the human body's systems. Incorporates the systems approach and integration of the body's systems into one functioning unit. Includes laboratory procedures, basic chemistry, the cell, cell division, and development. Prerequisite: Concurrent enrollment in MT 110, MT 112, MT 113 and MT 114. (3 credit, 2 lecture, 2 lab)

#### MT 112

#### **MASSAGE THERAPY ETHICS & LAWS**

Provides the student with a study of ethical issues and laws that impact the massage therapist. Explores Illinois law, as well as laws of neighboring states. Provides an overview of professional and continuing education requirements. Discusses ethical practices for massage therapists, including the client/therapist relationship.

Covers related topics of hepatitis, HIV, and hygiene. Pre-requisite: Concurrent enrollment in MT 110, MT 111, MT 113 and MT 114. (2 credit, 0 lecture, 0 lab)

### MT 113

#### **ANCILLARY MODALITIES**

Explores a variety of topics and related methodologies related to the practice of massage therapy. Includes exploration of hydrotherapy, metabolism and nutrition, aromatherapy, stress reduction, time management, and others. Pre-requisite: Concurrent enrollment in MT 110, MT 111, MT 112 and MT 114. (3 credit, 3 lecture, 0 lab)

#### MT 114

#### **MASSAGE THERAPY TECHNIQUES I**

Provides the initial training in therapeutic massage. Covers self-care techniques, benefits of massage, pathologies, pressure sensitivity, draping techniques, supplies and equipment, and communication skills. Swedish massage techniques and variations will be taught and developed into a sequence for a full body massage. Pre-requisite: Concurrent enrollment in MT 110, MT 112, and MT 113. (4 credit, 2 lecture, 4 lab)

# MT 210

#### **ADVANCED MASSAGE THERAPY**

Provides instruction in various types of bodywork such as Neuro-muscular therapy, craniosacral therapy, ortho-bionomy, myofascial release, positional release, deep tissue massage, sports massage, and infant and newborn massage. Students will also study kinesiology as it relates to therapeutic massage. Pre-requisite: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Concurrent enrollment in the MT 211, MT 212, and MT 213. (3 credit, 2 lecture, 2 lab)

#### MT 211

### **MASSAGE THERAPY BUSINESS PRACTICES**

Provides instruction in various aspects of developing and maintaining a successful therapeutic massage practice. Covers development of business plan, establishment of a bookkeeping system, maintenance of client records, development and implementation of marketing strategies, and insurance and tax information. Additional topics include career options for massage therapists, resume development and interviewing skills. Pre-requisite: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. Concurrent enrollment in MT 210, MT 212, and MT 213. (2 credit, 2 lecture, 0 lab)

#### MT 212

#### MASSAGE THERAPY TECHNIQUES II

Expands student knowledge and skills for treatment planning and massage technique. Incorporates therapeutic massage technique variations along with energy approaches such as acupressure. Joint mobilization, various forms of stretching, and seated chair massage are also covered. Differences between therapeutic massage and massage for relaxation are explored. Pre-requisite: Successful completion of MT 110, MT 111, MT 112, MT 1113, and MT 114. Concurrent enrollment in MT 210, MT 211, and MT 213. (4 credit, 1 lecture, 6 lab)

# MT 213

#### **MASSAGE THERAPY TECHNIQUES III**

Provides the student the opportunity to apply the principles, techniques, and procedures learned in program coursework. Reviews muscle locations, stresses trigger points, and pain referral patterns. Students are expected to demonstrate proper ethics, communication skills, proper draping techniques, adequate sanitary precautions, perform full body massage based on client needs, and properly document the session in the client's record. Pre-requisite: Successful completion of MT 110, MT 111, MT 112, MT 113, and MT 114. (4 credit, 1 lecture, 6 lab)

# [MUS] MUSIC

# MUS 121 MUSIC APPRECIATION

Designed to train students in perceptive listening and to introduce them to representative music masterpieces. Emphasis will begin on the elements of music, and will continue with various musical forms and periods, and great performers and composers. (IAI F1 900) (3 credit, 3 lecture, 0 lab)

# MUS 122 BASIC GUITAR

Beginning instruction on an acoustical guitar for those students who have had no previous instruction or those who already play, but need to learn musical notation. Activities will include group instruction, singing and accompanying traditional and contemporary songs, performing in a guitar ensemble, listening to a wide variety of guitar music. This course is repeatable up to three times. (1 credit, 0 lecture, 2 lab)

### MUS 124 PRIVATE APPLIED MUSIC I

Private study of any band or orchestra instrument or voice under the supervision of a college-approved instructor. An examination by jury at the conclusion of the semester will be required of music majors. A laboratory fee of \$95 per credit will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

### MUS 125 PRIVATE APPLIED MUSIC II

A continuation of MUS 124. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

# MUS 126

# INTRODUCTION TO AMERICAN MUSIC

Historical survey of the development and major cultural contributions of American music and composers, including symphonic, jazz, and popular forms, within the context of the American culture of the time. (IAI F1 904) (3 credit, 3 lecture, 0 lab)

# MUS 127 GROUP PIANO INSTRUCTION I

Group instruction designed for students with little or no keyboard experience. Theory, technique, sight-reading, harmonization, improvisation, and performance activities are a part of this course. (1 credit, 0 lecture, 2 lab)

# MUS 128 INTRODUCTION TO CHORAL SINGING

This course is designed for the beginning singer to introduce and develop basic singing techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

### MUS 141 CHORUS

Open to all college students as well as interested persons of the community; may be taken four times for academic credit (Repeated three times). Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

# MUS 142 CHORUS II

A continuation of MUS 141 Chorus. Open to all college students as well as interested persons of the community; may be taken four times for academic credit (repeated three times). Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

# MUS 143 CHORUS III

A continuation of MUS 142 Chorus II. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

# MUS 144 CHORUS IV

A continuation of MUS 143 Chorus III. Open to all college students as well as interested persons of the community; may be taken four times for academic credit. Public performances presented each semester. (1 credit, 0 lecture, 2 lab)

# MUS 145 CONCERT CHOIR I

A student-only ensemble open to all interested students regardless of major. This performing ensemble learns choral music from both historical and contemporary periods. Concerts are performed on- and off-campus. One weekly rehearsal is required. May be taken four times (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

# MUS 146 JAZZ CHOIR

Principles and performance of jazz singing and musicianship. Jazz compositions of all styles and periods. Emphasis on developing the rudiments of vocal jazz techniques. (1 credit, 0 lecture, 2 lab)

### MUS 147 CONCERT CHOIR II

A student-only ensemble open to all interested students regardless of major. This performing ensemble learns choral music from both historical and contemporary periods. Concerts are performed on- and off-campus. One weekly rehearsal is required. May be taken four times (repeated three times) not to exceed four credit hours. Pre-requisite: Completion of two (2) semesters of MUS 145, Concert Choir I (1 credit, 0 lecture, 2 lab)

# MUS 148 JAZZ CHOIR II

Principles and performance of jazz singing and musicianship. Jazz compositions of all styles and periods. Emphasis on developing the rudiments of vocal jazz techniques. May be taken four times for credit (repeated three times) not to exceed four credit hours. (1 credit, 0 lecture, 2 lab)

### MUS 161 BAND

Open to all college students as well as persons from the community who have had previous instrumental experience. May be taken four times for credit (repeated three times). Public performances presented each semester. Pre-requisite: Previous instrumental training or experience. (1 credit, 0 lecture, 2 lab)

# MUS 164 MUSICAL THEATRE CHOIR

Principles and performance of musical theatre. This course will focus on the study and performance of musical theatre literature with an emphasis on developing the rudiments of vocal, staging, and ensemble techniques. This course may be repeated three times. (1 credit, 0 lecture, 2 lab)

# MUS 168 INTRODUCTION TO INSTRUMENTAL MUSIC

This course is designed for the beginning instrumentalist to introduce and develop basic band techniques, sight reading skills, and basic music theory concepts. Public performances presented each semester. Pre-requisite: Previous instrumental training or experience. (1 credit, 0 lecture, 2 lab)

# MUS 181

### THEORY OF MUSIC I

An in-depth study of music that is intended for music majors or minors or those who have had prior training or knowledge of the fundamentals of music. Study includes analysis, harmonization, and aural skills training. Pre-requisite: Previous musical training is not required but would be useful. (4 credit, 4 lecture, 0 lab)

### MUS 182 THEORY OF MUSIC II

A continuation of MUS 181. This course is intended for music majors or minors or those who have had prior training or knowledge of the fundamentals of music. Including analysis, harmonization, and aural skills training. Pre-requisite: prior music training or knowledge and MUS 181. (4 credit, 4 lecture, 0 lab)

#### **MUS 222**

#### **FUNDAMENTALS OF MUSIC**

A practical, applied approach to music designed for those who have little or background in its fundamentals. Methods and skills will be systematic introduced at the adult-beginner level. Includes such activities as singing, recorder, guitar, and autoharp. (3 credit, 3 lecture, 0 lab)

### **MUS 224**

#### **PRIVATE APPLIED MUSIC III**

A continuation of MUS 125. A laboratory fee will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

#### **MUS 225**

#### PRIVATE APPLIED MUSIC IV

A continuation of MUS 224. A laboratory fee will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

# MUS 245 CONCERT CHOIR III

A student-only ensemble open to all interested students regardless of major. This performing ensemble learns choral music from both historical and contemporary periods. Concerts are performed on- and off-campus. One weekly rehearsal is required. A continuation of MUS 147, Concert Choir II. May be taken four times (repeated three times) not to exceed four credit hours. Pre-requisite: Completion of one (1) semester of MUS 147, Concert Choir II (1 credit, 0 lecture, 2 lab)

# MUS 247 CONCERT CHOIR IV

A student-only ensemble open to all interested students regardless of major. This performing ensemble learns choral music from both historical and contemporary periods. Concerts are performed on-and off-campus. One weekly rehearsal is required. A continuation of MUS 245, Concert Choir III. May be taken four times (repeated three times) not to exceed four credit hours. Pre-requisite: Completion of one (1) semesters of MUS 245, Concert Choir III (1 credit, 0 lecture, 2 lab)

# MUS 280 SELECTED TOPICS IN MUSIC

An in-depth study of selected problems or topics in music. The exact content and instructional methodology will vary from semester to semester depending on the material to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. (3 credit, 1 lecture, 4 lab)

#### **MUS 281**

#### THEORY OF MUSIC III

A continuation of MUS 181 & MUS 182. Study includes advanced harmonic techniques, modulation, altered chords, chromatic harmony and introduction of contemporary harmonic principles. Advanced aural skills training is included as a part of this course. Pre-requisite: MUS 182 or equivalent. (4 credit, 4 lecture, 0 lab)

