

# Catalog

## Update 2013-2014



# Directory of College Areas

---

## Main Campus:

15800 South State Street, South Holland, IL 60473  
708-596-2000  
In Indiana 219-931-0096 or 219-931-0098  
708-596-2000 Ext. 2573 (telecommunication device for the deaf)

## University & College Center:

16333 S. Kilbourn Ave.  
Oak Forest, IL 60452  
708-225-6000

---

## Academic Areas

**Academic Services, Vice President**  
Room 2120, Ext. 2430

**Allied Health**  
Room 4469, Ext. 2364

**Art & Design**  
Room 1101, Ext. 2316

**Business Programs**  
Room 3440, Ext. 2664

**Communications & Humanities**  
Room 3116, Ext. 2267

**Computer Lab**  
Room 3241, Ext. 2474 (Open Lab)

**Computer Technology**  
Room 3440, Ext. 2664

**Engineering & Technology**  
Room 3440, Ext. 2664

**English**  
Room 3116, Ext. 2267

**Fine Arts, Social & Behavioral Science,  
Business & Technology, Dean's Office**  
Room 3433, Ext. 5858

**Health Professions, English, &  
Humanities, Dean's Office**  
Room 4453, Ext. 2258

**Human Services**  
Room 3493, Ext. 2272

**Legal Studies, Mathematics &  
Sciences, Dean's Office**  
Room 3445, Ext. 2665

**Legal Studies**  
Room 3423, Ext. 2285

**Library**  
Room 1249, Ext. 5751

**Life Sciences**  
Room 4469, Ext. 2364

**Mathematics, Computer Science,  
& Physical Science**  
Room 4148, Ext. 2254

**Music**  
Room 1101, Ext. 2316

**Nursing, Dean's Office**  
Room 4120, Ext. 2260

**Office Administration & Technology**  
Room 3440, Ext. 2664

**Physical Education**  
Room 4469, Ext. 2364

**Social & Behavioral Science**  
Room 3493, Ext. 2272

## Administration

**Administration, Vice President**  
Room 1233, Ext. 2212, 5721

**Bookstore**  
Room 1248, Ext. 2281, 2282

**Business & Accounting Office**  
Room 2230, Ext. 2383, 2216, 2220

**Business & Career Institute, Dean's  
Office**  
Customized Economic & Workforce  
Development, Ext. 2455  
Non-credit Computer Training, Ext. 2522  
Workplace Literacy, Ext. 2564

**Campus Police**  
Room 1215, Ext. 2235

**Continuing Education**  
Room 2465, Ext. 2231

**Extension Services, Dean's Office**  
University & College Center  
16333 S. Kilbourn Avenue  
Oak Forest, IL 60452  
708-225-6006

**Financial Aid & Veterans Services**  
Room 2355, Ext. 2321, 2322, 2319

**Information Technology**  
Room 4160, Ext. 2243

**Job Training Department**  
Room 4461, Ext. 2530

**Physical Plant**  
Room 1251, Ext. 5727

**Publications**  
Room 2361, Ext. 2203, 2228, 2697

**Treasurer**  
Room 2221, Ext. 2214

## Enrollment & Community Education

**Admissions**  
Room 2348, Ext. 5718

**College Recruitment**  
Room 2348, Ext. 5718

**Community Education, Vice President**  
Room 4455, Ext. 2227

**ESL**  
Room L233, Ext. 2410

**GED Honors**  
Room 3129, Ext. 2411

**GED**  
Room 4455, Ext. 2385

**Records**  
Room 2230, Ext. 2326

**Registrar**  
Room 2230, Ext. 5814

**Registration**  
Room 2230, Ext. 2330

**President's Office**  
Room 2134, Ext. 2200

**Administrative Services**  
Room 2221, Ext. 5757, 2480

**Affirmative Action**  
Room 1245, Ext. 5719

**Communication Services**  
Room L248, Ext. 5767

**Foundation Office**  
Room 2124, Ext. 2463

**Compensation & Benefits**  
Room 2123, Ext. 2223

**Human Resources**  
Room 1245, Ext. 2402, 2236

**Public Relations**  
Room 2134, Ext. 2697

## Student Development

**Student Development, Vice  
President**  
Room 2152, Ext. 2303

**Academic Assistance Center**  
Room 2264, Ext. 2649, 2600

**Assessment Center**  
Room 2266, Ext. 2495

**Athletics**  
Gymnasium, Ext. 2334  
Fitness Center, Ext. 2515

**Career Development & Jobs Center**  
Counseling Center, Room 2250, Ext. 2391

**Chargebacks, Cooperative Agreements**  
Room 2350, Ext. 2262

**Child Development Center**  
L233, Ext. 2210

**Counseling Center**  
Room 2350, Ext. 2306, 5732

**Intramurals**  
Room 2329, Ext. 2337

**Reading**  
Room 2329, Ext. 2499

**Services for Students with  
Disabilities**  
Room 2268, Ext. 2572

**Student Life & Leadership**  
Room 2329, Ext. 2499, 2418

**Student Government Association**  
Room 1105, Ext. 2338, 2337

**Transfer Center**  
Room 2250, Ext. 2310, 2311

# Table Of Contents

<i>Mission Statement</i>	2
<i>Student Codes of Conduct/Violence &amp; Threats of Violence Policy</i>	3-7
<i>Internet Guidelines</i>	8
<i>Campus Security</i>	11
<i>Accreditations</i>	12
<i>Enrollment, Academic and Tuition Information</i>	13
<i>My SSC Portal/Registration Steps</i>	34
<i>College Transfer Programs</i>	36
<i>Recommended Curricula for Transfer Programs</i>	49
<i>Specific University Transfer Information</i>	65
<i>Career Programs</i>	67
<i>Transfer Opportunities For A.A.S .Graduates</i>	116
<i>C.A.R.E.E.R</i>	117
<i>Course Descriptions</i>	118
<i>Financial Aid and Veterans Information</i>	181
<i>Services for Students</i>	185
<i>Affirmative Action</i>	191
<i>General Information</i>	193
<i>College Calendar 2013-2014</i>	196
<i>Administration/Faculty</i>	198
<i>Index</i>	204
<i>Board of Trustees</i>	<i>Inside Back Cover</i>

## ***Equal Educational Opportunity***

The College must ensure that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or persons with disabilities. Consistent with this commitment, the College assures that no person shall be excluded from or denied the benefits of any program or activity on the basis of sex, age, color, race, creed, religion, national or regional origin. Further, in facilitating this commitment, the College values educational opportunities for students to interact with positive staff role models from diverse racial, ethnic, and gender groups. In addition, no otherwise qualified persons with disabilities shall be excluded from or denied the benefits of any program or activity in a manner inconsistent with applicable Federal and State Statutes and Regulations. The College, through its policies and programs, has implemented programs that enhance and encourage educational opportunity for students.

Questions in reference to affirmative action may be directed to:

Affirmative Action Officer, South Suburban College  
15800 S. State Street, South Holland, IL 60473  
(708) 596-2000

## Mission Statement

The mission of South Suburban College is to Serve our Students and the Community through lifelong learning.

SSC is dedicated to:

- High quality education, training, and services for all individuals who have the ability to benefit from our programs.
- Programs that are accessible and affordable provided to a diverse community of learners.
- Training delivered in collaboration with local businesses.
- A community of staff, faculty, and students that create an environment and resources for learning.
- Up-to-date facilities and technology that help prepare students for transfer to baccalaureate programs or the job market.

## Goals

- Provide credit courses and Associate degree programs for academically prepared students to assist them in preparing for transfer to a four-year college or university. The College will be accountable for the quality of academic programs and the assessment of learning.
- Provide high quality, accessible, and affordable credit courses and associate degree and certificate programs for academically prepared students to assist them in preparing for occupations that require career education beyond the high school level.
- Provide developmental instruction in reading, writing and mathematics skills to students requiring these skills in order to succeed in other college programs or to complete a high school Equivalency or GED program, and to expand adult education.
- Increase the number and diversity of students who complete training and educational programs by providing academic advising, learning resources and supportive services, such as specialized learning assistance, for students with a wide range of academic needs.
- Partner with local businesses and industry to sustain strong economic growth and to maintain a competitive workforce. The College will provide universal technical skills training to qualify community residents for employment, and will assist businesses in workforce development.

- Complement classroom instruction with student opportunities through workplace internships, cooperative education and other work-based learning approaches.
- Offer activities, services, and programs that enhance student life and enrich the educational experience of the student to increase knowledge of societal and civic responsibilities in a complex society. Design and implement programs that develop student leadership, ethical decision making, and international cultural understanding.
- Collaborate with area elementary and secondary school districts to develop and provide educational services to their students and staff.
- Provide high quality educational programs by utilizing quality measures such as input from advisory committees, assessment of student learning outcomes, and recommendations from our accrediting agencies.
- Maintain fiscal responsibility by continually improving productivity, cost effectiveness, and accountability.

## History of the College

South Suburban College was founded in 1927 as Thornton Junior College. At that time, the College was an extension of Thornton Township High School in Harvey, Illinois. The Illinois Community College Act of 1965 created Community College District 510 and enlarged the area served to include high school districts 205, 215 and 228 (Thornton, Thornton Fractional, and Bremen).

In 1969 the name was changed to Thornton Community College to emphasize the comprehensive mission of the College. The College moved into its existing main campus facilities in 1972. In June of 1988, the Board of Trustees voted to change the name of the institution to South Suburban College to more accurately reflect the geographic location of the College.

In an effort to serve the western portion of the district and to provide opportunities for district residents to complete a four-year degree, the University & College Center was opened in Oak Forest in 1992.

# Student Codes Of Conduct

*It is the responsibility of every student to become familiar with the College's Student Code of Conduct.*

## Academic Conduct

The Academic Code of Conduct is intended to maintain an atmosphere conducive to developing optimum classroom educational experiences for all members of the College community, faculty and students. A violation of the Academic Code of Conduct includes, but is not limited to, any act of cheating, plagiarism or electronic data fraud related to the instructional processes of South Suburban College. Cheating is breaking the rules or creating an unfair advantage over someone else. Cheating includes, but is not limited to, taking credit for someone else's answers or unauthorized use of any materials, resources or electronic devices while completing an exam, quiz or assignment at South Suburban College. Cheating also includes submitting someone else's work as one's own or helping another student cheat.

## Plagiarism

Plagiarism includes, but is not limited to, direct quotation or paraphrasing of the work of someone else without proper citation of the original source.

For help avoiding plagiarism seek assistance from an instructor, the Academic Assistance Center or the Writing Center before submitting an assignment.

1. When an incident of plagiarism, as described in the syllabus, is identified, the faculty member shall meet with the student to discuss the situation and complete an incident report. If a face to face meeting is not possible, telephone or electronic discussion is acceptable, but must be documented. If the matter is found to be a misunderstanding, the process stops; the faculty member gives the student a copy of the report and keeps a copy for his or her records. If the student accepts responsibility for plagiarizing, the grading policy as stated in the course syllabus will be applied. The student is given a copy of the report, and the faculty member retains a copy with any supporting documentation and forwards a copy of the report and materials to the Vice President for Academic Services office for validation by the Academic Conduct committee.
2. If the matter is not resolved at Step 1, the faculty member will submit the incident report promptly to the administrator to whom the faculty member reports (e.g., the Dean, Associate Dean or Director for the instructional area). The Academic Administrator will forward a copy of the report

to the VP for Academic Services. When an instructor is requesting a course grade of "F", the Administrator will forward a copy of the report to the Director of Enrollment Services so that a Registrar's Hold can be placed on the student's record for the course involved. This hold will remain until the incident is resolved.

The student shall utilize the Academic Conduct Appeal Form to initialize a formal appeal and submit the information to the appropriate academic administrator. This written appeal must be filed with the appropriate academic administrator within five business days of the date of discussion with the instructor. The academic administrator may discuss the concern with the student and instructor. The academic administrator will compile all information and forward the complete appeal packet to the appropriate Vice President for step 3 of the process. The student will continue to attend class throughout the process.

3. Upon receipt of the completed packet from the academic administrator, the Vice President will schedule a meeting with the Academic Conduct Committee, student, and instructor to review the incident and the grade issued. In the event that a student has already withdrawn from the course in which the incident occurred, a final grade of "F" may still be issued if so outlined in the course syllabus. The Vice President will communicate the decision of the Academic Conduct Committee in writing to the student. The decision of this committee is final and will be reflected in the student's grade. Every attempt will be made to have the process concluded within a reasonable time frame. The hold placed on the student's record will be removed once the committee reaches a decision.
4. **Multiple Incidents:** For a second validated offense of plagiarism, a student will receive a one-semester suspension. Following three or more validated offenses of plagiarism, the student will be expelled from the college for no less than two academic years. A student has the right to appeal any academic sanctions through the office of the Vice President of Academic Services and the Academic Conduct Committee. Academic sanctions for cheating and plagiarism may include failure of an assignment, failure of a quiz/exam, failure of a course or exclusion from a program of study. The sanctions are determined by the individual instructor and are clearly stated in each course syllabus. If a particular course policy is unclear, consult the individual instructor. Academic success is described not only by the

grade received but also by how the grade is earned. Students may appeal academic sanctions through the appropriate appeal process.

### ***Dress Code of Conduct***

Dress codes are flexible, but students may be requested to leave the campus if a mode or style of dress interferes with academic processes.

### ***Student Code of Conduct***

The Student Code of Conduct has been developed to maintain an atmosphere conducive to developing optimum educational experiences for all members of the College community. Conduct in violation of this Code includes, but is not necessarily limited to, the following:

- A.** Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the instructional process relative to subject content.

If a student is unresponsive to a faculty member's intervention and remains disruptive in the classroom, the faculty member may ask the student to leave the class session. The student may not return to class until a meeting is held between the student and the instructor or the Dean Of Student Development. The instructor shall determine whether to meet with the student. Appropriate classroom behavior will be reinforced. Continued or excessive acts of classroom disruption will prohibit the student from returning to class until meeting with the Dean Of Student Development and establishing a behavior contract. The behavior contract must be agreeable to the faculty member, Dean Of Student Development and the student. Violation of a behavior contract will result in additional sanctions. The Dean Of Student Development may also impose other sanctions.