# MUS 282

#### THEORY OF MUSIC IV

A continuation of MUS 281. Advanced harmonic techniques, twentieth century techniques, and advanced aural skills training are a part of this course. Pre-requisite: MUS 281. (4 credit, 4 lab, 0 lab)

# [NUR] PRACTICAL NURSING

#### **NUR 133**

#### PREPARATION FOR CNA INSTRUCTOR

This course is to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports and complete all in class assignments. A basic review of Alzheimer's disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved nursing assistant course. Prerequisite: RN licensure in the State of Illinois, two years of nursing experience. One year must be as a Registered Nurse with direct patient care for the elderly or chronically ill of any age in the following: long-term care nursing facility, extended care unit, geriatrics department, chronic care unit, swing bed unit of a hospital, hospice, home health or other long-term care setting, or approval from Director of Nursing (2 credit, 2 lecture, 0 lab)

#### **NUR 151**

### **NUTRITION THROUGHOUT THE LIFESPAN**

Provides basic nutrition information using a life-span approach, cultural differences and dietary recommendations. Presents skills and patient education related to diet therapy for patients with various disorders. Pre-requisite: Per PN handbook. (2 credit, 2 lecture, 0 lab)

### **NUR 153**

### **MEDICATION CALCULATIONS**

Designed as a preliminary class for pharmacology in the Practical Nursing Program. The class develops mathematical skills necessary for the student to learn medication computation. This course may be repeated two (2) times. (4 credit, 4 lecture, 0 lab)

#### **NUR 170**

### PRACTICAL NURSING BASIC PROCEDURES

Introduces the practical nursing student to the functions, approach, application and complexities of nursing skills. Basic nursing procedures are introduced. The Skills Procedure check-lists incorporated in the textbook will be utilized for the performance and assessment of skills. Pre-requisite: per PN handbook. (3 credit, 1.5 lecture, 5 lab)

#### **NUR 171**

# PRACTICAL NUR PRINCIPLES & PROC I

Introduces the practical nursing student to the functions, approach, application, and complexities of nursing skills. Basic nursing procedures are practiced. Introduces more advanced skills. Pre-requisite: per PN handbook. (3 credit, 1.5 lecture, 5 lab)

#### **NUR 172**

#### PRACTICAL NUR PRINCIPLES & PROC II

Studies the action of drugs on the human body: includes the theory and practice of medication administration, drug actions, and medication calculations. Pre-requisite: per PN handbook. (4 credit, 3 lecture, 3 lab)

### **NUR 173**

# PRACTICAL NUR PRINCIPLES & PROC III

Explores human growth and development in a comprehensive manner. Discusses biophysical, cognitive, affective, social and spiritual aspects of growth and development. Explores developmental changes occurring from birth to death as they relate to nursing interventions. Pre-requisite: per PN handbook. (2 credit, 2 lecture, 0 lab)

#### **NUR 176**

#### **COMMUNITY AND MENTAL HEALTH**

Emphasizes personal and community aspects of mental health and illness. Mental function, dysfunction, treatment and nursing care. Provides opportunities for observation of holistic care in community and mental health facilities. Pre-requisite: per PN handbook. (2 credit, 1.5 lecture, 1 lab)

### NUR 177 PEDIATRIC NURSING

Builds upon growth and development patterns and concepts. Provides interventions for well and hospitalized children related to developmental and physical needs. Common childhood disorders and appropriate nursing care for disorders and injuries. Pre-requisite: per PN handbook. (2 credit, 1.5 lecture, 1 lab)

#### **NUR 178**

### NURSING OF MOTHER AND NEWBORN

Addresses antepartal, intrapartal, postpartal, and neonatal periods. Discusses normal as well as pathophysiological reproduction, birth process and neonatal conditions. Emphasizes family involvement and cultural needs. Pre-requisite: per PN handbook. (3 credit, 2 lecture, 3 lab)

### **NUR 190**

# NURSING CARE OF THE ADULT I

Care of selected patients in clinical affiliations and the study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Pre-requisite: per PN handbook. (4 credit, 3 lecture, 3 lab)

#### **NUR 195**

#### **MEDICAL TERMINOLOGY**

Studies of anatomy, prefixes, suffixes, Greek and Latin root words and the information of words pertaining to medical and nursing subjects. Increases the efficiency of nurses, medical records technicians and medicine posting clerks. Systematic study of medical terms related to models, charts and slides illustrating the various systems of the body and their diseases. Emphasizes use and spelling of the terms in records, correspondence and forms. (3 credit, 3 lecture, 0 lab)

#### **NUR 198**

#### NURSING CARE OF THE ADULT II

The care of selected patients in clinical affiliations and the study of disease conditions, symptoms, diagnostic measures and their nursing implications. Dietary and pharmacological treatment and nursing care are emphasized. Pre-requisite: per PN handbook. (4 credit, 3 lecture, 3 lab)

# NUR 199 NURSING CARE OF THE ADULT III

Continues affiliation at selected clinicals as well as study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Emphasizes the pharmacological aspects of medical/surgical nursing. Pre-requisite: per PN handbook. (4 credit, 3 lecture, 3 lab)

#### **NUR 211**

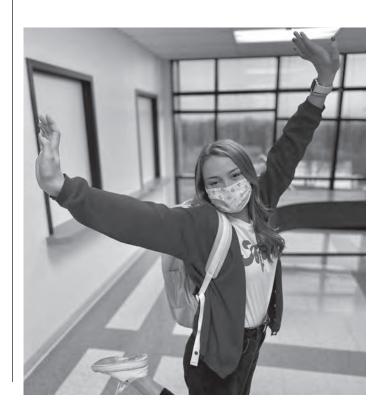
#### NURSING CARE OF THE ADULT IV

Continues affiliation at selected clinical sites and/or lab activities as well as study of disease conditions, symptoms, diagnostic measures and their nursing implications. Emphasizes dietary and pharmacological treatment and nursing care. Pre-requisite: per PN handbook. (3 credit, 2 lecture, 3 lab)

#### **NUR 231**

#### ADVANCED MEDICAL TERMINOLOGY

A continuation of the development of medical vocabulary in order to understand the language used in the medical profession. Includes pronunciation, spelling, and definition of terms. May be repeated three times. Pre-requisite: NUR 195 or instructor consent. (3 credit, 3 lecture, 0 lab)



# **[OUTR] OUTDOOR RECREATION**

# OUTR 111 RECREATION FOUNDATIONS

Recreation Foundations provides students with a general understanding of the field of outdoor recreation. Students will learn about the history of recreation in America and its beneficial effect on social behaviors and on the economy. Particular focus will be given to understanding the overall dynamics of the industry including key entities involved and the relationships between them. Students will also look at the possibility for both negative and positive environmental effects and the need for integrating stewardship principles into current programs. (3 credit, 3 lecture, 0 lab)

# OUTR 112 OUTDOOR PROGRAM PLANNING

Outdoor Program Planning will provide students with the practical skills and understanding necessary to effectively develop outdoor recreation programs in any venue. Students will gain an understanding of critical processes and milestones necessary in any outdoor recreational program and how to properly monitor and evaluate program success. In addition to other learning activities, students will develop plans for two outdoor recreation programs including feedback programs, evaluation techniques and process improvement. (3 credit, 3 lecture, 0 lab)

# OUTR 115 OUTDOOR RECREATION PRACTICUM

Outdoor Recreation Practicum provides students with the opportunity to observe practitioners in the field of outdoor recreation and to obtain practical experience in program dynamics, planning and execution. Students will work closely with faculty to identify an appropriate location or organization for the experience and to identify key tasks to be observed and understood. Written reports, observations/reflections and supplemental reading will be required. This course may be offered for variable credits and at various venues and is repeatable three times. Pre-requisite: OUTR 111 or instructor consent. (1 credit, 0 lecture, 3 lab)

# OUTR 131 LEADERSHIP IN OUTDOOR RECREATION

Leadership in Outdoor Recreation is structured to help students understand key leadership principals necessary to effectively support develop and support goals of outdoor recreation organizations. Students will look at the history of effective outdoor leadership including professional and recreational organizations. They will be provided with leadership theory and principals and learn effective means to their implementation and practice. Facilitation of student, group and employee growth and development will be explored in detail and students will develop assessment tools to practically measure understanding and professional growth. Pre-requisite: OUTR 111 or instructor consent. (3 credit, 3 lecture, 0 lab)

# OUTR 151 INTRODUCTION TO ECOTOURISM

Introduction to Ecotourism provides students with the fundamental concepts and practices surrounding this emerging field of tourism. Students will explore the growing role and impacts of ecotourism in regional natural resources management and economic development strategies. Case studies will be evaluated and students will develop an evaluation of local ecotourism activities and initiatives and provide recommendation for growth. (2 credit, 2 lecture, 0 lab)

# OUTR 152 ENVIRONMENTAL ETHICS

Environmental Ethics is an introductory course in the philosophical treatment of modern environmental issues in our society. It provides students with a cursory understanding of ethical dilemmas in

our environment and ways in which dialogue is undertaken to address those issues. Students will engage in topical discussions on environmental issues from a theoretical standpoint as well as a natural standpoint with the goal of developing a more comprehensive view of environmental stewardship. In addition to tests, discussions and article reviews, students will complete a report on one environmental issue affecting America and one environmental issue affecting our region. (2 credit, 2 lecture, 0 lab)

# OUTR 153 INTRO TO SO ILLINOIS TOURISM

Introduction to Southern Illinois Tourism guides students through a survey of regional tourism highlights, the history of tourism in this area and tourism's impact on the Southern Illinois economy. Students will learn about the breadth of tourism opportunities, how they are marketed, who manages/operates them, their growth and/or decline and the potential for future successes. Areas of tourism focus will include historical sites, natural resources/outdoor recreation opportunities and other key tourism draws. (2 credit, 2 lecture, 0 lab)

### OUTR 154 SO ILLINOIS NATURAL RESOURCE SURVEY

Southern Illinois Natural Resource Survey introduces students to the vast array of natural resources this region offers for recreational and educational purposes. Students will learn about recreational programs available at various sites, organizations and entities involved and the natural and cultural history surrounding them. Students will be required to report on a minimum of two (2) locations including interviews with site supervisors or district biologists. (2 credit, 1 lecture, 2 lab)

# OUTR 155 ENVIRONMENTAL INTERPRETATION

Environmental Interpretation provides students desiring to gain employment in the environmental education sector, skills and classroom experience interpreting natural and/or cultural resources. Students will learn to present natural sites to attendees in ways that are both informative and captivating. (2 credit, 1 lecture, 2 lab)

# OUTR 170 BASIC ARCHERY

Introduction to the basic techniques and skills required for archery, with an emphasis in target shooting. This course may be repeated three times and offered as variable credit. (3 credit, 0 lecture, 6 lab)

# OUTR 171 INTERMEDIATE ARCHERY

Introduction to the intermediate techniques and skills required for archery, with an emphasis in target shooting. This course may be repeated three times and offered as variable credit. Pre-requisite: OUTR 170. (3 credit, 0 lecture, 6 lab)

# OUTR 172 ADVANCED ARCHERY

Introduction to the advanced techniques and skills required for archery, with an emphasis in competitive target shooting. This course may be repeated three times and offered as variable credit. Prerequisite: OUTR 170 and OUTR 171. (3 credit, 0 lecture, 6 lab)

# OUTR 173 PRO-AM COMPETITION ARCHERY

Introduction to the advanced techniques and skills required for professional and amateur (Pro-Am) competition archery. This course may be repeated three times and offered as variable credit. Pre-requisite: OUTR 170, OUTR 171, and OUTR 172 or instructor consent. (3 credit, 0 lecture, 6 lab)

### **OUTR 174**

## **ASA INDOOR RULES & PROCEDURES**

Introduction to the basic rules, procedures, and code of conduct of the Archery Shooters Association's (ASA) indoor archery programs. The course will give students a working knowledge of the organization, management, and administration of ASA and will familiarize students with ASA indoor archery event promotion, scheduling, and related services. Facilities management and program development for competitive indoor archery programs within ASA and the development of skills in public relations will be stressed. Adopting the ASA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

## OUTR 175 ASA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of the Archery Shooters Association (ASA). The course will give students a working knowledge of the organization, management, and administration of ASA and will familiarize students with ASA athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs within ASA and the development of skills in public relations will be stressed. Adopting the ASA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

## OUTR 190 OUTDOOR RECREATION INTERNSHIP

Provides students with practical work experience in which to gain a better understanding of the field of outdoor recreation. The internship creates an important occupational experience in areas of leadership, organizational dynamics, program planning/oversight and day-to-day operations. Internship sites may include selected governmental agencies, non-governmental organizations and/or outdoor recreation businesses. This requires a minimum of 75 internship clock hours per hour of college credit. This course may be offered as variable credit and repeated three times. Pre-requisite: OUTR 111 and OUTR 112 or instructor consent. (5 credit, 0 lecture, 25 lab)

## OUTR 199 PROGRAM LEARNING ASSESSMENT

Students will demonstrate their understanding of the field of Outdoor Recreation and their ability to practically implement key concepts and practices by writing a final research paper surveying everything learned in the program. Students will be allowed to pick from a variety of topics including, but not limited to, modern challenges affecting outdoor recreation, development of sustainable outdoor recreation opportunities in certain geographies, and the economic impact of outdoor recreation. Pre-requisite: OUTR 111, OUTR 112, and OUTR 131 or instructor consent. (1 credit, 1 lecture, 0 lab)

## OUTR 211 PHYSICAL AND MENTAL SIDE OF ARCHERY

The course is designed to promote physical fitness and teach a series of physical and mental exercises to improve the success of bow hunters and competitive 3D archers. Topics have been chosen to take the students methodically from proper shooting form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional archery and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1 credit, 1 lecture, 0 lab)

## OUTR 212 BASIC COMPOUND BOW MECHANICS

The course is designed to provide basic information and instruction in the overall construction and function of the modern compound bow. Although a brief history of the compound bow's evolution and function will be discussed, the major emphasis of the course will be on the mechanical, or technical, features of the compound bow, including basic tuning, repair, and maintenance. Safety and injury prevention will be stressed. Industry health and safety concerns will be addressed. The course will also provide an introduction to archery equipment manufacturing, marketing, and related services and will examine the business side of the archery maintenance industry. Planning and development activities in archery maintenance and service, including facilities management and an emphasis on strong public relations, will be covered. (1 credit, 1 lecture, 0 lab)

## OUTR 213 ADVANCED COMPOUND BOW MECHANICS

The course serves as a sequel to Basic Compound Bow Mechanics. In the advanced course, students will deepen their knowledge of compound bows and their performance. It is designed to give students a comprehensive skill set regarding archery equipment as well as an in-depth knowledge of archery tools from which they can safely and effectively tune compound bows to their maximum performance efficiency. Compound bow accessories will be covered. Safety and injury prevention will be stressed. The course will continue its examination of the archery industry and its management principles, including financial planning, public relations, the field of archery maintenance, and standard sport recreation services. Pre-requisite: OUTR 212 or instructor consent. (1 credit, 1 lecture, 0 lab)

## OUTR 214 USA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of USA Archery. The course will give students a working knowledge of the organization, management and administration of USA Archery and will familiarize students with USA Archery athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs and teams within USA Archery and the development of skills in public relations will be stressed. Adopting the USA Archery code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

## OUTR 215 USAA RULES AND PROCEDURES

Introduction to the basic rules, procedures, and code of conduct of USA Archery (USAA). The course will give students a working knowledge of the organization, management, and administration of USAA and will familiarize students with USAA athletic event promotion, scheduling, and related services. Facilities management and program development for competitive archery programs and teams within USAA and the development of skills in public relations will be stressed. Adopting the USAA code of conduct for its members will be required. (1 credit, 1 lecture, 0 lab)

## OUTR 216 MIND AND MATTER IN COMPETITION

The course is designed to promote physical and mental fitness and teach a series of physical and mental exercises to improve the success of competitive teams. Topics have been chosen to take the students methodically from proper technique and form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional competition and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1 credit, 1 lecture, 0 lab)

#### **OUTR 231**

### **INDOOR ARCHERY ITAA RULES**

Introduction to the basic rules, procedures, and code of conduct for indoor archery competition sanctioned by the Illinois Target Archery Association (ITAA). The course will give students a working knowledge of the organization, management, and administration of ITAA and will familiarize students with ITAA archery event promotion, scheduling, and related services. Facilities management and program development for competitive indoor archery programs and teams within ITAA and the development of skills in public relations will be stressed. Adopting the ITAA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

#### **OUTR 232**

### **INDOOR ARCHERY NFAA RULES**

Introduction to the basic rules, procedures, and code of conduct for indoor archery competition sanctioned by the National Field Archery Association (NFAA). The course will give students a working knowledge of the organization, management, and administration of NFAA and will familiarize students with NFAA archery event promotion, scheduling, and related services. Facilities management and program development for competitive indoor archery programs and teams within NFAA and the development of skills in public relations will be stressed. Adopting the NFAA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

### **OUTR 233**

#### **INDOOR ARCHERY USAA RULES**

Introduction to the basic rules, procedures, and code of conduct for indoor archery competition sanctioned by USA Archery (USAA). The course will give students a working knowledge of the organization, management, and administration of USAA and will familiarize students with USAA archery event promotion, scheduling, and related services. Facilities management and program development for competitive indoor archery programs and teams within USAA and the development of skills in public relations will be stressed. Adopting the USAA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

### **OUTR 234**

### **INDOOR ARCHERY USCAA RULES**

Introduction to the basic rules, procedures, and code of conduct for indoor archery competition sanctioned by the US Collegiate Archery Association (USCAA). The course will give students a working knowledge of the organization, management, and administration of USCAA and will familiarize students with USCAA archery event promotion, scheduling, and related services. Facilities management and program development for competitive indoor archery programs and teams within USCAA and the development of skills in public relations will be stressed. Adopting the USCAA code of conduct for its members will be emphasized. (1 credit, 1 lecture, 0 lab)

#### **OUTR 235**

### INDOOR ARCHERY FUNDAMENTALS

Introduction to the basic techniques and skills required for indoor archery, with an emphasis in target shooting. This course may be repeated three times and offered as variable credit. (3 credit, 0 lecture, 6 lab)

### **OUTR 236**

### **INDOOR ARCHERY INTERMEDIATE**

Introduction to the intermediate techniques and skills required for indoor archery, with an emphasis in target shooting. This course may be offered as variable credit and repeated three times. Pre-requisite: OUTR 235. (3 credit, 0 lecture, 6 lab)

#### **OUTR 237**

### **INDOOR ARCHERY ADVANCED**

Introduction to the advanced techniques and skills required for indoor archery, with an emphasis in competitive indoor target shooting. This course may be offered as variable credit and repeated three times. Pre-requisite: OUTR 235 and OUTR 236 or instructor consent. (3 credit, 0 lecture, 6 lab)

## **OUTR 238**

### **INDOOR ARCHERY PRO-AM**

Introduction to the advanced techniques and skills required for professional and amateur (Pro-Am) competition in indoor archery. This course may be repeated three times and offered as variable credit. Pre-requisite: OUTR 235, OUTR 236, and OUTR 237 or instructor consent. (3 credit, 0 lecture, 6 lab)

#### **OUTR 290**

#### SELECTED TOPICS OUTDOOR RECREATION

An in-depth study of topics in the outdoor recreation field. Classes may include industry-specific recreational opportunities such as mountain biking, outfitting and guiding, horsemanship, water sports and other outdoor recreation venues. The exact content will vary from semester to semester depending on the subject studied. This course may be offered as variable credit and repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. Student may work individually or on group projects. Pre-requisite: OUTR 111 or instructor consent. (3 credit, 3 lecture, 0 lab)

## [OWL] OUTFITTERS WILDLIFE MANAGEMENT

## OWL 110 GUIDING IN OUTDOORS

This course introduces the basic concepts needed to be an apprentice outdoor guide or outfitter. Learning will take place in the indoor classroom and in the great outdoors. Students are required to participate in all camping, hiking, backpacking, and overnight excursions. Modern and traditional equipment will be used. Topics will include trip planning, safety, event preparedness, client relations, and campsite essentials. Emphasis will be placed on the basis principles of "leave no trace" and environmental awareness. (2 credit, 1 lecture, 2 lab)

## OWL 111 HUNTING EDUCATION

This course will certify the student to become an assistant hunter safety course instructor. Students will receive instruction in the safe handling and storage of hunting arms and ammunition, hunting laws and ethics, care and handling of game, and wildlife conservation. (2 credit, 2 lecture, 0 lab)

## OWL 112

### **WILDLIFE BUSINESS BASICS**

This course is an introduction to the field of wildlife and natural resource enterprise management in North America. Topics will include a survey of business elements of hunting and wildlife enterprises including hunting as a source of revenue through leases, habitat consulting, and outfitting. Students will learn how guiding, client relations, and outdoor knowledge management translate into successful business operations. The course will also cover brand management, professional relations, and provide an opportunity to explore outdoor recreation based tourism and recreational real estate. (2 credit, 2 lecture, 0 lab)

### **OWL 113**

### **FIREARMS SAFETY**

This course includes structured hands-on activities in the areas of firearm regulations and safety with an emphasis on use in the wildlife management industry. Students will learn hunting safety, techniques, and ethics for firearm use. Topics include identification and safe handling of firearms, firearm owner responsibility, personal preparedness, and wildlife harvest techniques using firearms. The student will work with pistols, rifles, and shotgun on a range and in a field situation. (2 credit, 1 lecture, 2 lab)