- B.** Using pagers, cell phones, and other electronic communication and entertainment devices (e.g. cd players, tape players, etc.) in classes, labs, and the library. Pagers and cell phones should be turned off or set on vibrating alarm. Electronic entertainment devices should be turned off and put away prior to entering classes, labs, or the library;
- C.** Using or occupying any space or facilities owned or leased by the College at any time without authorization of the Board of Trustees or the appropriate College administrators;
- D.** Attempting to prevent or obstruct faculty and/or students going to and from classes or College sponsored activities;

- E.** Preventing or attempting to prevent any individual on the College campus from carrying out assigned duties or lawful business;
- F.** Willfully destroying or damaging College property;
- G.** Blocking pedestrians or vehicular traffic on or near College facilities;
- H.** Participating in any activity that endangers the physical being of any person;
- I.** Violating any municipal, county, state or federal law, statute or ordinance while on College facilities;
- J.** Refusing to comply with College officials performing of their duties;
- K.** Any act of dishonesty toward the College, including, but not limited to, cheating, plagiarism, misuse of College documents or records, forgery, or knowingly furnishing false information to the College, or to others in the name of the College;
- L.** Any conduct considered disorderly, lewd, indecent, or obscene, including profane or abusive language toward members of the College community;
- M.** Possessing, selling, using, consuming, or distributing alcoholic beverages or controlled substances or being under the influence of such items at any College facility or at an officially sponsored College event on or off campus except an off campus activity where all in attendance meet the minimum age requirement established by law, and the location of the activity does not prohibit such beverages;
- N.** Possessing or using of firearms, explosives, harmful or dangerous chemicals or other weapons capable of inflicting injury to persons or damage to property, except as permitted by College regulations;
- O.** Gambling while on College facilities, unless the activity has been approved by the College and is permitted by law;
- P.** Any acts of unprofessional conduct.

Non-violent violations of the Student Code of Conduct will result in remediation. Remediation will teach the student responsible behavior, the need to accept the consequences of behavior, and effective communication and conflict resolution skills.

Violation of this Code of Conduct is considered grounds for sanction against the student and, if the situation should warrant, binding over to civil authorities for appropriate action.

## **Due Process For The Student Code Of Conduct**

A student accused of violating the Code of Conduct will be referred to the Dean of Student Development or the College Disciplinary Standards Committee. Any alleged infraction requiring the intervention of the College Police Department, which may include, but is not limited to, acts of violence or threats of violence, drug or narcotic violations, or any other action considered a Severe Sanction, will be referred to the Dean of Student Development to schedule a hearing on the infraction with the College Disciplinary Standards Committee. The role of the Dean of Student Development or the College Disciplinary Standards Committee, as appropriate, is to determine whether the student is guilty of the violation. The student will receive notice of the alleged violation, including the specific code violations and appropriate reference to the Student Code of Conduct.

The Dean or the College Disciplinary Standards Committee may impose any of the following sanctions upon any student found to have violated the Student Code Of Conduct. Classifications of sanctions from minor to intermediate or severe will be imposed based upon the severity of the offense. More than one of the sanctions may be imposed for a single violation.

### **1. Minor Sanctions**

- a.** Warning: Student receives a warning and/or reprimand that the College has taken note of the student's action and further violations of the Student Code of Conduct may result in probation, suspension or dismissal depending upon severity of the incident.
- b.** Probation: Student is reprimanded for violating specified regulations. Probation is for a designated period of time and may result in more severe disciplinary sanctions if further violations occur during the probationary period. The student will receive written notification of his/her probation.
- c.** Behavioral contract: Student enters into a written agreement to modify behavior. The student's failure to fulfill terms of the contract may result in additional disciplinary sanctions.

### **2. Intermediate Sanctions**

- a.** Restitution: Student is required to reimburse for damage to or misappropriation of property in addition to other types of disciplinary action.
- b.** Discretionary sanctions: Student is required to complete work assignments, community service, or other assignments.
- c.** Alcohol/drug sanctions: Student may receive an assessment and be required to participate in counseling or educational programs in lieu

of, or in addition to, the imposition of other disciplinary actions. Parents of students under the age 21 will be notified in the event of discipline related to alcohol and drug use.

- d.** Withdrawal: Student will administratively be withdrawn from any and all classes with consequent loss of associated tuition and fees.

### **3. Severe Sanctions**

- a.** Suspension: Student is prohibited from attending all enrolled College courses for a determined period of time and must meet all specific requirements for readmission to College courses as determined by the Dean of Student Development or the College Disciplinary Standards Committee. A suspension will not exceed ten [10] school days per offense.
- b.** Dismissal: Student is prohibited from attending all enrolled College courses for more than ten (10) days. A Dismissal shall not exceed the remainder of the current semester through the following full semester (Fall or Spring). Following the dismissal period, the student must appeal in writing to the Dean of Student Development for reinstatement.
- c.** Expulsion: Student is prohibited from attending all enrolled College courses for a period not to exceed the remainder of the current semester through the following two (2) full semesters (Fall or Spring). Following the expulsion period, the student must appeal in writing to the Dean of Student Development. The Dean will review the appeal with the Vice President of Student Development and determine whether the appeal should be referred to the College Disciplinary Standards Committee. All decisions made by the College Disciplinary Standards Committee are final.

Severe sanctions are mandatory for the following offenses:

- Physical harm, or threat of physical or mental harm, to College employees and/or students and any other members of South Suburban College or its visitors;
- Any conduct, or threat of conduct, considered lewd, indecent or obscene;
- Sale or distribution of any narcotic, drug, marijuana, depressant or other addictive or hallucinogenic substance not expressly permitted by law on College property, either owned, contracted, rented or leased;

- Possession or use of firearms, explosives, harmful or dangerous chemicals or other weapons capable of inflicting injury to persons or damage to property, not otherwise permitted by College regulations;
- Violating any municipal, county, state or federal law, statute or ordinance while on College facilities.

If the Dean of Student Development or the College Disciplinary Standards Committee believes dismissal or expulsion is warranted, the College Disciplinary Standards Committee shall convene within five (5) school days. The student shall receive notice of the hearing. At the hearing, the student may be represented and may cross-examine any witness who testifies. The Committee shall consider the facts, determine if a violation has occurred, and recommend an appropriate sanction. The Committee will provide a written decision to the Dean of Student Development or a designee. The Dean shall notify the student, in writing, of the Committee's decision.

There will be a single verbatim record, such as a tape recording, of all College Disciplinary Standards Committee hearings. The verbatim record may only be reviewed on the College premises and shall remain College property.

### ***Discrimination and Harassment Policy for Students***

South Suburban College is committed to equal rights and will take the necessary steps to ensure that students may work, learn, and study in an environment free from illegal harassment and discrimination. Harassment and discrimination infringe upon mutual respect in all relationships and have the potential to result in serious harm to student success.

In accordance with the statutory provisions included in Title VII of the Civil Rights Act, Title IX of the 1972 Education Amendments, and all other applicable federal and state laws, South Suburban College shall not discriminate on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or any other factor as prohibited by law, rule or regulation.

College policies and procedures have been instituted to prevent harassment and discrimination. These policies and procedures provide for the investigation and resolution of complaints. Findings of harassment or discrimination may result in discipline, including suspension or dismissal from South Suburban College.

### **Prohibited Behavior**

The College prohibits harassment and discrimination on the basis of age, disability, national origin, ancestry, race, color, religion, creed, sex, sexual orientation, or marital status, or in retaliation for having made a prior discrimination or harassment complaint. Harassment is unwanted behavior directed toward an individual

based on one or more of the foregoing designated characteristics.

### **Discrimination and Harassment Procedure**

Any student who believes that he or she has been subjected to discrimination or harassment may follow either an informal or formal procedure without fear of retaliation. The College will complete a prompt and confidential investigation as set forth below, following notice of a complaint.

**Step 1 –** Any student believing he or she has been a victim of discrimination or harassment shall notify the office of the Vice President of Student Development. The Vice President, or his/her designee, shall make an effort to resolve the matter informally.

**Step 2 –** If the matter cannot be satisfactorily resolved at step 1, the student shall file a formal written complaint with the Vice President of Student Development. The mailing address for such complaints is: Vice President of Student Development, 15800 South State Street, South Holland, Illinois 60473. If a written complaint is not filed, South Suburban College will consider the matter resolved.

The written complaint shall be filed within sixty (60) days of the alleged incident of discrimination or harassment. Written complaints shall be signed by the complaining student and shall state in detail the time, place, pertinent facts, and circumstances of the alleged discrimination or harassment along with any witnesses. The Vice President of Student Development, or his/her designee, will notify the accused of the complaint and will conduct a thorough investigation of the complaint within thirty (30) days of its receipt. The time period may be extended for justifiable reasons or by mutual consent. The complainant and the accused shall be informed of any time extensions.

**Step 3 –** Upon completion of the investigation, the Vice President of Student Development shall issue a written statement of the final outcome of the investigation. If the Vice President of Student Development finds substantial evidence that discrimination or harassment occurred, the written statement shall include a recommendation of a reasonable and appropriate remedy for the complaining party.

Employees discriminating or harassing students will be subject to discipline under the appropriate South Suburban College employment policies and, as applicable, collective bargaining agreements. Depending on the severity of the incident, disciplinary

action against an offending employee may include discharge from employment. Students discriminating against other students will be subject to discipline under the Student Code of Conduct. When deemed appropriate and necessary, South Suburban College may take additional corrective action to remedy any instances upon a finding of discrimination or harassment.

**Step 4 –** If the complainant is not satisfied with the outcome of the investigation, he or she shall request, in writing, that the College President, or his or her designee, review the matter. The complainant must make this written request within ten (10) days of the written statement in step 3.

Upon receipt of a written request, an impartial four (4) person panel shall be convened. The College President shall tender the names of three (3) administrators to the complainant. The complainant shall select one of these administrators to serve on the panel. The College President shall also appoint one other College administrator and a vice-president to serve on the panel and solicit the name of one member of the South Suburban College Faculty Association, said member to be chosen by the Association.

The President's panel shall arrange to meet with the complainant, as well as any other individuals who may have knowledge of the facts of the complaint. The panel shall conduct all meetings it deems necessary and shall submit its findings, in writing, to the President. The panel findings shall be submitted to the President within thirty (30) working days from the date the President received the written appeal. The President shall then determine the necessity of any further action. Time limits may be extended by mutual consent.

### **General Provisions**

Because of their sensitive nature, complaints of sexual harassment and discrimination will be handled with the utmost discretion and confidentiality.

Retaliation against individuals who invoke the procedures set forth herein is strictly prohibited.

### ***Violence and Threats of Violence (Students)***

The College is committed to providing a safe working environment free from violence and free from the threat of violence. Therefore, Zero Tolerance for violence and threats of violence shall be exercised at the College. Violence is defined as a physical assault upon any student or employee of the College or visitor at the College and a threat of violence is defined as any verbal or nonverbal communication which is designed to create the fear that a violent act may be committed against the recipient.

The College shall assist members of the College community in reporting acts of violence and threats of violence and the following procedures shall be applicable:

1. Any student who witnesses, hears, or is the recipient of violence or threats of violence shall report the incident to the Campus Police Department.
2. An incident report shall be completed, describing the time, place, and circumstances of the incident as well as the person(s) involved. A copy of the report shall be forwarded to the Dean of Student Development.
3. The College shall immediately remove from the College premises any student accused of committing a violent act or accused of threatening a violent act at the College, until a hearing is held.
4. The College shall fully investigate any reported violent act or threatened violence to a member of the College community or visitor at the College.
5. The student will receive notice of the alleged violation, including reference to specific code violations and information regarding the Student Codes of Conduct procedures.
6. An Interim Suspension denying the student access to the campus (including classes) shall be imposed until the student meets with the College Disciplinary Standards Committee.
7. The College Disciplinary Standards Committee will convene within five (5) school days of the act of violence or threat of violence to review the facts and determine the appropriate Severe Sanction as discipline for a violent act/threat.
8. The Dean of Student Development will notify the student, in writing, of the Committee's decision. Within five (5) days of the imposition of any of the above sanctions, the student may submit a written request for a meeting with the Disciplinary Standards Committee. The request shall be made to the Dean of Student Development. Within a reasonable time, the Disciplinary Standards Committee shall meet to review the Dean's action. At the review, the student may be present to discuss the matter with the Committee. The Committee may take such action as it finds appropriate, including the sanctions as set forth above or no sanction, and inform the student of the decision within two (2) school days of the meeting.

# South Suburban College Internet Guidelines

South Suburban College encourages the use of the Internet (including electronic mail, bulletin boards, FTP and Telnet facilities, news groups, World Wide Web Browsers and any future information technology developments) as a source of information and a means of communication. The use of facilities provided by South Suburban College to access these resources is subject to the following guidelines:

- Users are expected to comply with the Policy for Responsible Use of Information Technology adopted by the Board of Trustees of South Suburban College.
- Users are expected to respect the rights of others to freedom from harassment and intimidation. Sending abusive, clearly unwanted, or threatening materials to others or disrupting the work of others is unacceptable.
- Users are expected to observe copyright, other intellectual property rights and all applicable federal, state and local laws.
- Users are expected to use resources efficiently. Storage space, consumables like paper, and access time are limited resources. Respect any limitations or restrictions imposed to ensure fair access for all users.
- Users are expected to respect the privacy of others' communications and files. Attempts to violate the privacy of others are unacceptable.
- Users are expected to respect the fact that facilities are provided to further the mission and purpose of South Suburban College and are not to be used for commercial or personal purposes.
- Users are expected to accept responsibility for their own actions and communications. Accordingly, anonymous and pseudonymous communications are prohibited. Users, especially employees of the College, shall not implicitly or explicitly create the impression that they are official spokespersons for the college.

In providing Internet connection, South Suburban College will collect usage statistics and monitor traffic but will attempt to respect the privacy of communications. If complaints about obscene language, personal attacks, attempts to send anonymous or pseudonymous messages, threats, attempts to violate the privacy of others, or other antisocial behavior are received, the college reserves the right to investigate in any way possible. Offenders

risk losing privileges at the College and may be subject to College disciplinary procedures and may be subject to civil or criminal actions.

## Laws

### A. Federal Copyright Law (Title 17)

Section 106 of the Federal Copyright Law allows the owner of copyright the exclusive right to do and authorize reproduction, distribution, transfer of ownership by rental, lease or lending, and public performance and display of the copyrighted work.

Section 117 deals exclusively with the rights for computer programs. It states that it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

1. That such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
2. That such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

Any exact copies prepared in accordance with the provision of this section may be leased, sold or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale or transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner.

Section 501 states that anyone who violates any of the exclusive rights of the copyright owner is an infringer. Section 504 and Section 506 allow for civil and criminal charges to be filed against an infringer.

### B. Illinois Computer Crime Prevention Law (720 ILCS 5/16D)

#### 5/16D-3. Computer Tampering

- Users are expected to respect any additional rules or guidelines which may apply to remote systems accessed using South Suburban College facilities. Further, College facilities are not to be used to try to gain unauthorized access to South Suburban College systems or remote systems.