## OWL 114 BOW HUNTING SAFETY

This course includes structured hands-on activities in the areas of archery and bow hunting with an emphasis on use in the wildlife management industry. Students will learn hunting safety, techniques, and ethics for bow hunting equipment. Topics include identification and safe handling of bow hunting implements, bow hunter responsibility, personal preparedness, and wildlife harvest techniques using bow hunting equipment. The student will learn how to handle and use archery equipment in a safe environment. The students will develop an understanding of hunting safety and techniques using archery and bow hunting equipment. (2 credit, 1 lecture, 2 lab)

## OWL 115 FRESHWATER FISHING

This course includes discussion and structured hands-on activities in the area of freshwater fishing. Topics include an introduction to the sport, as well as techniques, regulations, equipment, and styles to catching and harvesting freshwater fish. Students will learn the proper way to manage fisheries, and the environmental factors that affect fish, their habitat, and the sport of freshwater fishing. (3 credit, 2 lecture, 2 lab)

## OWL 116 BIG GAME MANAGEMENT

This course is designed to give students training for professional guiding and hunting as it relates to deer and other large game. The student will be working with firearms, archery equipment, food plot equipment, and other equipment for big game management. (3 credit, 2 lecture, 2 lab)

## OWL 117 WATERFOWL MANAGEMENT

This course is designed to train students in the areas of waterfowl management, hunting, and guiding. Students will learn about species of waterfowl, wetlands and habitats of waterfowl, techniques for managing waterfowl populations, and rules and regulations. The student will be working with shotguns, decoys, calls, and other field equipment for waterfowl hunting. (3 credit, 2 lecture, 2 lab)

## OWL 118 UPLAND GAME BIRD MANAGEMENT

This course is designed to give students training for professional guiding and hunting as it relates to turkey and other small game. The students will work with firearms, archery equipment, decoys, calls, and other equipment for hunting of turkey and small game, such as rabbits and squirrels. (3 credit, 2 lecture, 2 lab)

## OWL 119 EXOTIC WILDLIFE

This course includes discussion and structured hands-on activities in the area of exotic wildlife hunting in both mammals and birds. Topics include an introduction to exotic species, exotic game habitat, hunting techniques, and exotic game regulations. Students will be studying the difference between native and exotic game along with their traits. Students will learn techniques to properly hunt these species. (3 credit, 3 lecture, 0 lab)

#### **OWL 131**

## HABITAT AND FOOD PLOT INSTALLATION

This course is designed to familiarize students with major topics in wildlife habitats and nutrition. Students will gain knowledge of basic wildlife management principles as they apply to habitats and areas/food plots that support wildlife species. Topics include basic nutritional principles, concepts of wildlife ecology, population dynamics, and wildlife management strategies.

(3 credit, 2 lecture, 2 lab)

## OWL 132 RANGE MANAGEMENT

This course is designed to introduce students to the principles of ecology and management of wildlife populations. Students will be introduced to the characteristics of and factors affecting wildlife populations, as well as techniques and theories of management. Topics covered will include population survey methodology, animal capture and handling, harvest analysis of game species, habitat assessment, range improvement, as well as study and recognition of the more common wildlife diseases. (3 credit, 2 lecture, 2 lab)

#### **OWL 133**

### WILDLIFE OUTFITTER MEDIA PRODUCTION

This course introduces the basic concepts needed to produce wildlife photography and videography. Topics will include care and handling of cameras, basic camera functions, camera frames/zoom/pans, editing videography and photography, storyline development, product implementation in media, and media distribution. Students will learn to film/photograph, edit the film/photograph, create a storyline with media, implement products into the story, and distribute the media on various platforms. (3 credit, 3 lecture, 0 lab)

## OWL 135 OUTFITTER WILDLIFE INTERNSHIP

Provides students with practical work experience in which to gain a better understanding of the field of outfitter wildlife management. The internship creates an important occupational experience in areas of leadership, organizational dynamics, program planning/oversight and day-to-day operations. Internship sites may include selected governmental agencies, non-governmental organizations and/or outfitter/wildlife businesses. This requires a minimum of 75 internship clock hours per hour of college credit. This course may be offered as variable credit and repeated three times.

## Pre-requisite: instructor consent. (5 credit, 0 lecture, 25 lab)

## OWL 171 BASIC SHOTGUN SHOOTING

Introduction to the basic techniques and skills required for safely shooting with a shotgun, with an emphasis in trap shooting. Other disciplines of shooting sports will be touched upon. This course may be repeated three times. Pre-requisite: Instructor consent; Background and drug screening for Shotgun team members, per SIC policy. (1 credit, 0 lecture, 2 lab)

## **OWL 172**

#### INTERMEDIATE SHOTGUN SHOOTING

Introduction to multiple discipline tournament style of competition shooting with an emphasis in trap, skeet, and sporting clays. This course may be repeated three times. Pre-requisite: Instructor consent; Background and drug screening required for Shotgun team members, per SIC policy. Complete OWL 171. (1 credit, 0 lecture, 2 lab)

#### **OWL 173**

#### **ADVANCED SHOTGUN SHOOTING**

Advanced approach to the professional style of shooting competition with an emphasis in skeet, trap and sporting clays. This course brings together all the technical and applied areas of competitive shooting in all three disciplines. This course may be repeated three times. Prerequisite: Instructor consent. Background and drug screening for Shotgun team members, per SIC policy. Must have completed OWL 172. (1 credit, 0 lecture, 2 lab)

## [PE] PHYSICAL EDUCATION

## PE 121 BOWLING

Introduction to the basic techniques and skills required for bowling. This co-educational course has no pre-requisite. May be repeated three times (1 credit, 0 lecture, 2 lab)

#### **PE 122**

#### INTERMEDIATE BOWLING BAKER METHOD

Introduction to the techniques and skills required for Baker-Style collegiate bowling. This style of bowling is team-oriented in nature as opposed to individual. This co-educational course has a prerequisite of PE 121. (1 credit, 0 lecture, 2 lab)

### PE 123

## **RECREATIONAL SPORTS**

Includes activities such as volleyball, basketball, softball and soccer. This course is designed to develop interest in activities that can be played in one's backyard or in a park. May be taken as variable credit and repeated three times. (1 credit, 0 lecture, 2 lab)

#### PE 124

#### **PRO-AM BOWLING FUNDAMENTALS**

Introduction to the basic techniques and fundamental skills required to bowl as a professional or amateur in the Professional Bowlers Association (PBA). Pre-requisite: PE 122 or instructor consent. (1 credit, 0 lecture, 2 lab)

## PE 126

#### PHYSICAL FIT THROUGH CONDITIONING

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

### PE 127

## PHYSICAL FITNESS CONDITIONING II

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone (may be repeated three times). Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

#### PE 129

## PHYSICAL FITNESS CONDITIONING III

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone (may be repeated three times). This course is a continuation of Physical Fitness Conditioning II. This course may be offered as variable credit. Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

## PE 142 YOGA

Introduction to the specific skills and techniques of yoga. The student may gain health benefits such as improved body positioning, increased flexibility, increased muscular endurance, and increased muscular strength. This course may be repeated but cannot exceed a total of two (2) credit hours toward graduation. May be offered as variable credit. (1 credit, 0 lecture, 2 lab)

## PE 144

## **MEN'S TEAM BASEBALL I**

Introduction to the skills, knowledge, attitudes and physical conditioning necessary for playing baseball. (2 credit, 0 lecture, 4 lab)

#### PE 145

## WOMEN'S TEAM SOFTBALL I

An introduction to the rules, regulations, skills and physical conditioning necessary for playing softball. Includes theory, demonstration, and participation. (2 credit, 0 lecture, 4 lab)

#### PE 146

### WOMEN'S TEAM SOFTBALL II

Group instruction in skills, techniques, rules, terminology, and scoring of softball. Emphasis on experience in playing the game. Laboratory participation is required. This course is intended for sophomore students on the softball team. Pre-requisite: Sophomore student on the softball team. (2 credit, 0 lecture, 4 lab)

#### PE 161

#### WOMEN'S TEAM VOLLEYBALL I

Introduction to the skills, rules, attitudes and strategies of volleyball, including theory and demonstration. Students will be expected to participate under game conditions. This course is intended for freshman players of the volleyball team. Pre-requisite: Freshman team member of the volleyball team. (2 credit, 0 lecture, 4 lab)

#### PE 162

### **BASKETBALL**

Introduction to the basic skills, knowledge, attitudes, and physical conditioning necessary for playing basketball. Emphasis on recreational values. May be repeated once. (.5 credit, 0 lecture, 1 lab)

## PE 163

### **BOWLING CENTER OPERATION**

Develops operational and managerial skills for those in charge of recreational bowling centers. (1 credit, 1 lecture, 0 lab)

#### PE 169

#### FITNESS THROUGH WALKING

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibility.

(.5 credit, 0 lecture, 1 lab)

#### PE 174

#### **NAIA RULES & PROCEDURES**

Introduction to the basic rules, procedures, and code of conduct of National Association of Intercollegiate Athletics (NAIA) collegiate bowling. The course will give students a working knowledge of the organization, management, and administration of NAIA and will familiarize students with athletic event promotion, scheduling, and related services. Facilities management and program development for competitive bowling programs and teams within NAIA and the development of skills in public relations will be stressed. Study of the NAIA code of conduct for bowling members will be required. (1 credit, 1 lecture, 0 lab)

#### PE 175

## **PBA RULES & PROCEDURES**

Introduction to the basic rules, procedures, and code of conduct of the Professional Bowlers Association (PBA). The course will give students a working knowledge of the organization, management, and administration of the PBA and will familiarize students with athletic event promotion, scheduling, and related services. Facilities management and program development for competitive bowling programs and teams within the PBA and the development of skills in public relations will be stressed. Study of the PBA's code of conduct for bowling members will be required. (1 credit, 1 lecture, 0 lab)

#### PE 176

### **USBC RULES AND PROCEDURES**

Introduction to the basic rules, procedures, and code of conduct of the United States Bowling Congress (USBC) Collegiate Division. The course will give students a working knowledge of the organization, management, and administration of USBC Collegiate and will familiarize students with USBC Collegiate athletic event promotion, scheduling, and related services. Facilities management and program development for competitive collegiate bowling programs and teams within USBC and the development of skills in public relations will be stressed. Adopting the USBC Collegiate code of conduct for its members will be required. (1 credit, 1 lecture, 0 lab)