A person commits the offense of computer tampering when he/she knowingly and without the authorization of a computer's owner or in excess of the authority granted to him/her:

1. Accesses or causes to be accessed a computer or any part thereof, or a program or data;

2. Accesses or causes to be accessed a computer or any part thereof, or a program or data, and obtains data or services;
3. Accesses or causes to be accessed a computer or any part thereof, or a program or data, and damages or destroys the computer or alters, deletes or removes a computer program or data;
4. Inserts or attempts to insert a "program" into a computer or computer program knowing or having reason to believe that such "program" contains information or commands that will or may damage or destroy that computer, or any other computer subsequently accessing or being accessed by that computer, or that will alter, or may delete or remove a computer program or data from that computer, or any other computer program or data in a computer subsequently accessing or being accessed by that computer, or that will or may cause loss to the users of that computer or the users of a computer which accesses or which is accessed by such "program."

The criminal charge for computer tampering may be a misdemeanor or felony offense.

#### **5/16D-4. Aggravated Computer Tampering**

A person commits aggravated computer tampering when he/she commits the offense of computer tampering as set forth in subsection (a) (3) of Section 16D-3 (above) and he/she knowingly causes disruption of or interference with vital services or operations of state or local government or a public utility; or creates a strong probability of death or great bodily harm to one or more individuals. The criminal charge of aggravated computer tampering is a felony.

#### **5/16D-5. Computer Fraud**

A person commits the offense of computer fraud when he/she knowingly:

1. Accesses or causes to be accessed a computer or any part thereof, or a program or data, for the purpose of devising or executing any scheme, artifice to defraud, or as part of a deception;
2. Obtains use of, damages or destroys a computer or any part thereof, or alters, deletes or removes any program or data contained therein, in connection with any scheme, artifice to defraud, or as part of a deception; or
3. Accesses or causes to be accessed a computer or any part thereof, or a program or data, and obtains money or control over any such money, property, or services of another in connection with any scheme, artifice to defraud, or a part of a deception.

The criminal charge for computer fraud is a felony.

## **Policy for Responsible Use of Information Technology**

### **Preamble**

The policy of Responsible Use of Information Technology is a governing philosophy for regulating all applicable activities by students, faculty members, staff members, and other authorized users of South Suburban College's facilities and information technology resources. It establishes general principles regarding appropriate use of equipment, software, networks, and facilities.

By adopting this policy, the Board of Trustees recognizes that all members of the College are bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding media. They also recognize the responsibility of faculty, administration, and staff to take leadership roles in carrying out the policy and assuring that the College community honors the policy.

South Suburban College is ultimately responsible for the information and maintenance of information disseminated through College approved WWW Home Pages. In order to protect the College, departments, faculty, staff and students, the College reserves the right to inspect and remove any pages or files from the network.

Departments and College offices interested in having a link to their home page from the South Suburban College WWW site, will contact their dean or appropriate administrator for approval of linkage and content.

### **Policy**

In support of its mission of offering quality in education and excellence in service, South Suburban College provides access to College facilities and information technology resources for students, faculty members, staff members, and other authorized users within institutional priorities and financial capabilities.

Access to the College facilities and information technology resources is a privilege granted to College students, faculty members, staff members, and other authorized users. Access to College facilities and information technology resources may be granted by the College based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, the risk of damage or loss on the part of the College, and derived educational benefit.

The College reserves the right to extend, limit, restrict, or deny computing privileges and access to its information resources. Data custodians- whether departments, divisions, students, faculty members, or staff members -reserve the right to grant access to information only for responsible uses that are consistent with the mission and purpose of the

College and as long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county, or local law or ordinance. College facilities and information technology resources are to be used for the College-related activities for which they are intended or authorized. College facilities and information technology resources are not to be used for commercial purposes or personal purposes.

All members of the College community who use the South Suburban College facilities and information technology resources must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of College-owned or College-leased facilities and information technology resources must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. South Suburban College's policy requires that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Authorized users and system administrators must guard against all abuses that disrupt or threaten the viability of any systems, including those at the College and those on networks to which the College systems are connected. Access to the College facilities and information technology resources without proper authorization from the data custodian(s), unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of College facilities and information technology resources are direct violations of the College's standards for conduct. These standards are outlined in South Suburban College Board Policy and Procedures, College collective bargaining agreements, and the Student Code of Conduct. Such activities may also constitute civil and/or criminal offenses.

## **Implementation**

The President or his designee is responsible for supervising the adoption of guidelines and procedures to implement this policy. System administrators may adopt additional guidelines and procedures for use of their own systems. Any additional guidelines and procedures adopted by system administrators must be consistent with this policy and must be approved by the President or his designee before adoption.

## **Enforcement**

Alleged violations of this policy will be processed according to the administrative processes outlined in one or more of the following: South Suburban College Board Policy and Procedures, College collective bargaining agreements, the Student Code of Conduct, and the Academic Code of Conduct. South Suburban College treats access and use violations of College facilities and information technology resources seriously. South Suburban College may institute criminal and/or civil proceedings against violators as it deems necessary.

# Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

## Procedures

- The Campus Police Office is located in room 1215.
- Report all criminal and suspicious activity to Campus Police, call ext. 2235, 5725, 5726.
- Written reports are made on all complaints and calls.
- Campus Police will remove individuals who are not engaging in immediate lawful business. All Federal, State, and local laws are strictly enforced.

## SSC Police Facts

- SSC police officers are fully sworn and vested with arrest powers.
- SSC police officers receive ongoing training in police procedures and crime prevention methods.
- The SSC Police Department is committed to maintaining a safe learning environment.
- SSC is required by law to publish yearly crime reports according to the Crime Awareness and Campus Security Act of 1990.
- The count includes all campus areas and hate-crime offenses.

SSC College statistics concerning the number of arrests for the crimes committed on campus from January 2012 to December 2012.

Murder .....	0
Arson .....	0
Rape .....	0
Robbery .....	0
Battery .....	6
Assault .....	2
Aggravated Assault .....	0
Burglary .....	0
Motor Vehicle Theft .....	1
Criminal Sexual Assault .....	0
Liquor Law Violations .....	0
Drug Abuse Violations .....	2

Weapons Violations .....	2
Thefts .....	27
SSC College statistics concerning the number of arrests for the crimes committed on campus from January 2011 to December 2011.	
Murder .....	0
Arson .....	0
Rape .....	0
Robbery .....	0
Battery .....	3
Assault .....	1
Aggravated Assault .....	0
Burglary .....	3
Motor Vehicle Theft .....	0
Criminal Sexual Assault .....	0
Liquor Law Violations .....	0
Drug Abuse Violations .....	2
Weapons Violations .....	0
Thefts .....	33

SSC College statistics concerning the number of arrests for the crimes committed on campus from January 2010 to December 2010.

Murder .....	0
Arson .....	0
Rape .....	0
Robbery .....	0
Battery .....	5
Assault .....	2
Aggravated Assault .....	0
Burglary .....	1
Motor Vehicle Theft .....	1
Criminal Sexual Assault .....	0
Liquor Law Violations .....	0
Drug Abuse Violations .....	1
Weapons Violations .....	0
Thefts .....	55

# Accreditation, Approval & Memberships

South Suburban College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604, telephone: 800-621-7440. The College is also approved by the Illinois Community College Board, 401 East Capitol Avenue, Springfield, IL 62701-1711, telephone: 217-785-0123; the Illinois Board of Higher Education, 431 E. Adams, 2nd floor, Springfield, IL 62701, telephone: 217-782-2551; and the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777, telephone: 217-782-4321.

**Prior to enrolling in certain programs, students are advised to review the applicable licensure/certification procedures and requirements and state laws of the profession to ensure that they are eligible to receive a license/certification following completion of the program at South Suburban College. Eligibility for licensure may be limited by the results of a criminal background investigation.**

Additionally, the following programs are accredited by the agency listed:

Court Reporting	National Court Reporters Association
EMT	Illinois Department of Public Health (IDPH)
Medical Assistant	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Medical Records	American Health Information Management Association (AHIMA)
Associate Degree Nursing	Illinois Department of Financial & Professional Regulation
Occupational Therapy Assistant	Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (ACOTE) and the Illinois Department of Professional Regulations
Paralegal	American Bar Association
Pharmacy Technician	American Society of Health-System Pharmacists (ASHP)
Phlebotomy	National Accrediting Agency for Clinical Laboratory Services (NAACLS) approved status
Substance Abuse	Illinois Alcohol & Other Drug Addiction Counselor Professional Certification Association (IAODAPCA)

# Enrollment, Academic & Tuition Information

<i>Admissions Information &amp; Procedures</i>	
Placement Testing, Orientation and Registration	
<i>Special Program Admissions</i>	
Human Success, Foreign Students, Overseas Program	
<i>Tuition Information</i>	
<i>Academic Information</i>	
Transcripts, Grading Information, Academic Recognitions	
<i>Alternative Credit</i>	
<i>Alternate Course Delivery</i>	
Internet Courses	
<i>General Education Statements:</i>	
AA, AS & AAS Degrees	
It is important that all students read the information on page 3, relevant to the Student Codes Of Conduct.	



## Admission Eligibility

As the first step in the Admissions process, all students must complete an Admissions Application. With a target date of Fall 2013, the SSC Admissions Application will only be available for submission through our website [www.ssc.edu](http://www.ssc.edu). All incoming students will be required to provide a state issued photo I.D. and a †social security number. A student's residency must be verified upon submission of application.

Your social security number is required in order for you to receive financial aid or a 1098T, as well as for the college's compliance with state and federal reporting requirements. Your SSN will be stored in a single secured location and will not be used for internal college business. For more information, please contact the Admissions Office at (708) 210-5718. All students entering degree and certificate programs must submit an official high school or high school equivalency certificate (GED) transcript. Admission to the College does not ensure entrance into a particular course or program of study. Applicants to some programs may have to fulfill specific prerequisites before being accepted.

## Placement Testing, Orientation and Registration

Potential students must complete an admissions application before Placement Testing/Orientation. A student can walk in and test anytime during scheduled hours of operation on a first come, first served basis.

**Testing-** The College requires applicants who intend to pursue a degree or certificate to take the Placement test in reading, English, and mathematics. The Placement test is not an entrance exam. It is a placement exam to ensure that all new students are placed into courses that are appropriate for their skill level.

If the results so indicate, an applicant is required to take Developmental/College Preparatory classes during the first semester and continue in subsequent semesters until all required work is completed.

**Orientation-** New students are also required to attend a Orientation session to have the Placement results professionally interpreted, and for guidance with scheduling and registering for their first semester classes. Appointments for these sessions are made in the Testing center. College and program information is given to all students prior to the beginning of their studies at South Suburban College.

**Registration-** All registration is done through your portal, "My SSC."

## New Credit Student Procedures

All new students who are registering for college credit courses must submit a \$20 non-refundable registration fee. This fee is only assessed the first time a student enrolls at South Suburban College and is applicable to all full-time, part-time and special students who are enrolling in college credit or auditing credit courses. Students enrolling in Continuing Education and Community Education programs do not pay this fee, but must complete an application in order to register.

Although the ACT exam is not required for admission, students who have taken the exam should forward their scores to the Admissions Office.

## Non-Degree Students

A student may attend and earn credit as a student-at-large. This status is provided primarily for occasional students, but is not necessarily limited to them. Students attending under this status are not eligible for financial aid. Students who plan to attend SSC on a consistent basis for the purpose of attaining a specific educational objective should apply for admission to the College and submit official high school and/or college transcripts as soon as possible. Students in a non-degree status should contact the Admissions Office in order to determine the proper admissions procedures. Non-degree students who have registered for eight credit hours are required to take the Placement test to continue enrollment at the College.

## Certificate and Degree Admissions

All students interested in earning a certificate or a degree from South Suburban College, or seeking admission to a specific curriculum must complete the requirements for one of the five application categories listed below:

1. For all Associate Degree and Certificate programs, students who have not attended another Illinois college or university must submit official high school, GED transcripts.
2. Students who have attended other colleges or universities will be required to submit an official high school or GED transcript and/or official college or university transcripts. Students who have earned an Associate's, Bachelor's or Master's degree at an accredited Illinois college or university are only required to submit official college transcripts.

3. Students currently attending South Suburban College who are changing their curriculum to that of an Associate degree or Certificate must submit official high school/GED transcripts indicating graduation, and college/university transcripts, if they have attended another college or university.
4. Students who have previously submitted an admissions application and all transcripts, and whose attendance at SSC has been interrupted for a period of one year or more, may be readmitted to the College by completing a new admission application form. Students who are reapplying and have attended another college since they were last enrolled at SSC must submit official college transcripts.
5. Students who were academically dismissed from the College must petition for readmission and see a counselor. (See regulations regarding probation and dismissal.)
  - Official transcripts consist of documents sent directly from the educational institution or agency to SSC, or transcripts hand delivered in an official envelope sealed at the prior institution(s), indicating a graduation date.
  - Students applying for admission to a baccalaureate transfer program must meet certain minimum high school course requirements under Illinois Public Act 86-0954.

## Associate Degrees Offered

South Suburban College offers five types of associate degrees which are transferable to four-year colleges and universities:

1. **Associate in Arts**-Designed as a degree to enable a student to transfer to a four-year college/university, this degree emphasizes student completion of 37-41 hours of general education and 21-25 hours in area of concentration/electives. Areas of concentration include: Art, Communications (Radio and TV), Drama (Theatre), Economics, Education (Elementary and Secondary), English, History, Journalism, Liberal Arts, Philosophy, Political Science, Psychology, Sociology/Antropology, Spanish and Speech.
2. **Associate in Science**-Designed as a degree for students intending to transfer to a four-year college/university in a math-science related major, this degree includes 37-41 hours of general education and \*21-29 hours in area of concentration/electives. \*13-17 of these hours must be in program-specific courses. (Consult the Group VII - AS Degree Approved Course List on

pages 42-43.) Areas of concentration include: Astronomy, Biology, Business, Chemistry, Economics, Education (secondary), Geography, Geology, Health Science/Physical Education, Mathematics, and Physics.

3. **Associate in Fine Arts**-Designed for students intending to transfer to a four-year college/university to pursue completion of a Baccalaureate of Fine Arts degree in art or music. This degree replicates the coursework required in the first two years of a four-year art or music degree.
4. **Associate in Engineering Science**-Designed for students intending to transfer to a four-year college/university to pursue completion of a baccalaureate degree in engineering. This degree requires 46-52 credit hours of general education and 10-16 credit hours of coursework in engineering.
5. **Associate in Applied Science**-This degree is available to students in career-oriented programs. The degree is designed to prepare a student for immediate employment upon graduation. For a listing of courses required for an individual AAS program, refer to the Career Programs section beginning on page 67 of this catalog. Through current articulation agreements, some AAS degrees may transfer to four-year colleges and universities; check current catalog listings.

See pages 37-66 of this catalog for more information about degree requirements and suggested sequences of courses.