#### PE 177

## PHYSICAL & MENTAL SIDES OF BOWLING

The course is designed to promote physical fitness and teach a series of physical and mental exercises to improve the success of competitive bowlers. Topics have been chosen to take the students methodically from proper bowling form to developing a mindset in which one becomes completely focused on his or her objective, thus achieving, improving, and maintaining athletic prowess. Exercise and fitness rules, principles, and techniques taught in the course have proven to be effective in the fields of both amateur and professional bowling and include human movement research and motivation studies. Safety and injury prevention will be stressed. (1 credit, 1 lecture, 0 lab)

#### **PE 178**

#### **NCAA RULES & PROCEDURES**

Introduction to the basic rules, procedures, and code of conduct of National College Athletic Association (NCAA) collegiate bowling. The course will give students a working knowledge of the organization, management, and administration of NCAA and will familiarize students with athletic event promotion, scheduling, and related services. Facilities management and program development for competitive bowling programs and teams within NCAA and the development of skills in public relations will be stressed. Study of the NCAA code of conduct for bowling members will be required. (1 credit, 1 lecture, 0 lab)

#### PE 179

#### **NJCAA RULES & PROCEDURES**

Introduction to the basic rules, procedures, and code of conduct of National Junior College Athletic Association (NJCAA) collegiate bowling. The course will give students a working knowledge of the organization, management, and administration of NJCAA and will familiarize students with athletic event promotion, scheduling, and related services. Facilities management and program development for competitive bowling programs and teams within NJCAA and the development of skills in public relations will be stressed. Study of the NJCAA code of conduct for bowling members will be required. (1 credit, 1 lecture, 0 lab)

#### **PE 180**

#### HISTORY OF BOWLING

Develops an appreciation for the origin and evolution of the game of bowling. (1 credit, 1 lecture, 0 lab)

### PE 181

### COACHING HIGH SCHOOL BOWLING

Basic theory, techniques, and principles of coaching competitive high school bowling. (1 credit, 1 lecture, 0 lab)

### PE 182

### COACHING COLLEGIATE BOWLING

Basic theory, techniques, and principles of coaching competitive collegiate bowling. (1 credit/1 lecture/0 lab)

#### PE 183

### **AEROBIC FITNESS EXERCISE**

Individualized exercise program which uses multi-station exercise equipment utilizing sub maximal weights with multiple repetitions. Course is intended to improve cardiovascular efficiency, strength, endurance, flexibility and all-around fitness. May be repeated three times. Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

### PE 184

### **AEROBIC FITNESS EXERCISE II**

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

#### PE 185

#### **AEROBIC FITNESS EXERCISE III**

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. This course is a continuation of Aerobic Fitness Exercise II. Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

### PE 186

### **AEROBIC FITNESS EXERCISE IV**

Fitness through exercise with emphasis on weight lifting and/or running to develop cardiovascular endurance and muscle tone. May be repeated three times. This course may be offered for variable credit. Pre-requisite: Doctor's permission for those with history of health problems. (1 credit, 0 lecture, 2 lab)

### **PE 188**

### **MEN'S TEAM GOLF I**

Introduction to the skills, knowledge, attitudes and physical condition necessary for playing golf. Includes theory, demonstration, and participation. Pre-requisite: Freshman students on the golf team. (2 credit, 0 lecture, 4 lab)

#### PE 189

#### FITNESS THROUGH WALKING II

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibility. Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

#### PE 209

### FITNESS THROUGH WALKING III

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibility. Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

### PE 219

## FITNESS THROUGH WALKING IV

This course is a walk/jog class designed to condition the heart and muscles through continuous walking, jogging, or running. The use of circuit training via free weights and other aerobic exercise may be used. The student will be provided knowledge of cardio respiratory endurance, muscular strength and flexibility. Maybe repeated three times. (.5 credit, 0 lecture, 1 lab)

### PE 220

### THEORY OF COACHING

Theory, techniques, and principles of coaching selected team or individual sports. (3 credit, 3 lecture, 0 lab)

#### PF 221

#### MEN'S TEAM BASKETBALL I

Individual skills and team techniques are covered as students gain knowledge and an understanding of basketball. Laboratory participation is required. This course is intended for freshman students on the men's basketball team. Pre-requisite: Freshman student on the men's basketball team. (2 credit, 0 lecture, 4 lab)

#### PE 222

#### MEN'S TEAM BASKETBALL II

A continuation of PE 221 with emphasis on developing the skills in basketball. This course is intended for sophomore students on the men's basketball team. Pre-requisite: PE 221 or instructor consent. (2 credit, 0 lecture, 4 lab)

#### PE 261

## WOMEN'S TEAM VOLLEYBALL II

Introduction to the skills, rules, attitudes and strategies of volleyball, including theory and demonstration. Students will be expected to participate under game conditions. This course is intended for sophomore players of the volleyball team. Pre-requisite: PE 161 or instructor consent; Sophomore team member of the volleyball team. (2 credit, 0 lecture, 4 lab)

#### **PE 288**

#### MEN'S TEAM GOLF II

Group instruction in skills, techniques, rules, terminology and scoring of golf. Emphasis on experience in playing the game. Laboratory participation is required. The course is intended for sophomore students on the golf team. Pre-requisite: PE 188 or instructor consent; Sophomore students on the golf team. (2 credit, 0 lecture, 4 lab)

## [PHIL] PHILOSOPHY

#### **PHIL 121**

#### INTRO TO PHILOSOPHY

Acquaints the student with the categories of and methods of philosophical inquiry, and surveys some major systems of philosophical thought from classical to contemporary times. (IAI H4 900) (3 credit, 3 lecture, 0 lab)

## **PHIL 122**

### **FUNDAMENTALS OF LOGIC**

Designed to develop a knowledge and understanding of the methods and principles used to distinguish correct from incorrect reasoning. Three areas are stressed: (1) the uses of language and fallacies, (2) deduction, and (3) induction. May be taken concurrently with PHIL 121. (IAI H4 906) (3 credit, 3 lecture, 0 lab)

## **PHIL 221**

## **FUNDAMENTALS OF ETHICS**

Designed to investigate the nature of actions, the meaning of right and good, the principle ethical theories, and the organization of individual and social values from a philosophical perspective. Pre-requisite: PHIL 121 or instructor consent. (IAI H4 904) (3 credit, 3 lecture, 0 lab)

## **PHIL 224**

### **COMPARATIVE RELIGIONS**

Comparison and investigation of contemporary and historical major Eastern and Western religions such as Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Jainism, Judaism, and Islam. Examines philosophical, historical, social and political aspects. (IAI H5 904N) (3 credit, 3 lecture, 0 lab)

## PHIL 280 SELECTED TOPICS IN PHILOSOPHY

An in-depth study of selected problems or topics in philosophy. The exact content and instructional methodology will vary from semester to semester depending on the materials to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time that the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation and may be coffered as variable credit. (3 credit, 3 lecture, 0 lab)

## [PHYS] PHYSICS

## PHYS 121 BASIC PHYSICS

Topics include: the concepts and methods of physics; mechanics; heat and thermodynamics; electricity and magnetism, and modern physics. Laboratory required. Pre-requisite: MATH 109 or equivalent. (IAI P1 900L) (4 credit, 3 lecture, 0 lab)

## PHYS 221 GENERAL PHYSICS I

Topics include: mechanics (kinematics; Newton's Laws; work and energy; impulse and momentum; rotational dynamics; gravitation and Kepler's laws; and harmonic motion) and fluids (fluid statistics and dynamics). Laboratory required. Pre-requisite: MATH 162 (IAI P2 900L) (5 credit, 4 lecture, 2 lab)

### PHYS 222 GENERAL PHYSICS II

Topics include: Electricity and magnetism (charge; electric field and potential; current, resistance, capacitance, dielectrics and inductance; electromotive force; direct current circuits, alternating current circuits, RLC circuits, laws of Gauss, Ampere and Faraday; and magnetic properties) Maxwell's equations; electromagnetic waves; optics, interference, diffraction. Laboratory required. Pre-requisite: PHYS 221 (IAI PHY 912) (5 credit, 4 lecture, 2 lab)

## PHYS 241 STATICS

Topics include: Static equilibrium of particles and rigid bodies, analysis of forces in trusses, frames, beams and cables, determination of centroids and moment of inertia, friction, virtual work. Prerequisite: MATH 221 and PHYS 221 or concurrent enrollment. (IAI EGR 942) (3 credit, 3 lecture, 0 lab)

## PHYS 242 DYNAMICS

Topics include: kinematics of particles in rectilinear and curvilinear motions; Newton's second law, energy and momentum applied to a particle or system of particles; kinematics of rigid body motion; application of Newton's second law, energy and momentum to the motion of a rigid body; mechanical vibrations.

Pre-requisite: PHYS 241 (IAI EGR 943) (3 credit, 3 lecture, 0 lab)

## [PR] PUBLIC RELATIONS

## PR 111 PUBLIC RELATIONS SKILLS

Prepares individuals to perform the techniques of direct consumer persuasion, public relations, recruitment, marketing, leadership skills, organizational skills, presentations, customer service, legal/ethical issues, and interpersonal skills. This course may be offered for variable credit and repeatable three times. (4 credit, 1 lecture, 6 lab)

## [PST] POWERSPORTS TECHNOLOGY

#### **PST 132**

## MC/ATV/UTV ELECTRONICS

The theory, principles, and function of powersport electrical systems. Includes the electrical aspects of design, operation, and repair of motorcycle and ATV/UTV engines. Includes ignition systems and electric starter systems of powersport vehicles. Pre-requisite: DSL 131. (3 credit, 2 lecture, 2 lab)

## **PST 140**

#### INTRO, SET-UP, AND MAINTENANCE

A survey of the skills needed for success with powersports vehicles. An emphasis on proper maintenance techniques for on- and off-road land-based recreational vehicles is provided.
(3 credit, 2 lecture, 2 lab)

## PST 172 PRACTICUM

A course to allow the student an opportunity to receive practical experience in a powersports to acquire work-related skills. This program will be coordinated with classwork throughout the semester. (2 credit, 0 lecture, 4 lab)

### **PST 232**

## SUSPENSION, BRAKES, AND WHEELS

A survey of the principles of brake systems, wheels, and suspensions systems of motorcycles, ATVs and UTVs. (4 credit, 3 lecture, 2 lab)

## PST 270 FUEL SYSTEMS

A survey of fuel types and systems for current 2- and 4-stroke engines. Includes coverage of fuel distribution systems and fuel chemistry that pertains to powersports machines. Hands-on learning of inspection, diagnosis, servicing, and troubleshooting. (3 credit, 2 lecture, 2 lab)

## PST 275 ENGINES

A survey of the principles of powersport engines functions and repair. Introduces the procedure for complete powersports engine rebuild. Includes a discussion of 2- and 4-stroke engine types, major components and component disassembly inspection, and repair. (4 credit, 3 lecture, 2 lab)

## [PSYC] PSYCHOLOGY

## PSYC 121 INTRO PSYCHOLOGY

A survey of the study of human and animal behavior with emphasis on the scientific nature of contemporary psychological investigation. Topics may include the biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, social behavior, and individual differences. (IAI S6 900) (3 credit, 3 lecture, 0 lab)

## PSYC 131 HUMAN RELATIONS

Helps occupational program student apply basic principles of psychology in everyday relations with co-workers and customers. Studies group sociology and inter-group relationships within the work organization. Credit toward graduation will not be given for both PSYC 131 Human Relations and PSYC 121 Introduction to Psychology. Not applicable toward A.A. or A.S. degrees. (3 credit, 3 lecture, 0 lab)

## PSYC 221 CHILD PSYCHOLOGY

Introduction to theory and research on the biological, physical, social, and cognitive development of the human child from conception to adolescence. Topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, cultural influences, and aspects of abnormal development. Focused observations will be conducted in a variety of settings. (IAI S6 903) (3 credit, 3 lecture, 0 lab)

### **PSYC 244**

### **HUMAN GROWTH & DEVELOPMENT-LIFESPAN**

A study of growth and development of the individual from conception through adulthood. Emphasis on social, emotional, cognitive, physical aspects of growth and behavior related to school settings with special emphasis on the middle school years. Includes research methods and developmental theories.