## Degree Completion Requirements

South Suburban College awards the Associate in Arts degree, the Associate in Science degree, the Associate in Fine Arts degree, the Associate in Engineering Science degree and the Associate in Applied Science degree. In addition, Certificates of Completion may be earned by students enrolled in designated curricula. General requirements for the Associate degrees are:

1. All general and specific requirements in one of the Associate degree curricula listed in the catalog must be fulfilled.
2. An overall cumulative college-level grade point average of 2.0 (on a 4.0 point scale) must be achieved.
3. A student seeking an Associate Degree from South Suburban College must complete at least 50% of his/her final 30 program-specific credit hours at SSC with a minimum cumulative college-level grade point average of 2.0, exclusive of any combination of ECEP, CLEP, AP, military experience or transfer credit.

4. All students completing degree requirements must apply for graduation for the term in which the degree will be completed. The graduation application is available on "My SSC". Graduation application deadlines are October 1 for Fall; February 1 for Spring; and July 1 for Summer. Students who do not submit an application may not be awarded their degree.
  5. All qualified students who have completed the requirements for a degree will be sent a letter acknowledging their status. After the final grades for the semester have been recorded and the final degree audit check is completed, the degree will be posted on the student's transcript. One annual commencement is held in the Spring; however, the Associate Degree or Certificate may be granted and issued at the end of the Summer and Fall terms following the same process. (No commencement ceremony is held at these times.) Students who have completed the Degree Verification Form will be mailed their degree approximately six weeks after the end of the term. The dates for the end of the term are: December 31 for Fall; May 31 for Spring; and August 31 for Summer. A student must complete the form to receive the actual degree; however, all degrees will be listed on the student transcript.
  6. In order to be eligible for more than one Associate degree, 15 semester hours of credit, in addition to the minimum 62 hours required for the first degree, must be earned at the college. Credits for the first degree or certificate may apply toward the second degree. All requirements must be fulfilled for each degree earned.
  7. As a result of many changes required by State and Federal agencies, curriculum requirements may vary under specific catalogs. If a student discontinues attendance for a full year or more, he or she will be held to the requirements of the current catalog.
  8. The responsibility for proper registration each semester rests with the student. The student is responsible for satisfying all graduation requirements for degree/certificate completion.
3. All students completing Certificate requirements must apply for graduation for the term in which the Certificate will be completed. The graduation application is available on "My SSC". Graduation application deadlines are October 1 for Fall; February 1 for Spring; and July 1 for Summer. Students who do not submit an application may not be awarded their Certificate.
  4. All qualified students who have completed the requirements for a certificate will be sent a letter acknowledging their status. After the final grades for the semester have been recorded and the final certificate audit check is completed, the certificate will be posted to the student's transcript. Students who have completed the Certificate Verification Form will be mailed their certificate approximately six weeks after the end of the term. The dates for the end of the term are: December 31 for Fall; May 31 for Spring; and August 31 for Summer. The student must complete the form to receive the paper certificate; however, all certificates will be listed on the student transcript.
  5. An overall cumulative grade point average of 2.0 (on a 4.0 point scale) must be achieved for the specific Certificate.

### **Requirements for a Basic Certificate**

1. A Basic Certificate is defined as a certificate of less than thirty semester credit hours.
2. At least 50% of the program-specific courses must be completed at South Suburban College with a minimum cumulative grade point average of 2.0, exclusive of any combination of ECEP, CLEP, AP, military experience or transfer credit. They are automatically generated the semester after they are earned.
3. Basic Certificates do not require a high school diploma or GED to be on file in order to be issued to the student.
4. All students completing Basic Certificate requirements must apply for graduation for the term in which the Basic Certificate will be completed. The graduation application is available on "My SSC". Graduation application deadlines are October 1 for Fall; February 1 for Spring; and July 1 for Summer. Students who do not submit an application may not be awarded their Basic Certificate. Basic Certificate students do not participate in the commencement ceremony.

### **Requirements for a Certificate**

1. A Certificate requires completion of a minimum of 30 credit hours and all of the requirements listed in the catalog must be fulfilled. All requirements in one of the Certificate curricula in the catalog must be fulfilled.
2. At least 50% of the program-specific courses must be completed at South Suburban College with a minimum cumulative grade point average of 2.0, exclusive of any combination of ECEP, CLEP, AP, military experience or transfer credit.

# Special Program Admissions

## Human Success Project

The Human Success Project allows adults, who, for whatever reason, were unable to finish their high school education, to earn their high school diplomas rather than a general education degree (GED) certificate. The Human Success Project is administered through the Counseling Center.

The Human Success Project is designed for adults, 18 years or older, who have completed at least three years of high school credits. Participants take courses at the College that will transfer back to the high school to satisfy high school graduation credits. The high school evaluates the credits earned through the Human Success Project before it awards the high school diploma. Contact the Counseling Center for more information at 708-596-2000, ext. 2306.

## High School Students

High school students, including home-schooled students, may take certain designated College courses, if the following conditions are met:

1. Completion of a total of 13 or more high school units.
2. All high school students must complete the Special High School Student Application Form, which may be obtained from Admissions, the Counseling and/or Registration Centers. (The signature of the high school principal or counselor, as well as an SSC counselor, is required for students to be allowed to enroll in College courses.)
3. Completion of the Placement test, except for physical education courses.
4. Fulfillment of proper prerequisites and/or developmental courses for the courses in which they are enrolling.

## Foreign/International Student Admission

An international student is a citizen of a country other than the United States who is authorized to remain in the United States for a temporary period as a non-immigrant (F-1 student visa) and who intends to return to his or her home country.

**Admission** - An international student who plans to attend South Suburban college must take the following steps to begin classes at the college.

1. Complete, sign and submit the International Student Application Form.
2. Complete and submit the Credit Admissions Application.

3.

- a. If a student is being sponsored, the sponsor must complete and sign the Affidavit of Sponsor. This affidavit must be accompanied by an original, signed letter from the bank showing the funds \$15,000 USD as being available for the student's first 12 months of study and an original, signed letter from the employer showing salary or income in U.S. Dollars. If self-employed, provide an original bank letter stating business account balance. The affidavit must be stamped by a notary public or bank official and sent directly to the Foreign Student Advisor. In lieu of an Affidavit of Sponsor, the sponsor may choose to submit an INS Form I-134, Affidavit of Support.
- b. If a student is NOT being sponsored, that student is responsible for submitting an Affidavit of Support complete with the two letters of support mentioned above.

4. Official score report of the Test of English as a Foreign Language (TOEFL) must be sent directly to South Suburban College. You may call TOEFL at (609) 771-7243 or email [toefl@ets.org](mailto:toefl@ets.org) for more information. South Suburban College requires a score of 500 minimum on the paper-based test, and 173 on the computer-based test. The TOEFL test is required in all cases except citizens of England and Canada. The TOEFL website is [www.toefl.org](http://www.toefl.org).
5. Submit the Educational Credential Evaluators (ECE) form with required documents and payment directly to ECE for evaluation of your secondary school education. They will send an evaluation report to South Suburban College. They can be reached directly at [www.ece.org](http://www.ece.org). You may also use World Educational Services at [www.wes.org](http://www.wes.org).
6. Students need to provide evidence of insurance coverage or a certificate of payment for an insurance policy.
7. All documents listed above in Numbers 1 through 6 must be submitted to the following address:  
Counselor, International Students, Room 2350  
South Suburban College  
15800 S. State Street  
South Holland, IL 60473  
USA

All documents for admission must be received before July 1 for the Fall semester and before November 1 for the Spring semester. Upon approval of the completed applications and documents, South Suburban College will issue an I-20 form. Please take the I-20 form and your current passport to the nearest United States Embassy or Consulate to obtain the F-1 student visa.

8. Transfer students: F-1 visa students who want to transfer to South Suburban College must also submit copies of their current school I-20 form and a transcript or letter from the school showing dates of enrollment and eligibility to transfer along with the above information.

If admitted, all foreign students must register for a minimum of 12 semester hours of study each semester of the academic year. It is the policy of the College to notify U.S. Immigration when students on F-1 Visas fail to register for classes before completing their program of study. Any student classified as a foreign student will be assessed the out-of-state tuition rate. More information is available from the foreign/international student advisor in the Counseling Center, 708-596-2000, ext. 2306; [www.ssc.edu/newstudent/foreign.html](http://www.ssc.edu/newstudent/foreign.html). Foreign/international students must re-enroll with assistance of a Foreign Student Counselor.

### Overseas Program Admission

South Suburban College is a member of the Illinois Consortium for International Studies and Programs (ICISP), a consortium of two and four-year colleges in Illinois, Wisconsin, and Iowa. Through ICISP and other institutions, South Suburban College offers opportunities to participate in semester-long or summer study abroad programs in a broad variety of countries. Semester-long and summer programs are offered in England, Austria, Spain, Ireland, and China, as well as summer programs in many other countries.

The South Suburban College Foundation also offers summer study abroad scholarships to programs in Costa Rica, Africa, England, and China. These scholarships cover the cost of air travel to and from the target country, and all program fees associated with the summer programs. All programs include courses which may be used to fulfill degree/certificate requirements or as electives of the transfer degree.

To qualify for admission to these ICISP programs, students must have completed 12 hours of college-level courses and have a minimum grade point average of 2.75. There are additional requirements for scholarship consideration. For more information contact the Office of International Study 708-596-2000, ext. 2349 or 2574. The international studies homepage is [http://www.ssc.edu/en\\_US/Academics/Study\\_Abroad\\_Programs/](http://www.ssc.edu/en_US/Academics/Study_Abroad_Programs/)

## Tuition Information

If a student has an overdue outstanding financial obligation owed to the College, the financial obligation must be paid in full before the student can register. The College reserves the right to restrict or withhold registration privileges, processing of financial assistance, transcripts, or enrollment status information for any individual who has an unpaid financial obligation.

## Tuition and Fees

Students must be prepared to pay their tuition and fees in full at the time of registration, unless another due date is stipulated on the portal. If a student is utilizing any type of financial aid it is the students' responsibility to ensure that the financial aid is posted to their account as payment by the payment deadline posted on the portal. All Financial Aid is processed at the Main Campus in South Holland.

Students must pay their tuition and fees as stipulated, or their registrations will be cancelled and all classes will be dropped. South Suburban College accepts tuition and fee payments via cash, check or MasterCard, Visa or Discover credit cards.

### FACTS Deferred Tuition Plan

To help you meet your educational expenses, South Suburban College is pleased to offer FACTS as a convenient budget plan. FACTS is a tuition management plan that provides you with a low cost option for budgeting tuition and other educational expenses. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed and there is no credit check. The only cost to budget monthly payments through FACTS is a \$25.00 per semester nonrefundable enrollment fee. The enrollment fee is automatically deducted within 14 days of the day the agreement is posted to the FACTS system.

### How FACTS Works

Using FACTS is simple. Register online at [www.ssc.edu](http://www.ssc.edu). You may budget your tuition and fees one of two ways:

1. Automatic Bank Payment (ACH) – ACH payments are those payments you have authorized FACTS to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at South Suburban College. Payment may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance due the College is paid in full.
2. Credit Card Option – Many students and families have requested the option of charging their monthly tuition payment to Visa, MasterCard, or Discover. This enables you to take advantage of various bonus programs offered by your credit card company. If you elect to budget your educational expenses by using your Visa, MasterCard, or Discover card, your credit card will automatically be charged on the 5th of each month. The payment amount is specified on the FACTS Agreement and will continue until the balance is paid in full.

For more information, please contact the Business and Accounting Services Office at (708) 596-2000 ext. 2216.

The Board of Trustees of South Suburban College reserves the right to adjust or change tuition and fees without notice, if circumstances warrant. For the most up to date tuition and fee costs, please check the current term schedule.

### 1. **Instructional fees (Tuition) for Credit and Credit-Equivalency Courses**

In-District	\$120.00 per credit hour
Special Residency†	\$155.00 per credit hour
Out-of-District *	\$318.00 per credit hour
Out-of-State	\$373.00 per credit hour

### 2. **Student Development Fee (Required of all students enrolled in college-credit courses)**

\$ 7.75 per hour

### 3. **Instructional Technology Fee**

\$ 10.00 per hour

### 4. **Incidental Fees**

Transcripts \$5.00 fee (assessed for each transcript)

### 5. **Educational/Competency Evaluation Program (ECEP) Evaluation**

\$8.00 per credit hour

### 6. **Special Course Fees**

Charges in addition to those listed are required for certain courses and programs to partially offset cost of extraordinary supplies or exceptional services.

### 7. **All Internet courses** \$10.00 per course

†**Special Residency status refers to students who are:**

#### *Chicago Residents*

Implemented in 1988, the Chicago Regional Program provides Chicago residents with an opportunity to enroll in specific programs not offered by the local city colleges at a special tuition rate. Career programs include, but are not limited to, Computer Aided Design, Electronics Technology and Paralegal. Chicago residents can take advantage of classes geared toward these career programs for only \$155 per credit hour. To be eligible, Chicago residents must sign an affidavit stating they intend to take a class which applies toward South Suburban College's special program roster. A complete program roster is available at the College's Admissions or Registration Center.

#### *Lake County, Indiana Residents and Employees*

A special tuition rate for residents of Lake County, Indiana was implemented in early 1990 and revised in 1999. Through this program, eligible residents, and those employed in Lake County, Indiana may enroll in classes for only **\$155 per credit hour, plus all other**

**incidental fees.** Call the Admissions or Registration Center for more information.

Illinois residents who are not residents of South Suburban College District 510 are charged a non-resident fee of \$198.00 per credit hour in addition to the regular tuition fee of \$120.00 per credit hour charged to resident students, or a total of \$318.00 per credit hour. Under the terms of the Illinois Public Community College Act, students who are not residents of District 510 may be entitled to have the non-resident fee paid by the community college district in which they reside. Those who do not reside in Community College District 510 should check with their local community college at least 30 days prior to time of enrollment.

## **Refunds**

When a TITLE IV (Federal Financial Aid) recipient withdraws (officially or unofficially) on or after their first day of class during the period of enrollment for which the student was charged, the College will calculate a federal refund amount according to regulatory requirements, and will compare the results of the calculated federal refund amount to the calculated institutional refund amount. In all cases, the College will refund (repayment to TITLE IV) the larger of the results as per the Policies and Procedures Relating to Refunds and Repayments of the U.S. Department of Education.

Incidental fees and returned check fees are not refundable. If a class is cancelled by the College, and the student does not choose to enroll in another class, a total refund of tuition and fees for that particular class will be made to the student.

Refunds of tuition and fees will occur only after the student has completed a "drop" through their portal during designated "drop" periods. No refunds will be authorized for withdrawals or changes made after the refund date for the term.

**Refund checks will be mailed approximately three weeks after the stated deadline.**

**NOTE: South Suburban College cannot authorize withdrawals on the basis of information received by telephone. (See page 23 for complete information on withdrawal procedures.)**

**No tuition/residency adjustments will be made after the 10th day of the term.**

Refunds for college-credit courses dropped in the spring and fall semesters are made as follows:

Visit our website at [ssc.edu](http://ssc.edu) for most current dates.