(3 credit, 3 lecture, 0 lab)

## PSYC 246 SOCIAL PSYCHOLOGY

Integration of theory and empirical research as they relate to: research methods; attitude formation and change; social cognition; interpersonal relations; group processes; and social influence. Pre-Requisite: PSYC 121 (IAI PSY 908) (3 credit, 3 lecture, 0 lab)

## PSYC 260 ABNORMAL PSYCHOLOGY

Integration of theory and empirical research as they relate to: research methods; definition, assessment and categorization of

abnormal behavior; biological, psychosocial, and sociocultural origins of abnormal behavior; and treatment and prevention. Pre-requisite: PSYC 121. (IAI PSY 905) (3 credit, 3 lecture, 0 lab)

### **PSYC 280**

## **SELECTED TOPICS IN PSYCHOLOGY**

An in-depth study of selected problems or topics in psychology. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. May be offered as variable credit. (3 credit, 3 lecture, 0 lab)

## [SAFE] SAFETY

### **SAFE 131**

## **OSHA GEN IND SAFETY AWARENESS TRNG**

Ideas and methods for preventing personal injury and property damage in a variety of general industry workplaces are discussed. Examples of topics to be covered include but are not limited to: Scaffolding Safety, Forklift Operations, Fall Prevention, Fire Prevention, Fire Protection, Back Injury Prevention, Machine Guarding, Material Handling and Storage, Personal Protective Equipment, Trenching and Excavating, Work Zone Safety, and General Safety and Health. This course is variable credit (.5 to 4 hours) and repeatable 3 times. (4 credit, 4 lecture, 0 lab)

#### **SAFE 132**

## **OSHA CONST IND SAFETY AWARENESS TRN**

Ideas and methods for preventing personal injury and property damage in a variety of construction workplaces are discussed. Examples of topics to be covered include but are not limited to: Scaffolding Safety, Forklift Operations, Fall Prevention, Fire Protection, Back Injury Prevention, Machine Guarding, Material Handling and Storage, Personal Protective Equipment, Trenching and Excavating, Work Zone Safety, and General Safety and Health. This course is variable credit (.5 hours to 4 hours) and repeatable 3 times. (4 credit, 4 lecture, 0 lab)

### SAFE 150 THEATER SAFETY

Covers the unique problems that threaten the health and safety in the theater and their solutions. Includes: Current safety laws and how they apply to theaters; general safety practices; chemical hazards and personal protection equipment; costume shop safety; and scene and prop shop safety. Intended to meet the training requirements of the "right-to-know" laws which apply to theaters and shops.

(.5 credit, .5 lecture, 0 lab)

## **SAFE 171**

### INTRO TO BASIC HANDGUN SHOOTING

Introduction to the basics of handgun shooting, to include classroom instruction and practical application on supervised range facilities. This class may be offered as variable credit and repeated three times. Pre-requisite: Minimum 18 years of age; completion of ALL Additionally Required Forms; possession of Illinois FOID Card (2 credit, 2 lecture, 0 lab)

## SAFE 173 NRA BASIC PISTOL SHOOTING

The goal of this course is to teach the basic knowledge, skills and attitude necessary for owning and using a pistol safely. Includes classroom instruction and practical application on supervised range facilities. This class may be offered as variable credit and repeated three times. Pre-requisite: Minimum 18 years of age; completion of ALL Additionally Required Forms; possession of Illinois FOID Card (2 credit, 2 lecture, 0 lab)

## SAFE 290 SELECTED TOPICS IN FIREARMS

An in-depth study of problems, special projects or topics in the firearms and/or hunting. Topics may include but are not limited to the following: firearms, firearms simulation training, safety, ethics, and responsibilities of gun ownership. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. This course may be offered as variable credit and repeated three times. Pre-requisite: If the selected topic requires hands on use with firearms, participants must possess a valid Illinois FOID Card. (3 credit, 3 lecture, 0 lab)

## [SERV] SERVICE LEARNING

## SERV 121 SERVICE LEARNING

A service learning experience to encourage the personal, academic and professional development of the individual. Student selection and placement within the college or with an agency, community-based organization, business or institution based upon the student's interest, knowledge and skills. Service opportunities may include, but are not limited to, tutoring, literacy training, neighborhood improvement, youth activities, environmental safety, animal shelter care, elderly and disabled assistance, hospital or mental health care. Student may enroll one time each semester for up to four semesters. As an elective, the course is offered on a "Pass/Fail" basis, and is not calculated as part of the overall grade point average. This course may be repeated three times and offered as variable credit. (3 credit, 0 lecture, 6 lab)

## [SOC] SOCIOLOGY

### SOC 121

### INTRODUCTORY SOCIOLOGY

A study of society, including the rules, interactions, and cultural patterns that organize everyday life. Analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, social stratification, and interactions among diverse groups of people. (IAI S7 900) (3 credit, 3 lecture, 0 lab)

### **SOC 221**

### THE FAMILY IN SOCIETY

Survey of the contemporary family in historical and cross-cultural perspectives. Includes trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family. (IAI S7 902) (3 credit, 3 lecture, 0 lab)

## [SPAN] SPANISH

## **SPAN 111**

#### CONVERSATIONAL SPANISH

Basic application of the Spanish language for those individuals needing basic communication skills. Use of a basic vocabulary and simple, active conversation. Variable credit and repeatable three times. (3 credit, 3 lecture, 0 lab)

#### **SPAN 121**

## **ELEMENTARY SPANISH**

An introduction to Spanish with the use of simple, active conversation; reading and structural analysis of the language with stress of accent and correct pronunciation. (4 credit, 3 lecture, 2 lab)

#### **SPAN 122**

### **ELEMENTARY SPANISH II**

A continuation of SPAN 121 with an intensive and analytical approach to the Spanish language by means of conversations, cultural readings, grammar and simple composition. Pre-requisite: SPAN 121 or one year of high school Spanish. (4 credit, 3 lecture, 2 lab)

### **SPAN 221**

## **INTERMEDIATE COMPOSITION READING I**

Grammar composition, oral practice, and selected readings of Spanish authors. Pre-requisite: SPAN 122 or two years of high school Spanish. (4 credit, 3 lecture, 2 lab)

#### **SPAN 222**

## INTERMEDIATE COMPOSITION READING II

A continuation of SPAN 221. Pre-requisite: SPAN 221. (4 credit, 3 lecture, 2 lab)

## [THTR] THEATER

## THTR 121 INTRODUCTION TO THEATER

An introductory survey of theatre/drama as a performing art form. Includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. (IAI F1 907) (3 credit, 3 lecture, 0 lab)

## THTR 122 PRINCIPLES OF ACTING

Through exercises, improvisation, and scene study the student learns the importance of relaxation, concentration, involvement, contact, sense memory, visualization, and the development of the actor's sense of truthful behavior in imaginary circumstances. Pre-requisite: THTR 121 or instructor consent. (IAI TA 914) (3 credit. 3 lecture, 0 lab)

## THTR 123 STAGECRAFT AND TECHNICAL THEATER

Introduces students to the fundamentals of the basic scene design and set construction, along with shop safety, tool use, and painting in conjunction with lighting design and special effects. Principles, procedures and practice of these technical considerations are covered. (IAI TA 911) (3 credit, 2 lecture, 2 lab)

## THTR 125 STAGE MAKE-UP

It is the responsibility to each performer to learn the craft of makeup, that final dressing of the character which will enable him/her to perform his/her role as fully and effectively as possible. This course is designed to teach this craft to those who would be actors, makeup artists, or simply have an interest in learning more about this theatrical art form. We will focus on the theory and techniques of effectively applying various types of make-up and stress the practical application of the make-up to the actor's own face. Pre-requisite: THTR 122 (3 credit, 3 lecture, 0 lab)

## THTR 126 THEATER PRACTICUM

This course provides students with practical experience in acting, writing, directing, scene design and building, lighting and performance unity. Educational objectives are determined by a contract between the instructor and student. This course may be repeated three times. Pre-requisite: THTR 121 or THTR 122, or ART 121, or MUS 121 or instructor consent. (1 credit, 0 lecture, 2 lab)

## THTR 127 TECHNICAL THEATRE DIRECTION

Aadvanced study and practical application of the principles of scenery design/construction, scene painting, technical drafting, costume design/construction, theatre sound design, lighting design and installation, planning and budgeting. Pre-requisite: THTR 123 and THTR 223 or instructor consent. (3 credit, 2 lecture, 2 lab)

## THTR 140 BEGINNING BALLET

Designed for students with no dance experience. The course will examine the history of ballet, basic barre and center floor combinations, ballet vocabulary and steps, and elementary combinations of ballet technique for the beginning student. (2 credit, 1 lecture, 2 lab)

## THTR 141 BEGINNING JAZZ DANCE

This course is designed to cover beginning level Jazz Dance Technique. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibility, strengthen muscles, and increase endurance. The course also meets the needs of students with a variety of interests including dance as fitness, Musical Theatre movement, or as a refresher course for more experienced dancers. Pre-requisite: THTR 140 or instructor consent. (2 credit, 1 lecture, 2 lab)

## THTR 142 BEGINNING TAP DANCE

This course is designed to cover beginning level Tap Dance Technique. This course will enable the student to achieve beginning technical and performance skills through participation in a dance class and culminating dance performance. The student will engage in basic exercises designed to increase flexibility, strengthen muscles, and increase endurance. The course also meets the needs of students with a variety of interests including dance as fitness, Musical Theatre movement, or as a refresher course for more experienced dancers. Pre-requisite: THTR 140 or instructor consent. (2 credit, 1 lecture, 2 lab)