## **Change of Registration**

Students will be allowed to change their class schedule only through the first week of classes for the semester. This process must be completed through your "My SSC." **Registrations not completed within semester timelines may be subject to additional fees.**

Courses with shorter timelines and/or 8-week courses will have special Change of Registration dates. Students wishing to discontinue attendance in a course after the close of the refund period must follow the **Withdrawal** procedure on page 23 of the College catalog. No registration changes will be accepted after the 10th day of the term for the particular class.

## **Special Tuition Programs**

The College has several special programs for eligible individuals. Some waivers provide individuals with the opportunity to enroll in programs at special tuition rates, while others offer a tuition-free course. Eligible individuals for any of the below programs must pay all corresponding lab, student development, and instructional technology fees. Verification of residence must also be provided. For more information on any of these special programs, call Admissions at 708-210-5718 or visit the Admissions office.

### **High School Tuition Waiver**

High school seniors who live within District 510 or are enrolled at a public or private high school located within District 510, have an opportunity to enroll tuition-free in one (100 level or above) college credit course. The waiver is available to any high school senior the summer prior to senior year, or the fall or spring of the senior year, or summer immediately following senior year. If used during the Summer after your senior year the waiver may be used for any course. An application form, signed by the respective high school counselor and an SSC counselor, must be completed and approved prior to course registration. Application forms are available in local high school counseling centers, as well as the Admissions, Registration, and Counseling Centers of the College. This waiver does not apply to courses that are below the 100 level or greater than 5 credits. It is a one-time only waiver and the student is responsible for all fees and books. All high school students must have completed Placement testing to utilize this waiver, unless the student is registering for a physical education class.

### **25 and Over Tuition Waiver**

Individuals age 25 and over who live in District 510 and have never taken a credit course at the College are eligible to enroll in one credit course with free tuition only. This waiver does not apply to courses of more than 5 credit hours. Individuals must not be receiving any state or federal financial aid or employer subsidies. Waiver applications are available in the Admissions, Registration, and Counseling Centers of the College. Eligible students must provide proof of age & residency in addition to signing the waiver. This waiver may only be used once. The student is also responsible for all registration, student development, instructional technology, laboratory and course fees, as well as books. No residency/tuition

adjustments will be processed after the 10th business day of each semester.

### **Senior Citizen Waiver**

District 510 residents age 62 and over are eligible to enroll in credit and non-credit courses (except Private Applied Music lessons) free of tuition charges only, provided that classroom space is available, and a sufficient number of tuition-paying students enroll to conduct the course. Students using this waiver are still responsible for all student development, instructional technology, registration, laboratory and course fees, as well as books.

### **In-District Employee Program**

Employees of businesses located within District 510, but who reside outside of the District, may enroll in courses at the \$120.00 per credit hour in-district tuition rate. Any individual interested in the program must bring a verification letter on official company stationery (each semester) to the Registration Center.

### **Chicago Southland Chamber of Commerce**

Employees of businesses that are members of the Chicago Southland Chamber of Commerce, but who reside outside of the District, may enroll in courses at the \$120.00 per credit hour in-district tuition rate. Any individual interested in the program must bring a verification letter on official company stationery (each semester) to the Registration Center.

### **GED Student Waiver**

In December of 1999, the Board of Trustees approved a waiver for any resident of District 510, or anyone that has attended GED classes in SSC District 510, who is scheduled to take the GED test, or has recently completed the test, for one course, tuition free. Documentation of test date or a copy of a GED transcript will serve as proof. The student must complete the Placement test, complete the GED Special Application Waiver, and secure a SSC counselor's signature. The waiver may be used for ANY course, but not those greater than 5 credit hours. This is a one-time only opportunity within one year of the test/transcript date. Students may not use this waiver in conjunction with any state or federal financial aid and must pay all fees and book costs.

### **Elementary/High School Personnel Tuition Incentive Waiver**

In January of 2000, the Board of Trustees approved a waiver for all employees of Elementary and High Schools in District 510 and Northwest Indiana for one course, tuition-free. The employee must work in the area at a school and complete the special waiver form with the signature of his/her school official and the signature of the Manager of Admissions, or Director of Enrollment Services. The waiver does not apply to courses below the

100 level or greater than 5 credit hours. This is a one-time only opportunity and may not be used in conjunction with any state or federal financial aid. The student must pay all fees and book costs.

### *ESL Student Waiver*

In December 2001, the Board approved a waiver for English as a Second Language Students. The student must complete the Placement Test, the ESL Special Application Waiver, and secure a recommendation from the South Suburban College Community Education ESL staff and an SSC Counselor. The waiver may be used for ANY course, but not those greater than 5 credit hours. This is a one-time only opportunity for any recommended SSC ESL student. Students may not use this waiver in conjunction with any state or federal financial aid and must pay all fees and book costs. Applications are available in the Registration, Community Education and Admissions Centers of the College.

### *Human Success Waiver*

In October, 2002, the Board approved a waiver for SSC students who are approved for participation in the Human Success project to complete their high school diploma. A student must complete the Placement Test, the Human Success Tuition Waiver Application form and obtain a signature of an SSC Counselor. This is a one-time offer for tuition only and does not apply to courses of more than 5 credit hours. Students must pay for all fees and books. Applications are available in the Registration, Counseling and Admissions Centers of the College.

### *Veteran's Waiver*

In April, 2003, the Board approved a waiver for Veterans who are registering for their first class at the College and who are unable to access any veteran's benefits. The veteran must present his/her DD214 paperwork as proof of Veteran status. The veteran must complete the waiver application, take the Placement Test and obtain a signature of an SSC Counselor. This is a one-time offer for tuition only and does not apply to courses of more than 5 credit hours. The student is responsible for all books, lab fees, registration fee, student development fees, and instructional technology fee.

### *Academic Achievement Waiver*

In June 2004, the Board approved a waiver to all students who previously used a waiver, earning a grade of "B" or better in the class reflected by the past waiver. This waiver is the Academic Achievement Waiver to recognize the academic excellence of the student in question for that course in particular. This is limited to tuition only for one course and does not apply to courses of more than 5 credit hours. The student is responsible for all books, lab fees, registration fee, student development fees, and instructional technology fees. This waiver cannot be combined with state or federal financial aid or employer subsidy programs.

### *Non-credit courses*

Fees charged for non-credit courses are based on nature and length of course. Exact charges are listed on the schedules announcing these courses.

## *Residency*

Residency is based on the location of the student's actual habitation at the time of registration and is associated with the intent to remain at that location for the entire semester. As such, the classification of residency, as determined when fees are paid, remains in effect for the entire term. Residency of students under 18 is that of the parent or legal guardian, or as otherwise established by law.

Residency classifications are determined each term by the Admissions Office at the time of application entry. A valid state issued ID is required to determine district residency. District residency status can change during a semester, but tuition will not be adjusted during a semester. **No tuition/residency adjustments will be made after the 10th day of the term.** By Illinois state law, a student may be requested to supply proof of residency at any time.

### *Proof of Residency For In-District Tuition*

As a public community college within the state of Illinois, South Suburban College adheres to current residency requirements set forth by the Illinois Community College Board. To receive in-district tuition at South Suburban College, all new students must provide proof of established residency within Community College District 510 at least 30 days prior to initial term registration. Classification of residency remains in effect for the entire term. A student who resides in Community College District 510 for educational purposes only does not gain the status of in district resident regardless of the length of the student's stay in the district.

A student who fails to submit adequate information to establish residency in Community College District 510, will be classified as a non-district resident, thus paying out-of district tuition.

To prove residency, you will be required to provide a valid driver's license or state issued ID card with the in-district address: at your initial application time; if you have an address change; or returned mail. If you are unable to provide either one of those items, see additional acceptable items below.

A total of three documents (one from each category below) will be required to verify in-district residency. Each document must list the student's name and residential address (not a Post Office box), and at least one of the documents must be dated within the last 30 days.

### Category I

Contract to purchase home in district  
Home Insurance Declaration Page  
Homeowner's Association Notice  
Mortgage Agreement  
Property Closing Statement  
Rental Contract or Lease  
Voter's Registration Card \*  
Voter's History (online)  
Shelter Residency Document

### Category II

Paycheck stub  
Tax return  
W-2  
1098-T (not from South Suburban College)  
1099 Interest Statement  
Social Security Statement  
FAFSA downloaded information  
INS Documentation  
Voter's Registration Card \*  
Vehicle Registration Card  
Healthcare Eligibility Card from Healthcare & Family Services  
Current Illinois Firearm Owners ID Card (FOID Card)  
Jury Duty Notice  
Unemployment Check Stub  
Military Active Duty/Discharge Documentation

### Category III

Bills:

- Gas
- Electric
- Telephone
- Water
- Medical/Dental
- Credit Card Statement

Installment Loan Documentation (Car/Boat/Motorcycle, etc.)

Library Card (must include name and address)

Bank Statement

Persons enrolling at South Suburban College are classified for residency purposes as:

**In-District Students**-Persons who have established a permanent residence within Community College District 510 and show evidence of continued intent to remain in the District.

**Special Residency**-Persons who live in Chicago and pursue specific programs; or are employed in, or residents of, Lake County, Indiana. Call the Admissions Office at (708) 210 5718 for more information.

**Out-of-District Students**- Persons living outside Community College District 510, but in the State of Illinois.

**Out-of-State Students**-Persons not living in Illinois.

**Foreign/International Students**-Persons who are not United States citizens, have not filed a petition for naturalization in Illinois, and do not hold permanent residency status. These students are charged out-of-state tuition rates.

**Permanent Residency Status Students**-Persons living in the district who are able to establish their status by providing a copy of their alien resident card; and as such, are classified as in-district and charged in-district tuition rates.

## Cooperative Agreements & Chargebacks

The College has arranged Cooperative agreements with neighboring community colleges to provide opportunities for students to enroll in career programs not offered at SSC at the in-district tuition rate. Under the provisions of these Cooperative agreements, programs for study in districts other than those specified in these contractual agreements cannot be authorized.

Students seeking to enroll in career programs for study in districts other than those specified under the provisions of these Cooperative agreements, must contact the Dean of Student Development to have a Chargeback approved prior to enrolling in the program. The Chargeback will stipulate the approved programs or courses the student will be allowed to take at the in-district rate.

All requests for permission to attend another college under a Cooperative agreement or Chargeback must be submitted at least 30 calendar days prior to the required registration date. No Cooperative agreements or Chargebacks will be approved retroactively. The in-district rate of tuition shall apply only to coursework required for the program of study approved between the cooperating colleges.

Additional information about Cooperative agreements and Chargebacks may be obtained from the office of the Dean of Student Development.

Residents of South Suburban College District #510 seeking authorization for a Cooperative agreement or Chargeback to attend a program at another college

must complete the following steps before their form will be issued.

1. Complete the South Suburban College Admissions Application. With a target date of Fall 2013, the SSC Admissions Application will only be available for submission through our website [www.ssc.edu](http://www.ssc.edu). For more information, please contact the Admissions Office at (708) 210-5718.
2. Submit an official high school or high school equivalency certificate (GED) transcript to the Admissions Department. If applicable, submit official transcripts from other colleges or universities.
3. Complete the college Placement test in reading, English and mathematics. Schedule an appointment with a counselor by calling (708) 596-2000, ext. 2306, if you believe you may be eligible for an exemption from testing based upon prior college degrees, credits or placement testing that can be verified by transcripts or student advising reports.
4. If the Placement test indicates the need for developmental coursework, the required developmental courses must be completed at South Suburban College before any cooperative agreement will be authorized.
5. If prerequisite courses are required to apply for admission to the career program the student is seeking to enroll in, the student will be required to complete those prerequisite courses at South Suburban College.
6. Maintain a cumulative grade point average (GPA) of at least 2.0 as measured at the end of the spring semester.

Following the satisfactory completion of the requirements listed above, a Cooperative agreement or Chargeback will be issued. The student will be required to provide proof of identification and current residency. Only students in good academic and financial standing will receive approval. Completed forms will be returned by mail to the student's home address.

## Academic Information

### Grading System

Grade Meaning	Grade Point Per Semester Hour
Each credit hour of A	4 points
Each credit hour of B	3 points
Each credit hour of C	2 points
Each credit hour of D	1 point
Each credit hour of F	0 points
# Forgiveness	Not computed in grade point average
I (Incomplete)	Incomplete
W (Withdrawal)	No penalty
P/F (Pass/Fail)	Passed courses not computed in cumulative grade point average (approved courses only)
U (Audit)	No credit, U grade
Repeat	Repeat (all other courses)
V	Authorized for retake(only issued through 2012SP)

**Withdrawal-A "W"** (Withdrawal) may be recorded on the official record for students wishing to discontinue attendance in a course after the end of the refund period. If the student follows the proper withdrawal processes, a grade of "W" will be entered on the student's transcript. To properly complete the Withdrawal process, the Withdrawal must be processed through "My SSC".

The student is strongly advised to discuss the academic impact of withdrawing from classes with the instructor and/or the Financial Aid office prior to withdrawing from classes. Withdrawing from classes may have an adverse effect on Financial Aid awards, and may result in a student being billed for classes and/or not being able to receive Financial Aid in the future. Once a withdrawal has been processed, the student will no longer be permitted to attend meetings, lab sessions or clinical assignments of the withdrawn course(s). Withdrawal from courses is permitted at any time up to two weeks before the beginning of the final examination period provided the plagiarism policy has not been violated. Courses with shorter timelines and/or 8-week courses have special withdrawal dates. Please consult with Registration personnel or the current catalog for these timelines.

**Incomplete (Temporary Grade)**-An "I" grade indicates that an important assignment such as a term paper, final examination, or experiment is missing, and upon arrangement with the instructor, may be submitted to complete the course. Removal of an "Incomplete" establishes whatever grade is warranted, provided that the work is completed prior to the mid-term of the semester following the term in which the course was taken. Otherwise, the final grade of "F" (or appropriate grade) is then recorded. Please consult with course instructors concerning incomplete courses. (See page 25.)

**Repeated Courses**-Students may repeat courses within the following guidelines:

1. Students repeating courses do so with the understanding that the grade earned at the most recent time they completed the course, or the current time that they are completing the course, will be computed in the grade point average for their College record. "Repeat" will appear adjacent to the previous grade on the official transcript.
2. Students intending to transfer to other colleges or universities are encouraged to contact those schools about their repeat course policies.
3. Students who have completed a course with a grade of A, B, C, Pass, or who have withdrawn from that course two or more times must receive the approval of the associate dean or dean of the academic division in which that course is taught, or another official designated by the associate dean. In order to repeat the course, it is the student's responsibility to obtain permission prior to registration, and those who fail to do so may be dropped from the class.
4. Students who have earned a grade of D, F, Fail, or U in a course, or who have withdrawn from that course only once, do not need permission to repeat that course.
5. Students should note that courses are withdrawn from the curriculum from time to time, and that some courses may not be available for repeating.

Most scholarships or grants will not pay for repeated classes that the student has successfully completed (D grade or higher). Students who wish to repeat classes and who have financial aid should check with the SSC Office of Financial Aid for clarification prior to registration.

**\*These guidelines do not apply to students registering for courses which are designated "May be repeated for credit." (See Catalog course descriptions).**

**Pass/Fail (P/F) Option**-Certain courses are offered on a pass/fail basis. These courses are added to a student's credit hour total, but passed hours are not included in the grade point average. Failed hours are included in a student's GPA. Students intending to transfer to other colleges or universities are encouraged to contact those schools about their Pass/Fail policy.

**Audit Option**-To audit a course (take course for no credit), the student must register in the usual manner, paying all registration fees charged to students earning credit for the same course. After registering, the student completes the audit form and receives the signed permission of the instructor and returns the form to the Registration area to be processed. A

"U" becomes the official grade. After the first week of classes, a credit registration may not be changed to an audit registration, and an audit registration may not be changed to credit registration.

## Attendance Policy - Impact on Grades

1. Regular class attendance is necessary for the successful completion of college courses.
2. The attendance policy is determined by each individual instructor.
3. It is the student's responsibility to be aware of and abide by the requirements set out by each instructor.

## Grade Point Average

The grade point average (GPA) is obtained by dividing the total number of grade points earned by the total number of hours attempted.

College credit is counted in semester hours-a one-hour class period per week for one semester represents one credit hour. Credit for laboratory courses varies. Only course grades earned at the College are entered on the permanent record or used in computing grade point averages. Each course description in this Catalog indicates the number of semester hours and the contact hours for each course. (See page 118 for definition of contact hours).

Grades received in MTH 100 and courses below the 100-level will not be included in the calculation of the college-level grade point average. )

# Student Grade Appeal Process

## Processes for Student Concerns

1. **Grades for Individual Tests, Papers, Projects, Lab Assignments, Clinical Grades, etc.:**  
If a student receives a grade on a test, class paper, project, etc. which the student believes is incorrect or requires further clarification, the student should consult with the class instructor for a review of the graded item(s). Only the class instructor can review or make any changes/corrections to graded items. There are no further steps in this process. Students should attempt to resolve any grading questions prior to the posted date for withdrawing from courses in that semester.
2. **Final Grade Appeal:**  
When a student has a final course grade determination concern, the student should follow the final grade appeal process. The student must formally initiate the process by October 15 of the current year (for spring or summer grades) and

March 15 of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript. Steps for this process are:

1. The student must discuss the grade concern with the course instructor in an attempt to initiate communication to resolve the issue.
2. If the matter is not resolved in step 1, the student shall utilize the final grade appeal form and submit the information to the appropriate academic administrator. Any materials related to the computation of the grade must be presented to the academic administrator at step 2 of the grade appeal process. Materials, such as tests, quizzes, papers or assignments, related to the computation of the grade not presented at step 2 of the process may not be considered at step 3 of the grade appeal process. This written grade appeal must be filed with the appropriate academic administrator by October 15 of the current year (for spring or summer grades) and March 15 of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript. If necessary, the academic administrator will discuss the grade concern with the student and instructor. The academic administrator will compile all information and forward the complete packet to the appropriate Vice President for step 3 of the process.
3. Upon receipt of the completed packet from the academic administrator, the Vice President will schedule a meeting with the Academic Appeals Committee, student, and instructor to review how the grade was determined. The Vice President will communicate the decision of the Academic Appeals Committee in writing to the student. The decision of this committee is final and will be reflected on the student transcript. Every attempt will be made to try to have the process concluded within a reasonable time frame.

### 3. Incomplete Grade:

Late in a semester, a student may miss for good cause an important assignment, final examination, laboratory experiment, etc. The class instructor may determine with the student that an incomplete grade (I) shall be posted until the student completes the missing assignment(s)

or test(s). Only the instructor for the class can determine whether or not an incomplete grade may be issued to a student. The incomplete assignment(s), exam(s), or experiment(s) can only be considered and graded by the instructor who issues the incomplete grade, so a student needs to work closely with the instructor for course completion. If the instructor determines it is appropriate to issue an incomplete, the instructor shall fill out an Incomplete Grade Form to document what work needs to be completed by the deadline date and shall provide a copy to the student. To complete the course, the student must follow the prescribed information for successful course completion. Incomplete work must be completed by the midterm of the semester following the term in which the course was taken. A final grade of "F" is recorded if the incomplete grade is not completed by this date.

### 4. Late Withdrawal from Class:

Provisions may be made under unusual circumstances for students who are unable to withdraw due to a documented illness, death in the family, change in work schedule, or complete medical withdrawal. Students need to bring supporting documentation and initiate the late withdrawal paperwork to the Vice President of Academic Services within one year from the posting of the grade on the transcript. The Vice President shall contact the instructor in regards to the request. If the instructor agrees with the late withdrawal request, it will be forwarded to the Late Withdrawal Committee for their review and recommendation. The student will be notified by the Office of the Vice President of Academic Services as to whether or not a late withdrawal was approved. All approved late withdrawals will have a grade change form signed by the course instructor.

### 5. Instructional Concern:

If a student is concerned about the instructional quality, teaching methods, course discussion, etc which s/he is experiencing in a class, then s/he should discuss the concern directly with the instructor at an appropriate time beyond instructional hours. It is not appropriate for a student to interrupt class instruction by voicing concerns to the teacher at that time. If a student does not resolve the instructional concern after conversing with the instructor, then the student should discuss the concern with the appropriate academic administrator over the area. The academic administrator will discuss the issue with the instructor.

## Frequently asked questions about the Final Grade Appeal Process

### 1. Who can help me if I have a question in regards to the grade I received on a test or paper in my class?

Questions on grades which you receive during the semester on assignments, quizzes, tests, papers, etc. must be brought to the attention of your course instructor. Only the course instructor can re-grade a paper or review points on a test; no other personnel at the college are authorized to make modifications to the grade or assignments.

### 2. When is my grade a part of my permanent college transcript?

Only the final grade for a course is officially recorded on your transcript. Although you receive a midterm grade, that grade does not become your final grade should you decide to suddenly stop coming to a class or withdraw from a course. Midterm grades do not remain on your record and are not your permanent grade. Your final grade in the course is the grade which is part of your permanent college transcript.

### 3. Who can help me if I have a question in regards to the final grade I received in my class?

All final grades are determined and established by the instructor of record for a course. Grading policies and calculations for a course are presented to students in the course syllabus. You should always present your grade concern first to the instructor for clarification and analysis.

### 4. What if I am not satisfied with the answer my instructor gives me for my grade complaint?

You should follow the official final grade appeal process which is outlined in the SSC catalog. Please remember that the grade you receive should be a record of your performance in the course. You may attend a class in its entirety and still receive a poor grade if your level of work in the course did not reach minimum competencies for that course. The final grade appeal process reviews how your grade was determined. It should be noted that it is not a reason for a final grade appeal if you do not agree with the teaching methods of an instructor.

### 5. Who can change my final grade in a course?

No administrator, faculty, or staff member can change your final grade. Only the instructor of record can change a student's final grade by processing an official grade change. The third step of the final grade appeal process is the only other manner in which a grade may officially be

changed if the Academic Appeals Committee determines that a change is warranted. Students should follow step one of the final grade appeal process and have the grade reviewed by the instructor of record. If you do not believe that your grade was correctly determined and you have already discussed your concerns with your instructor, then you should follow steps two and three of the final grade appeal process in the catalog for a further review of your grade.

### 6. If the instructor is the only one who can change my grade, why go through a final grade appeal process?

The instructor's determination of your grade may only be reviewed through this process. If it is determined in the third step of the process by the Academic Appeals Committee that your grade was incorrectly established, that committee can recommend that your official grade be changed to reflect the accurate grade. This process is the only means for reviewing the instructor's determination of the grade. The Academic Appeals Committee will review how your grade was determined and make a decision to have the grade changed if the documentation presented by you, the student, warrants such a change.

### 7. What if I am unable to contact my instructor or academic administrator?

You should make several attempts to contact the individual before you seek out other assistance. The departmental secretaries can assist you in determining who you should speak to about your grade concern.

### 8. What information must I present in order for a final grade appeal to be valid?

You are responsible for showing the grade inaccuracy or discrepancy if you believe that there is one. To make a final grade appeal based upon a "feeling" that the grade does not reflect your work is not sufficient. The student must present any information which validates the grade problem. If the instructor did not return materials to students, then the instructor will need to provide that information in the final grade appeal process.

### 9. How long do I have to appeal a grade?

You have until October 15 of the current year (for spring and summer grades) and March 15 of the subsequent year for fall grades. (In the event the day falls on a weekend, the deadline is extended to the following Monday. You must initiate the paperwork for a final grade appeal with the appropriate academic administrator within that timeframe. After that point in time, the grade becomes permanent on your transcript.

**10. How long does the grade appeal process take? I need this grade changed quickly!**

No grade can be changed on the same day in which someone brings in their grade concern. Good record keeping practices and grade integrity dictate that we need to follow a well-documented route for any grade change that occurs. Please realize that a transcript grade is an official college record, and you should not expect that it can be changed within minutes. Since the final grade appeal process exists so that students may initiate a thorough review of their grades when there are questions, the process does require time to make the grade review meaningful. We will do our best to keep the grade appeal process moving within a reasonable timeframe, but it is your responsibility to comply with the necessary paperwork and documentation involved in the process.

**11. Is a late withdrawal (W) a grade change?**

Yes. We have deadlines printed and published each semester for all students to know the exact dates for withdrawing from classes. Your instructor issues a grade to all students who remain on the class roster after the last day to withdraw from courses. Therefore, any requests to withdraw beyond the posted deadline date are considered grade changes. There is a separate process – not the grade appeal process - for requesting a late withdrawal.

**12. Should I pursue a grade appeal if I am requesting a late withdrawal?**

No. Should an unusual situation arise (for example you were in the hospital during the timeframe when the last day to withdraw occurred) and you are unable to complete your withdrawal by the deadline date, you may utilize the “request for a late withdrawal” process rather than the grade appeal process.

**Transcripts**

Unofficial transcripts can be obtained by each student by accessing their “MY SSC” Portal. The Records Office does not provide unofficial transcripts. Certificate and degree information will not be included in an unofficial transcript. Only Official transcripts obtained from the Records Office will include the posting of certificates and degrees.

To request an official transcript, visit the Business Office during normal business hours. **Requests must be made in writing and must contain the complete mailing address of the recipient of the transcript, the social security number, date of birth, name, signature and current address. A fee of \$5.00 is charged for each transcript.**

**Transcript Fee \$ 5.00 per copy**

**Immediate Transcript**

Cost per Transcript	\$5.00
Same Day Processing fee	\$15.00
<b>Total Due</b>	<b>\$20.00</b>

**Sending Certified Mail**

Cost per Transcript	\$5.00
Same Day Processing fee	\$15.00
Certified Mail fee	\$10.00
<b>Total Due</b>	<b>\$30.00</b>

**Overnight Transcript**

Cost per Transcript	\$5.00
Same Day Processing fee	\$15.00
Overnight FED EX fee	\$15.00
<b>Total Due</b>	<b>\$35.00</b>

**All same day and overnight requests must be received before 2 p.m. in order to be processed that same day.**

Once a student has been enrolled in credit courses, their academic information becomes protected under the FERPA (Family Educational Rights and Privacy Act of 1974). Only the student may request the transcript.

**The College reserves the right to withhold transcripts or enrollment status information for any person who has unpaid financial obligations. For additional information contact the Records Department, 708-596-2000, ext. 2326. PLEASE NOTE THAT A “PARTIAL” TRANSCRIPT IS NOT AVAILABLE. ALL TRANSCRIPTS ARE MAILED OUT AND ARE NOT AVAILABLE FOR IMMEDIATE PICK UP.**

Students with foreign transcripts must have transcripts (high school and/or college) evaluated by Educational Credentials Evaluators, Inc. (ECE) prior to the first semester of attendance at SSC and are responsible for the payment of any ECE evaluation fees.

**Academic Recognition Programs**

**Dean’s List / President’s Scholars**

Each semester, South Suburban College recognizes students who have demonstrated a commitment to academic excellence by naming them to the Dean’s List. A select few of these students are named President’s Scholars.

**Recognition:**

All students who are named to the Dean’s List and who are named President’s Scholars receive a congratulatory letter from the President.

**Qualifications:**

To be named to the Dean's List, full-time students must have a 3.5 grade point average (GPA) calculated on at least 12 semester hours of 100-level work or above, while part-time students must have a minimum 3.5 GPA of the credit hours earned in the given semester and have completed at least 12 semester hours of prior course work of 100-level or above. Both full and part-time students must be in "good standing" at the College.

For full-time students to be named President's Scholars, students must have earned a 4.0 grade point average over two consecutive semesters on a minimum of 24 hours of college credit of 100-level or above course work.

For part-time students to be named President's Scholars, students must have earned a 4.0 grade point average over consecutive semesters on a minimum of 24 hours of college credit of 100-level or above course work.

**Application:**

There is no formal application process for being named to the Dean's List or for becoming a President's Scholar. At the end of each semester, students on the Dean's List are notified; at the end of the Spring semester, President's Scholars are notified.

## **Honor Society-Psi Pi Chapter of Phi Theta Kappa**

Phi Theta Kappa, International Honor Society of the Two-Year College, is a scholastic Honor society of scholars of all ages, ethnic background, economic levels and fields of study. By promoting a bond of excellence, Phi Theta Kappa offers educational opportunities that promote the development of leadership and responsible citizenship. Psi Pi, the SSC chapter of Phi Theta Kappa, is a student organization, chartered to promote fellowship, scholarship, and leadership.

**Qualifications:**

Applicants must possess a cumulative College GPA of 3.5 on at least 12 semester hours credit earned in 100-level courses or above. In addition, they must fill out a membership profile form, submit a \$35 membership fee, and participate in the orientation and induction ceremonies, if at all possible. To retain membership, members must maintain a 3.25 GPA.

**Recognition:**

- Membership certificate and pin
- Gold diploma seal indicating society membership
- Member of Phi Theta Kappa on transcript
- Automatic nomination for the National Dean's List of outstanding students from two-year, four-year and graduate schools
- Privilege of wearing the golden honors stole and monogrammed tassel at graduation

- Automatic enrollment in national employer and transfer colleges and universities search databases
- Opportunity to compete for Phi Theta Kappa scholarships at hundreds of transfer colleges and universities

**Application:**

Application forms are available from Sept. 1-Oct. 15 and from Feb. 1- Mar. 15. They may be obtained in Room 3223, the Honors/Phi Theta Kappa Center (Room 4255), or from the Faculty Advisor of Phi Theta Kappa. The deadline for fall applicants is Oct. 15; for spring applicants, March 15.