## THTR 143 PRIVATE APPLIED DANC

Private study of Ballet, Jazz and/or Tap under the supervision of a college-approved instructor. A laboratory fee of \$95 per credit will be charged. This course may be repeated three times. (4 credit, 0 lecture, .5 lab)

## THTR 220 CHILDREN'S LITERATURE IN PERFORMANC

Focuses on literary forms that can be used not only as a means of enjoyment, but also as a learning tool for children. Script analysis, directing concerns, design issues, children's literature, and performance are stressed. Pre-requisite: One of the following: ENG 122, COM 121, THTR 121, THTR 122 or instructor consent. (3 credit, 3 lecture, 0 lab)

## THTR 223 STAGE THEORY & DESIGN

materials and techniques of stagecraft. The course will emphasize design elements and allow the student to work on analysis and design of a main stage production. Design possibilities will include lighting, sound, and scenery. Pre-requisite: THTR 123 or instructor consent. (3 credit, 3 lecture, 0 lab)

## THTR 243 INTRODUCTION TO DRAMA

Designed to develop the student's understanding and appreciation of dramatic literature, this course includes a study of the historical development, the various modes, and the basic elements of drama. Analysis and interpretation of dramatic literature, as well as visual recreation of drama, are stressed. Pre-requisite: ENG 121 and E NG 122 or instructor consent. (3 credit, 3 lecture, 0 lab)

## THTR 280 SELECTED TOPICS IN THEATRE

This course will examine the theory and application of various elements necessary for the creation of living theatre. An in-depth study of selected problems or topics in theatre arts. The exact content and instructional methodology will vary from semester to semester depending on the theatrical discipline to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be repeatable three times if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 1 lecture, 4 lab)

## [TRUK] TRUCK DRIVING

#### **TRUK 112**

### TRACTOR TRAILER DRIVER REFRESHER

Review of techniques used to operate a semi-tractor trailer. Prerequisite: Valid Illinois class A CDL driver's license or equivalent license from another state or instruction permit; current DOT physical examination; completion of a drug test; completion of TRUK 150 or equivalent knowledge and experience as determined by the instructor. (.5 credit, .5 lecture, 0 lab)

## TRUK 131 FORKLIFT OPERATION & SAFETY

Intended to prevent accidents, injuries and fatalities that may be caused by the improper and unsafe use of forklifts. Explains the requirements of the OSHA standard, 1910.178 Powered Industrial Trucks. (.5 credit, .5 lecture, 0 lab)

## TRUK 150 TRUCK DRIVING

Instruction is provided in basic and advanced driving techniques of semi-tractor trailers. Students will be prepared for both the written portion of the Illinois CDL exam and the Illinois Class "A" CDL Skills and Road Test. Instructional emphasis will also be given to job attainment and career development skills. (11 credit, 6 lecture, 10 lab)

## TRUK 151 INTRO TO TRUCK DRIVING

Review the Commercial Motor Vehicle Safety Act rules and regulations in preparation for the written portion of the Illinois Secretary of State's Commercial Driver's License Examination. Pre-requisite: Minimum age of 18 years; valid Illinois driver's license; successful completion of a DOT Physical/Drug Screen. Driver's motor vehicle report (DMVR) no later than first week of instruction. (1 credit, 1 lecture, 0 lab)

## TRUK 152 TRUCK DRIVING I

An introduction to the skills and techniques utilized in the operation of a semi-tractor trailer unit. Instruction will include driver safety and introduction to backing, shifting and cornering techniques. Students will be assisted with job placement. Industry recruiters will conduct employment seminars throughout the class. Pre-requisite: Minimum age of 18 years; successfully completion of TRUK 151; valid Commercial Driver's License Learner's Permit; successful completion of a DOT Physical/Drug Screen (3 credit, 2 lecture, 2 lab)

## TRUK 153 TRUCK DRIVING II

Hands-on instruction to improve and upgrade the skills and techniques utilized in the operation of a semi-tractor trailer unit. Instruction will include pre-trip inspection, backing, shifting and cornering techniques. The Illinois Secretary of State's Commercial Driver's License Pre-Trip, Skills and Road Examinations will be administered at the conclusion of this course.

Pre-requisite: Successful completion of TRUK 151 and concurrent enrollment in TRUK 152 (3 credit, 1 lecture, 4 lab)

## TRUK 199 TRUCK DRIVING EXTERNSHIP

Provides experience with a truck-driving agency that brings the knowledge learned in the classroom to the field. This course may be offered as variable credit and repeatable three times. Pre-requisite: TRUK 150 (4 credit, 0 lecture, 20 lab)

## TRUK 290 SELECTED TOPICS IN TRANSPORTATION

An in-depth study of topics in the transportation technology field. The exact content will vary from semester to semester depending on the subject studied. This course may be repeated three times if different topics are considered, but cannot exceed a total of six (6) credit hours toward graduation. May be offered as variable credit. Pre-requisite: instructor consent. (3 credit, 3 lecture, 0 lab)

## [TXDY] TAXIDERMY

## TXDY 110 INTRO TO TAXIDERMY

This course is an overview and survey of the art and fundamentals of taxidermy. Collection and preservation of specimens, skinning and mounting fundamentals, painting techniques and display methods are topics covered in the course. (1 credit, 1 lecture, 0 lab)

## TXDY 111 STATE/FEDERAL TAXIDERMY REGULATIONS

This course is an overview of the legal requirements for taxidermy. This course covers the State and federal laws, licenses, record keeping, and policy of taxidermy. (1 credit, 1 lecture, 0 lab)

## TXDY 112 GAME HEAD MOUNTS

This course covers all aspects of mounting and is designed to allow students to develop all of the skills necessary to mount big game heads and become a successful taxidermist. Preparation of features specific to game heads, form alterations, mounting, finishing, base making, and displaying will be covered. (3 credit. 2 lecture, 2 lab)

## TXDY 113 FULL BODY MOUNT

This course covers the skills needed to preserve all types of small mammals. Students will receive exposure to a variety of taxidermy techniques as a part of this course. Field care, measuring, hide care, manikin selection, form construction, preparation of features, form alterations, mounting, finishing, base making, and displaying will be covered. Students will also learn the basic anatomy of the specimen. (3 credit, 2 lecture, 2 lab)

## TXDY 114 BIRD MOUNTS

This course covers the skills necessary to preserve birds and waterfowl. The course will also expose students to a variety of taxidermy techniques. Skin and feather care and preservation, degreasing, washing, drying, wiring, mounting and posing, finishing, and displaying will be covered. Students will mount a game fowl using a variety of techniques. (3 credit, 2 lecture, 2 lab)

## TXDY 115 FISH MOUNTS

This course covers the skills necessary to preserve fish. Covers the types of fish mounting. Students will learn a variety of taxidermy techniques through demonstrations and hands-on experience. Teaches several methods for handling, skin and flesh care and preservation, head/fin replacement, pattern and body making, casting, mounting, finishing, and displaying. Students will produce a fish mount using techniques learned in class. (3 credit, 2 lecture, 2 lab)

### **TXDY 116**

### HABITATS AND BASES

This course covers the necessary skills for construction of bases and creation of scenery and habitat complementing taxidermy animal mounts. Covers aspects of habitat construction, including artificial rocks, water features, snow and ice, plants, and trees. Covers the collecting and use of natural resources and gathering habitat materials. Habitat scenes will be developed and demonstrated on several life-size mounts. A variety of techniques will be demonstrated and used by students in their various mount projects. (2 credit, 1 lecture, 2 lab)

## **[VET] VETERINARY TECHNOLOGY**

#### **VET 110**

#### **SMALL ANIMAL NURSING I**

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on obtaining medical history, record keeping, bathing, administering medicine. Obtaining blood, urine, and fecal specimens, providing client information and preventive health.

(3 credit, 1 lecture, 4)

#### **VET 114**

### **ANIMAL GROOMING**

This course provides basic knowledge of animal grooming Basic canine anatomy, coat and skin disorders, animal behavior, safe handling and restraining, and grooming tools and techniques will be included. Grooming standards for specific breeds as well as grooming and clipping techniques for thinning, cutting, and styling each one is covered, as well as creative grooming for mixed breeds. (3 credit, 2 lecture, 2 lab)

#### **VET 115**

### **ANIMAL FACILITIES MANAGEMENT**

This course is designed to introduce the principles and processes involved with housing and caring for animals as part of a business model. In addition, students will be familiarized with other aspects of owning and operating a variety of animal related businesses, including grooming salons, retail businesses, boarding facilities, and shelters. Areas to be addressed include location, zoning, licensure, interior and exterior design, pricing, hiring, equipment and client relations.

(3 credit, 3 lecture, 0 lab)

## **VET 118**

## **VETERINARY PRACTICE MANAGEMENT**

Office practices used in a veterinary hospital including OSHA regulation, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations. (2 credit, 2 lecture, 0 lab)

### **VET 231**

### **VET TECH INTERNSHIP I**

Skill and proficiency development through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab and other clinical sites. Rotations include: equine, food animal, surgery, small animal radiology, necropsy, clinical pathology, wildlife, and exotic animals. (3 credit, 0 lecture, 25 lab)

## [WELD] WELDING

## WELD 111 BASIC WELDING

Provides skills in electric arc welding, Oxy-Acetylene welding, and cutting. Metallurgy of welding as well as all positions of welding will be explored. Variable credit and may be repeated three times. (3 credit, 1 lecture, 4 lab)

#### **WELD 112**

### METALLURGY/BLUEPRINT READING

Fundamental characteristics and properties of industrial metals, along with Basic Blueprint and Shop Drawing Interpretation. (4 credit, 4 lecture, 0 lab)

## WELD 131 ARC WELDING I

A study of shielded metal arc welding procedures used by industries concentrating on metallic arc welding in flat, horizontal, overhead and vertical positions. (3 credit, 1 lecture, 4 lab)

## WELD 132 GAS WELDING AND CUTTING

A study of the techniques, procedures, and uses of oxyacetylene welding and cutting equipment in flat, horizontal and vertical positions. (3 credit, 1 lecture, 4 lab)

## WELD 133 LOW HYDROGEN I

A continuation of WELD 131, emphasizing shielded metal arc welding in flat, horizontal, vertical and overhead positions. Prerequisite: WELD 131 or instructor consent. (3 credit, 1 lecture, 4 lab)

## WELD 134 LOW HYDROGEN II

A continuation of arc WELD 133 using the low-hydrogen electrode. Concentrates on bend testing in vertical (up-hill) and overhead positions using multi-pass vee groove welds. Pre-requisite: WELD 131 and WELD 133 or instructor consent. (3 credit, 1 lecture, 4 lab)