## **Honors Program**

The Honors Program at South Suburban College provides unique educational opportunities for academically talented students. By emphasizing challenging intellectual content, Honors courses provide an enriching educational experience and enhance opportunities at transfer institutions.

**Qualifications:**

Applicants must meet two of the following criteria. At least one must be from Group I; however, both may be from that Group:

**Group I**

- High school GPA of 3.5
- Upper 10% of high school graduating class
- ACT of 25 or better
- SAT of 1100 or better
- SSC GPA of 3.5 (12 hrs. minimum of 100-level courses or above)
- Placement test scores of Writing Compass 85, Reading COMPASS 82
- GED score of 3000 or better

**Group II**

- Recommendation from SSC instructor
- Recommendation from high school instructor
- To remain in the Honors programs, students must maintain a 3.25 GPA.

**Recognition:**

- Scholarship tuition waiver for Honors-designated courses
- Honors course designation on SSC transcript
- Member of Honors Program indicated on transcript.
- Access to special counselor to assist Honors students with transferring and obtaining academic scholarships
- Recognition at Honors Convocation

**Application:**

Application forms are available throughout the year in Room 3223, the Counseling Center, the Honors/Phi Theta Kappa Center (Room 4255) or from the Coordinator of the Honors Program. Applications are accepted at any time.

## Academic Restrictions

Students are placed on restriction(s) for a variety of reasons related to academic performance: lack of adhering to the College Standards of Academic Progress (SOAP) or not having high school or college transcripts on file. Some restrictions may limit the number of credit hours students may register for or may actually prevent, in some cases, students from completing the registration process. Students who have been placed on academic warning, probation or dismissal status may find their registration restricted. For further information regarding SOAP restrictions, contact the Counseling Center. For information on transcript restrictions, contact the Admissions Center.

### Standards of Academic Progress (SOAP)

#### I. Academic Warning

Any student whose cumulative grade point average falls below a 2.0 as measured at the end of the spring semester will be placed on **Academic Warning**. While on **Academic Warning** a student will be required to meet with a counselor before registering. The student must attain a 2.0 grade point average for credit hours taken while on warning. A student is removed from **Academic Warning** when the cumulative grade point average is at least a 2.0.

#### II. Academic Probation

While on **Academic Warning**, any student who attempts one or more college-credit courses and fails to achieve at least a 2.00 grade point average for the semester will be placed on **Academic Probation**. At this time, the student will be required to meet with a counselor to review his/her academic status before registration is permitted. A student is removed from **Academic Probation** when the cumulative grade point average is at least 2.00.

#### III. Special Probation And Academic Dismissal

While on **Academic Probation**, any student who attempts one or more college-credit courses and fails to achieve at least a 2.00 grade point average

for the semester will be placed on **Academic Dismissal**.

- a. **Special Probation:** A student may apply for **Special Probation** status provided the student completes an Application for Readmission and meets with a counselor. Readmission is subject to Counselor approval. If a student is readmitted, he/she is placed on **Special Probation** and will be required to attain at least a 2.00 grade point average per semester for credit hours taken while on **Special Probation**. A student is removed from **Special Probation** when the cumulative grade point average is 2.00.
- b. **Dismissal:** If a student fails to achieve at least a 2.00 grade point average for the semester after being placed on **Special Probation**, the student will be **dismissed**. After a 16-week semester absence, the student may complete an Application for Readmission and meet with a Counselor. Readmission is subject to counselor approval. If readmitted, the student will be placed on **Special Probation**.

**NOTE: Students receiving financial aid must also meet the College's Satisfactory Academic Progress Policy to maintain their financial aid. See page 183 for more information.**

### Academic Forgiveness Policy

Students who have left South Suburban College with less than a 2.0 grade point average (GPA) may return and request Academic Forgiveness for prior courses in which a grade of "D" or "F" was issued. Students may apply for forgiveness any time prior to the completion of twelve (12) credit hours upon re-entry. The grade point average will be calculated using any previous courses completed with a "C or better" as well as any new courses completed.

Academic Forgiveness will be granted provided that:

1. Two years have elapsed since the student last attended South Suburban College.
2. All grades issued prior to "academic forgiveness" will remain on the transcript. All attempted hours will remain in the calculated total, and may influence a student's eligibility for financial aid.
3. A forgiven course will not count towards graduation or program requirements.
4. A student may use the academic forgiveness policy only one time. Once approved to re-enter under the academic forgiveness policy, a student may not reapply for forgiveness regardless of the outcome.

5. A designation that the student re-entered the institution under the academic forgiveness policy will appear on the official transcript. An explanation of the policy will accompany official transcripts sent to other institutions.
6. Students who re-enter under academic forgiveness must follow and adhere to the terms of the catalog for the year of re-entry, including all academic requirements and policies.
7. Students who re-enter under academic forgiveness will have grades of "D and F" removed from the calculated GPA if they achieve a "C or better" in each course during the first 12 semester hours completed upon re-entry. If the student fails to achieve a "C or better" in each course, all grades will be used to calculate the GPA and the student forfeits the academic forgiveness and cannot reapply.

Financial aid eligibility is determined by the Standards of Academic Progress policy for financial aid recipients. If a student is granted academic forgiveness, eligibility for financial aid is not guaranteed.

## Alternative Credit

South Suburban College recognizes that college level academic competence may be achieved many ways. Credit by examination is available at SSC through the Educational/Competency Evaluation Program (ECEP), the Advanced Placement (AP) scores, the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES) by contacting the Counseling Center.

### ***The Educational / Competency Evaluation Program (ECEP)***

Credit must be obtained by successful examination. The Educational/Competency Evaluation Program (ECEP) at SSC is designed for students in career programs who have obtained substantial knowledge or competency outside the formal classroom setting that is relevant to their chosen curriculum. ECEP credit is an alternative means to establish credit or advanced standing for students who demonstrate that they have mastered college level subjects through life/work experiences. Students wishing to apply to take a proficiency examination should contact the appropriate academic department.

To post ECEP credit on the student's academic record, a processing fee of \$8 per credit hour must be paid before the proficiency examination is evaluated. This fee covers the privilege of taking the examination and is non-refundable. No credit by proficiency examination will be recorded until the student has

earned at least six (6) semester hours of college-level credit at SSC. The student must be in good academic standing (minimum of 2.0 grade point average). In some instances, ECEP credit may be posted prior to completion of the six credit hour requirement to satisfy course/program prerequisite requirements. The credit may not be used to establish full-time eligibility status. No grade received through the non-traditional mode is recorded for course credit nor is the credit calculated in the grade point average.

The student's academic record will indicate only that the credit has been earned. ECEP credit is not intended to be transferable to other institutions.

Once a student has received credit for a particular course, either through enrollment or proficiency, he/she may not apply or receive credit for a lower-level course in that sequence. A student may not take a proficiency examination for the same course more than once. The student may not take a proficiency exam for a credit course in which he/she has previously audited, received a course grade or from which he/she has withdrawn.

### ***Advanced Placement (AP) College Entrance Examination Board***

The Advanced Placement (AP) program sponsored by the College Entrance Examination Board gives high school students the opportunity to complete college level studies. The AP examinations are intended to measure the achievement of the student and to determine at what point the student should begin college work in the subject. SSC offers credit for most AP subjects. To receive college credit at SSC, a student must earn a score of three (3) or higher. Credit will be posted on the student's academic record after successfully completing six (6) semester hours at SSC, providing the student has maintained a minimum of 2.0 grade point average. In some instances, AP credit may be posted prior to completion of the six credit hour requirement to satisfy course prerequisite requirements. The number of AP units accepted for credit is determined by the evaluation of the AP grade report. For additional information regarding the procedure and regulations for awarding of AP credits, please contact the Counseling Center.

## **College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES)**

The CLEP and DANTES examination programs are methods by which college credit may be earned for prior knowledge acquired through independent study, non-academic classes, the armed forces, or on-the-job experiences. SSC accepts 15 hours of CLEP or DANTES credits towards degree and certificate programs. General credit may be awarded for the following examinations: English, natural sciences, humanities and social science-history. Course credit may be awarded for subject exams. CLEP and DANTES credit will be posted on the student's academic record after successfully completing six (6) semester hours at SSC, providing the student has maintained a minimum of a 2.0 grade point average. In some instances, CLEP and/or DANTES credit may be posted prior to the completion of the six credit hour requirement to satisfy course prerequisite requirements. Students must achieve the minimum score requirement established by SSC to qualify for CLEP/DANTES credit. Minimum scores required vary between subjects. The cost for taking an exam is \$65 plus an additional processing fee of \$25. The cost for taking a DANTES exam is \$60 plus an additional processing fee of \$25.

Since South Suburban College is designated as an "Open Testing Center" for both CLEP and DANTES, both CLEP and DANTES tests may be taken here. Additional information on CLEP and the DANTES tests are available in the Counseling Center and/or Assessment Center.

## **Military Credits**

Veterans who present a copy of their Separation from Military Service (DD-214) form to the SSC Office of Admissions will receive 4 semester hours of physical education credit and 2 semester hours of health science credit. This credit is posted on the permanent record as alternative credit, but will not be used to compute a grade point average.

## **Dual Credit for High School Courses**

South Suburban College and the Career Development System have developed articulation agreements granting college credit to qualifying students for courses taken in high school.

To be eligible, a student:

1. Must have completed appropriate high school courses with an average grade of "B" or better.

2. Must go through High School Counselor.

Credit will be posted on the student's SSC transcript upon completion of the course. The student is responsible for finding out if such credit will transfer to another college or university and if the credit will be applied toward a specific degree or certificate program. For an updated listing of articulated courses with district High schools, please refer to the career development website at <http://www.careerdevelopment.system.org>.

## **Alternative Course Delivery**

---

### **Internet Courses**

Internet courses are media-based courses that offer instruction over the World Wide Web, utilizing the technology of the personal computer. Conducted online rather than in the traditional on-campus classroom, Internet courses allow the student greater flexibility in scheduling class time. Faculty are assigned to each Internet course and are available to consult with students at any time by email, or by phone during office hours. Students may complete assignments via home or office computer, or use the computer lab on campus. Occasionally, students may be required to visit campus for orientation sessions, to complete examinations, or for other work. Internet courses are recommended for students who are already at ease with computers and the Internet usage and who are self-disciplined and have the ability to be independent in course work completion. Internet courses are charged at an in-district tuition rate and each course has a \$10 fee. Additional courses will be added as they become available. As offerings change each semester, check current schedule for the most up-to-date offerings.

South Suburban College has been designated a Student Support Center for the Illinois Virtual Campus, a source listing for all online courses offered in Illinois. For information about Internet courses and services available for Illinois online students, please call: 708-225-5825 or visit [www.ssc.edu](http://www.ssc.edu). Registration in online classes is restricted to residents of Illinois and Indiana.

Less than 40% of total degree or certificate credit hours may be taken in an online format when online courses are available.

**Internet Courses include:**

ADN	Nursing - Associate Degree (RN)
BIO	Biology
BUS	Business
BLW	Business Law
ECO	Economics
ENG	English
HFA	Humanities & Fine Art
HSA	Human Services
HUM	Humanities
MIS	Management Information Systems
MTH	Mathematics
MUS	Music
MDR	Medical Records Technology
NTR	Nutrition
OAT	Office Administration & Technology
PHL	Philosophy
PLA	Paralegal
PSY	Psychology
SOC	Sociology

**Dynamic Class Schedules Available Online**

SSC class schedules are accessible online in a dynamic format. The online schedules are a working document that is updated regularly. If the information you are seeking is not yet available, please check again soon for additions and changes. We will continue to send postcards to notify the community about registration and class start dates, and will provide information about college programs and services through our bi-annual viewbook mailing.

**"My SSC" Portal**

South Suburban College provides online self-service capabilities for registration, course planning, class schedules and much more through "My SSC." My SSC is your portal to South Suburban College. It opens a door to features like student email, campus news, and your personalized class schedule. You will receive a Username and Password to access My SSC – it will be your key to registration (see page 34 for more details.)

# General Education Statements for A.A., A.S., A.F.A., A.E.S., & A.A.S. Degrees

---

The purpose of general education at SSC is not simply to prepare students for a life of work, but to prepare them for the work of their lives. Throughout the history of the West, the emphasis in education has been on the study of both Mind and Nature, and the goals of education have remained constant:

- G1. *The student will demonstrate critical thinking through written, oral or skill-based activities.*
- G2. *The student will argue with insight, intelligence, eloquence and responsibility.*
- G3. *The student will express oneself with discipline and creativity.*
- G4. *The student will demonstrate an understanding of discipline specific material and how it interrelates with other subjects.*
- G5. *The student will recognize the existence of a multi-cultural society and demonstrate an appreciation of multiple perspectives.*
- G6. *The student will evaluate the impact of science and technology on the individual, society and the natural world.*

## General Education Objectives

### 1. Communication

- C1. *Students will compose written English in a grammatically correct, well-organized and coherent manner for a variety of purposes.*
- C2. *Students will compose, develop and deliver effective, English, language-based oral presentations for a variety of purposes.*
- C3. *Students will demonstrate an understanding of the various forms of rhetoric.*
- C4. *Students will integrate library/research skills into various areas of study.*

### 2. Mathematics

- M1. *Students will demonstrate analytical, quantitative, and problem-solving skills.*
- M2. *Students will integrate mathematical relationships with other fields of study.*

### 3. Humanities

- H1. *Students will identify and analyze ideas, movements, civilizations and cultures.*
- H2. *Students will critically assess and express ideas about cultural diversity and individual roles in society.*

### 4. Fine Arts

- FA1. *Students will apply aesthetic reasoning for the expression, analysis, and interpretation of art forms.*
- FA2. *Students will express themselves by creating or performing works of verbal or non-verbal Art.*

### 5. Social And Behavioral Sciences

- SB1. *Students will examine human thought processes and behaviors in diverse populations, cultures and settings.*
- SB2. *Students will use the principles of Social and Behavioral Science to analyze and interpret individual and world issues.*

### 6. Physical And Life Science

- PS1. *Students will demonstrate an ability to effectively use scientific terminology.*
- PS2. *Students will apply fundamental scientific conceptual frameworks for understanding and evaluating natural phenomena and their causes and effects.*

### 7. Technology

- T1. *Students will demonstrate the use of a variety of forms of technology as fundamental tools.*
- T2. *Students will demonstrate the effective application of current computers and software to a particular field of study.*



## ***Easy Steps to Register at South Suburban College***

### **New Credit Students**

- ✓ Download the Application Form online at [www.ssc.edu](http://www.ssc.edu).
- ✓ With a target date of Fall 2013, the SSC Admissions Application will only be available for submission through our website [www.ssc.edu](http://www.ssc.edu).
- ✓ Take the Placement Test (if required).
- ✓ New students will receive an SSC email account and a "My SSC" Username & Password via email.
- ✓ Register online at [www.ssc.edu](http://www.ssc.edu) using your "MY SSC" portal. In order to access your "My SSC" portal, please visit <http://www.ssc.edu/myssc>.