## WELD 135

#### ADVANCED GAS WELDING

A continuation of Welding 132. Horizontal, vertical, and overhead welding are emphasized. Also brazing and soldering techniques. Prerequisite: WELD 132 or instructor consent. (3 credit, 1 lecture, 4 lab)

## WELD 137 PIPE WELDING

Designed to introduce the student to pipe welding (fixed position) and basic pipe layout. Pre-requisite: WELD 131, WELD 133, WELD 139 and WELD 151 or instructor consent. (3 credit, 1 lecture, 4 lab)

## WELD 138 INDUSTRIAL WELDING

An advanced skill development course concerning the repair of thick metals and castings as found on track machines, agri-implements, mining and earth moving equipment. Emphasis on hard facing, i.e., wear-points, track blocks, and dozer blades. Pre-requisite: WELD 112, WELD 131, WELD 132, WELD 133, and WELD 134. (6 credit, 1 lecture, 10 lab)

## WELD 139 TIG WELDING

Concentrates on the processes of Gas Tungsten Arc welding. Emphasis on aluminum, stainless and low carbon steel in flat, horizontal, vertical positions. Pre-requisite: WELD 132 or instructor consent. (3 credit, 1 lecture, 4 lab)

## WELD 151 MIG WELDING

Concentrates on processes of gas metal arc welding. Studies flat, horizontal, and vertical welding. Pre-requisite: WELD 133 or instructor consent. (3 credit, 1 lecture, 4 lab)

### **WELD 192**

## **EXTENDED WELDING CERTIFICATION**

Preparation for American Welding Society certification exams under the AWS code D1.1 and AWS B2.1 welder performance testing. Prepares students for multiple AWS certifications. Variable credit and may be repeated three times. Pre-requisite: completion of Welding Technology Certificate or instructor consent. (3 credit, 1 lecture, 4 lab)

## WELD 290 SPECIAL TOPICS IN WELDING

An in-depth study of selected problems or topics in Welding. The exact content and instructional methodology will vary from semester to semester depending on the subject to be studied. A syllabus or course outline containing additional information will be available with pre-registration materials each time the course is offered. This course may be offered as variable credit and repeated if different topics are considered, but cannot exceed a total of six (6) credits toward graduation. (3 credit, 3 lecture, 0 lab)











## **NOTES**

# **INDEX**

ABE/GED		Cell Phone and Other Electronic Device Policy	
Academic Advisement	55	Certified Nurse Assisting (CNA)	
Academic Amnesty	23	Chemistry	122
Academic Dismissal	24	Child Care, Mary Jo Oldham Ctr For Child Study	
Academic Divisions		Class Attendance Policy	
Academic Grievances		Classification of Students	
Academic Probation		CLEP Credit/College Level Examination Program	
Academic Programs		Clubs	
Academic Standards and Regulations		Coal Mining	
Academic Suspension		Competitive Teams	
Acceptable Use Policy for Information Technology		Communication	
Accreditation		Community Education Courses	
NextGen ACCUPLACER		Community Services	
Adding Classes		Concealed Carry Policy	
Admissions		Consumer Information	
Admission of High School Students		Copyright Compliance	
Admission of International Students		Corrections	
Admission Procedure		Cosmetology Teacher Program Admission	
Admission Requirements		Cosmetology	
Admission Testing		Counseling/Advisement	
Admission By Transfer		Course Descriptions	
Admission To Programs		Agriculture	
Associate In Arts		Art	
Associate In Engineering Science		Associate Degree Nursing	
Associate In Fine Arts		Air Force (AS) ROTC	
Associate In Science		Auto Technology	
Associate Degree In Nursing/RN		Biology	
Cosmetology Teacher		Botany	
Practical Nursing		Business	
Adult And Community Education		Cardiopulmonary Resuscitation [CPR]	
Adult Basic Education		Certified Nurse Assisting (CNA)	
Advanced Placement Credit		Chemistry	
Advisement		Communication	
Agriculture		Cosmetology	
Air Force Reserve Officer Training Corps		Criminal Justice	
Alumni and Friends Association		Diesel Technology	
Americans With Disabilities Act		Drafting	
Application For Graduation		Economics	
Applied Technology		Education	
Art		Emergency Preparedness Training	
Associate Degree Nursing		Employment Skills	
Associate in Arts		English	
Associate in Arts Online		Family and Consumer Sciences	
Associate in Engineering Science		Fire Science	
Associate in Fine Arts in Theatre		Food Service	
Associate in Liberal Studies		Government	
		Graphics Health	
Attendance Policy		History	
Auditing a Course		Horticulture	
Automotive/Basic Vehicle Repair Technician Auto Technology		Humanities	
Botany		Hygiene	
Business		Information Technology	
Cardiopulmonary Resuscitation		Massage Therapy	
Cardiopulmonary Resuscitation Career and Technical Education Dual Credit		Mathematics	
Career Counseling		Music	
Career Support Programs		Outdoor Recreation	
Carmi Center – David L Stanley Center		Outfitters Wildlife Management	
-a Joine Paria Lotainey Joine		Camacoro Triamo Managolliolitiminiminimi	

	Philosophy	149	David L Stanley White County Center	61
	Physical Education		Developmental Course Grades	
	Physics		Diesel Technology	.85-87, 127
	Powersports Technology	150	Directory	
	Practical Nursing	141	Disciplinary Grievance Procedure	
	Psychology	150	Distance Learning	56
	Public Relations	150	Divisional Organization	8
	Safety	151	Drafting	127
	Service Learning	151	Drug-Free Workplace Policy	
	Sociology		Drugs And Alcoholic Beverages	
	Spanish		Early College Program	
	Taxidermy		Economics	
	Theatre		Educational Guarantees	
	Truck Driving		Education	
	Veterinary Technology		Emergency Conditions	
	Welding		Emergency Preparedness Training	
Сс	purse Repeats		Employment Skills	
	ourse Withdrawals		English	
	ırriculum Guides		Enrollment Verifications	
	Associate in Arts Online		Equal Opportunity Policy	
	Associate in Arts		Falcon Mail	
	Associate in Engineering Science		Family and Consumer Sciences	
	Associate in Fine Arts in Theatre		Family Educational Rights And Privacy Act	
	Associate in Liberal Studies		Financial Aid	
	Associate in Science		Appeal Process	
	Associate Degree Nursing		How To Apply	
			Federal Work Study	
	Agriculture Maintenance		MAP	
	Basic Operations Firefighter Certificate		Pell Grant	
	Certified Nurse Assisting/CNA			
	Coal Mining Technology AAS Degree		SEOG	
	Coal Mining Technology Certificate		Student Employment	
	Corrections Certificate		Veterans Education Benefits	
	Cosmetology Certificate		Financial Aid Standards of Academic Progress	
	Cosmetology Teacher Certificate		Fire & Mine Rescue Safety	
	Criminal Justice		Fire Science	
	Diesel Technology Certificate MHDT		Firearms Policy	
	Diesel Technology Heavy Equipment		Fitness Center – C. Harry Bramlet Center	
	Diesel Technology Medium/Heavy Truck		Food Service & Sanitation	
	Fire & Mine Rescue Safety Certificate		Foundation	
	Food Service & Sanitation		GED Classes/Testing	
	Information Technology Certificate		General Education Core Curriculum	
	IT - Programming		General Education Goals	
	IT - Security		Government	
	IT - AAS		Grade Access for Students	
	Law Enforcement Certificate		Grade Point Average Calculation	
	Massage Therapy Certificate		Grades – Academic Amnesty	
	Outdoor Recreation AAS Degree		Grading System	
	Outdoor Recreation Certificate		Graduation – Application For	
	Ourfitter Wildlife Management		Graduation Requirements	
	Pharmacy Technician Certificate		Graphics	
	Powersports Technology Certificate	100	Grievance – Academic	
	Practical Nursing	101	Grievance - Disciplinary	51
	Public Safety Management	102	Health	134
	Taxidermy Certificate		History	
	Technical Resource Management	104	Honors Lists	23
	Truck Driving Certificate	105	Horticulture	135
	Veterinary Assistant		Humanities	135
	Welding Technology AAS Degree		Humanities Division	9
	Welding Technology Certificate		Hygiene	135
	Welding Technology Level 2 Certificate		Illinois Articulation Initiative (IAI)	

Illinois General Education Core Curriculum/I	Al	Selective Service	47
itransfer.org	63	Service Learning	151
Illinois Veteran Grant	31	Sexual Harassment, Anti-Harassment &	
Incomplete Grade	21	Non-Retaliation Policy	47-48
Information Technology		SIC Foundation	
Insurance Verifications		SIC Foundation Scholarships	
Job Placement		Small Business Development Center	
Law Enforcement		Smoking Regulations	
Learning Resource Center/Library		Social Science, Business And Education Divisi	
Liberal Studies – Associate Degree		Solicitation	
Library		Spanish	
Load/Credit Hours		Standards of Academic Progress –	
MAP Grants		Financial Aid	33
Mary Jo Oldham Center For Child Study		Standards of Conduct	
Massage Therapy		Student Information	
Mathematics		Student Load	
Mathematics and Science Division		Student Loans – Private	
MIA/POW Scholarship		Student Organizations	
Military Call To Active Duty		Student Records	
Military Credit		Student Services	
Mission Statement		Student Success Center	
Music		Student Support Services/TRIO	
MySIC		Suspension – Academic	
National Guard Grant		Suspension – Academic	
Nursing		Taxidermy	
Associate Degree Nursing	15 74	Technical Resource Management	
Practical Nursing		Testing	
Nursing And Allied Health Division		Theatre Arts	
Outdoor Recreation		Title IV – Student Support Services/TRIO	,
Outfitter Wildlife Management		Traffic and Parking Regulations	
		Transcripts	
Online Courses		Transfer Credit	
Parking Regulations			
Pass/Fail Grade		Transfer Curriculum	
Philosophy		TRIO/Student Support Services	
Physical Education		Truck Driving	
Physics		Tuition	
Plagiarism		Tutoring	
Powersports Technology		TxtSIC	
President's Honor List		Verifications – Enrollment/Insurance/Other	
President's Message		Veteran's Education Benefits	
Probation/Academic		Veterinary Assistant	
Proficiency Credit		Veterinary Technology	
Provisional Admission		Vice President's Honor List	
Psychology		Volunteer Services	
Public Relations		Voter Registration	
Records/Student		WA Grade Policy	
Refund Policy		Weather Related Closures	
Registration Procedures		Welding Technology10	
Repeated Courses		Withdrawing From Classes	
Residency		White County Center – David L Stanley Center	·61
Reverse Transfer		Workforce & Illinois Small Business	
Satisfactory/Recycle Grade		Development Center (WISBDC)	
Scholarships – SIC		Work Study - Federal	
Scholarships – Foundation		Work-Study - Institutional	32
Security	53		



www.sic.edu