---

### **New Non-Credit Students**

- ✓ First time non-credit should visit the Admissions Office (Room 2348) or call Continuing Education at (708) 596-2000 ext. 2231.
- ✓ New non-credit students will also receive an SSC email account and a "My SSC" Username & Password via email.
- ✓ Register online at [www.ssc.edu](http://www.ssc.edu) using your "MY SSC" portal. Have your Discover Card, Master Card, or Visa ready for payment. In order to access your "My SSC" portal, please visit <http://www.ssc.edu/myssc>.

### **Current/ Returning Students**

#### **Using your "MY SSC" portal\***

- ✓ In order to access your "My SSC" portal, please visit <http://www.ssc.edu/myssc>.
- ✓ Login using your Student Email Address and Password. (i.e. [tmakin@student.ssc.edu](mailto:tmakin@student.ssc.edu)).
- ✓ You are now logged in and your name should appear in the upper right corner after "Welcome."

---

If you have any questions concerning your admissions status, please contact the Admissions Office at (708) 210-5718.

\*Your "My SSC" portal provides enhanced self-service capabilities for registration, course planning, class schedules and much more. It also allows 24 hour access during college closed periods.

# SSC *WAITLIST*

SSC students may take advantage of an exciting online feature called WAITLIST starting in the Fall 2013 Semester.

## **How does WAITLIST work?**

- If the class you are registering for is full, a Waitlist message may appear in the Registration Portal.
- Follow the Waitlist instructions to be entered in line for a spot to open in a class section on a first come first served basis.
- Once a seat in class becomes available, you will be notified only via SSC email that you have one day to complete your registration before losing your WAITLIST position.
- Failure to accept a WAITLIST seat from the email notification during the one-day period automatically removes you from the WAITLIST.

## **Please Note:**

- ✓ Check your SSC email regularly to take advantage of this opportunity, especially following payment deadlines.
- ✓ You may only utilize WAITLIST for one section of each course code.
- ✓ WAITLIST will be available for most, but not all classes.

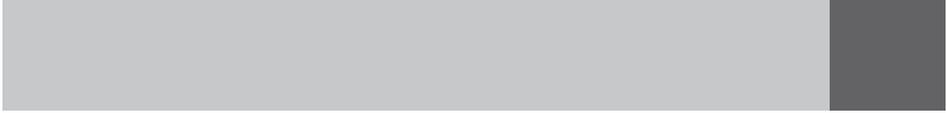
# College Transfer Programs

*General Transfer Information*

*Illinois Articulation Initiative*

*Degree Requirements*

*Master Academic Plans*



# South Suburban College Requirements for Admission to Baccalaureate/Transfer Programs

All students entering South Suburban College must meet the requirements of the State of Illinois admissions standards. Students are allowed to register for college-level courses upon successful completion of the Placement Test.

Students applying for admission to a baccalaureate transfer program must meet the minimum requirements outlined in Illinois Public Act 86-0954 (see table below.) A student who does not meet these requirements at the time of application will be admitted to South Suburban College as a "conditional baccalaureate transfer student." When academic deficiencies have been completed, the student will be re-classified as a baccalaureate transfer student.

## High School Course Requirements for Admission to Baccalaureate Transfer Programs

<i>Subject</i>	<i>Years of Coursework</i>	<i>Notes</i>
English	4	Written and oral communications, literature
Math	3	Algebra, geometry, Algebra II, trigonometry or computer programming
Social Studies	2	History and government
Science	2	Laboratory sciences
Electives	2	Foreign language, art, music, vocational education
Flexible Units	2	Two additional courses from any of the five categories
<b>Total Units</b>	<b>15</b>	

### Completion of High School Deficiencies

All students who have academic deficiencies as stated in Illinois Act 86-0954 will have satisfied these deficiencies upon completion of the following requirements: Successful completion of 24 transferable college credits (with a minimum grade point average of 2.0) which must include English 101, Speech 108, one social science course, one four-credit laboratory science course and one math course (MTH 165 or an equivalent or higher level).

## Illinois Articulation Initiative & General Transfer Information

Along with 100 other colleges and universities in Illinois, South Suburban College is a participant in the Illinois Articulation Initiative (IAI). The IAI facilitates transfer between Illinois colleges and universities. The codes for Transfer courses that are part of the IAI are listed to the right of the course title in the course description section of this catalog, 118-180. For more information on the IAI contact a counselor or visit the website at [www.iTransfer.org](http://www.iTransfer.org).

South Suburban College offers a wide variety of courses specifically designed for transfer. This enables students to complete their first two years of coursework leading toward a Bachelor's\* degree in virtually any field of study at a four-year college or university. The keys to transfer success are to start planning immediately and to select your coursework carefully. SSC counselors and academic advisors are available to help students draw up their Master Academic Plan (MAP#). If you plan to transfer, you should strive to achieve four important goals at SSC:

- To complete the Associate in Arts (A.A.)†, the Associate in Science (A.S.)†, the Associate in Fine Arts (A.F.A.)† or the Associate in Engineering Science (A.E.S.)†**

The general education and graduation requirements for these degrees at SSC are clearly spelled out in

this catalog. Refer to pages 44-48. See your counselor to plan your MAP.

- To fulfill all the lower-division‡ general education requirements of the senior institution you plan to attend.**

Every four-year college and university in Illinois has different general education requirements. See pages 56-57 for an explanation of general education requirements and SSC equivalencies for the colleges and universities where large numbers of SSC students choose to transfer. In addition, catalogs and transfer guides for all Illinois colleges are available in the Counseling and Transfer Centers. In most cases, if you select your general education coursework carefully, you can simultaneously satisfy the general education requirements for both SSC and the transfer institution. Build these requirements into your MAP.

- To fulfill the lower division requirements in your major field of study.**

See pages 49-64 for suggested curricula. You should also familiarize yourself with the criteria for admission into the specific program major at the college where you plan to transfer. In some cases, specific lower division coursework

is required. Important information is available in the Counseling and Transfer Centers. Ask for the specific articulation guides for community college students planning to major in certain fields (e.g., engineering, chemistry or business). Detailed course equivalency guides are also available. This information should be included in your MAP.

#### 4. **When you are Ready to transfer.**

Obtain a Transcript Request Form from the Admissions and Registration Center. Complete the form, requesting that transcript of your coursework at SSC be sent to the school where you intend to transfer. Be certain to verify that the transcript has been received by your transfer institution.

If you experience difficulty in transferring any of your courses, contact the Director of the SSC Transfer Center for assistance. Generally, if college officials intercede on behalf of SSC students, they are able to facilitate the resolution of transfer problems. Students intending to transfer to other colleges or universities are encouraged to plan their programs with a counselor in the Transfer Center to ensure compatible course selection.

#### **Legend:**

\*Bachelor of Art (B.A.) and Bachelor of Science (B.S.)

A four-year degree granted to graduates of four-year colleges/universities. These degrees are also referred to as baccalaureate degrees.

†Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.) and Associate in Engineering Science (A.E.S.)

A two-year degree designed to enable students to transfer to a four-year college/university.

‡lower division courses

Courses normally taken by students in their first two years of college. These are the college transfer courses offered by SSC.

#Master Academic Plan (MAP)

Your plan to complete both the A.A./A.S. and B.A./B.S. degrees. See 44-48 for MAP worksheets.

## **Transferability Of Courses**

South Suburban College is an active member in the Illinois Articulation Initiative (IAI) and the Course Applicability System (CAS). Not all courses at South Suburban College are intended for transfer. Transfer courses are designated as such in the catalog. Students who follow the recommended South Suburban College transfer courses are more likely to transfer without losing credits.

Students can consult the college's Transfer Center for details regarding program requirements for four-year colleges and universities in Illinois. Students should work with their Counselor, the Transfer Center, Program Coordinator, and/or Academic Administrator along with the IAI/CAS web sites to verify transferability of individual courses. Students who encounter a transfer problem or question should contact one of the above individuals to help resolve the issue.

## **SSC's Acceptance of Transfer Credit**

All students are categorized according to their curriculum or educational objectives. **Changes in the student's curriculum or educational objectives can affect applicability of courses.**

Once a transcript is submitted, it becomes the property of South Suburban College and its content or copies of its content will not be released, returned, photocopied or forwarded to another institution under any circumstances.

Students planning to transfer credit to South Suburban College must provide an official transcript to Admissions. Transfer credit is reviewed according to the following conditions:

### **Students Whose Goal is to Complete an AA, AS, AFA, AES, or AAS Degree or To Transfer to a Four-Year Institution**

- Transfer credit must be from an institution of higher education as recognized by a regional accreditation organization at the time when credit was earned.
- Credit which is applied to SSC's transcript is subject to all Illinois Articulation Initiative (IAI) guidelines.
- Posted transfer credit hours can be used to fulfill program, elective, or general education credit requirements at SSC. Students should work with the Counseling Department and specific Program Coordinators to determine which transfer credit is applicable toward program completion.
- Credit earned through the Educational Competency Evaluation Program (ECEP) may not be applied to the AA, AS, AFA, or AES degree at SSC.
- ECEP credit may be applicable toward certain AAS degrees. See the program coordinator for more information.

A student seeking ECEP credit must follow the guidelines published in the SSC catalogue.

# Requirements for Associate in Arts, Associate in Science, Associate in Fine Arts and Associate in Engineering Science Degrees

## General Education Group Requirements for A.A., A.S., A.F.A. and A.E.S. Degrees

Credit hours required

	A.A.	A.S.	A.F.A. Concentration in Art	A.F.A. Concentration in Music	A.E.S.
Group I: Core Communication	9	9	9	9	6
Group II: Humanities and Fine Arts	9	9	6	6	3-9
Group III: Social and Behavioral Sciences	9	9	6	3-6	3-9
Group IV: Mathematics	3-6	3-6	3	3	17
Group V: Physical and Life Sciences	7-8	7-8	7	7	13-17
<b>Minimum General Education Hours</b>					
from Group I-V must total	37-41	37-41		31	28-31
Group VI: Area of Concentration/ Electives	21-25	21-29†	24	35	10-16
<b>Total</b>	<b>62*</b>	<b>62*</b>	<b>64*</b>	<b>64*</b>	<b>62*</b>

### More than One Associate Degree

Students may qualify for different degrees or certificates from South Suburban College. In order to be eligible for more than one Associate degree, 15 semester hours of credit in addition to the minimum of 62 hours required for the first degree must be earned at the college. Credits for the first degree or certificate may apply toward the second degree. All requirements must be fulfilled for each degree sought.

†13-17 of these hours must be program-specific courses. (Consult the Group VII - AS Degree Approved Course List on pages 42-43.)

\*Less than 40% of total degree credit hours may be taken in an online format when online courses are available.

## General Education Statements for A.A., A.S., A.F.A., A.E.S., and A.A.S. Degrees

The purpose of general education at SSC is not simply to prepare students for a life of work, but to prepare them for the work of their lives. Throughout the history of the West, the emphasis in education has been on the study of both Mind and Nature, and the goals of education have remained constant:

- G1. *The student will demonstrate critical thinking through written, oral or skill-based activities*
- G2. *The student will argue with insight, intelligence, eloquence and responsibility.*
- G3. *The student will express oneself with discipline and creativity.*
- G4. *The student will demonstrate an understanding of discipline specific material and how it interrelates with other subjects.*
- G5. *The student will recognize the existence of a multi-cultural society and demonstrate an appreciation of multiple perspectives.*
- G6. *The student will evaluate the impact of science and technology on the individual, society and the natural world.*

## Technology

- T1. *Students will demonstrate the use of a variety of forms of technology as fundamental tools.*
- T2. *Students will demonstrate the effective application of current computers and software to a particular field of study.*

## Group I - Communication

- C1. *Students will compose written English in a grammatically correct, well-organized and coherent manner for a variety of purposes.*
- C2. *Students will compose, develop and deliver effective, English, language-based oral presentations for a variety of purposes.*
- C3. *Students will demonstrate an understanding of the various forms of rhetoric.*
- C4. *Students will integrate library/research skills into various areas of study.*
  - ENG 101 Composition and Rhetoric (must be completed with a grade of "C" or better)
  - ENG 102 Composition and Research (must be completed with a grade of "C" or better)
  - SPE 108 Oral Communication

## Group II- Humanities and Fine Arts

### Humanities

- H1. *Students will identify and analyze ideas, movements, civilizations and cultures.*
- H2. *Students will critically assess and express ideas about cultural diversity and individual roles in society.*

Three courses (9 semester credits) with at least one course selected from humanities and at least one course from the fine arts.

DRM 152	Plays and Playwrights
ENG 103	Introduction to American Literature I, 1607 to Civil War
ENG 104	Introduction to American Literature II, Civil War to Present
ENG 111	Introduction to Literature I
ENG 202	Introduction to British Literature I
ENG 203	Introduction to British Literature II
ENG 204	Shakespeare
ENG 206	World Literature I
ENG 208	Introduction to Women's Literature
HFA 158	Drama into Film
HFA 201	General Humanities I
HFA 202	General Humanities II
HFA 203	Humanities of Eastern Asia
HUM 210	World Mythology
PHL 101	Introduction to Philosophy
PHL 102	Ethics
PHL 103	World Religions
PHL 105	Logic
SPN 204	Intermediate Spanish II

### Fine Arts

- FA1. *Students will apply aesthetic reasoning for the expression, analysis, and interpretation of art forms.*
- FA2. *Students will express themselves by creating or performing works of verbal or non-verbal Art.*
  - ART 105 History of Art, Survey I
  - ART 106 History of Art, Survey II
  - ART 107 Art Appreciation
  - ART 219 Non-Western Art
  - DRM 151 Theatre Appreciation
  - DRM 155 Ethnic Traditions in American Theatre
  - HFA 108 Introduction to Film Appreciation
  - HFA 109 Introduction to Film History
  - HFA 120 Music Appreciation
  - HFA 158 Drama Into Film
  - HFA 201 General Humanities I
  - HFA 202 General Humanities II
  - HFA 203 Humanities of Eastern Asia
  - HFA 210 Introduction to African American Music

## Group III – Social and Behavioral Sciences

**SB1.** *Students will examine human thought processes and behaviors in diverse populations, cultures and settings.*

**SB2.** *Students will use the principles of Social and Behavioral Science to analyze and interpret individual and world issues.*

Three courses (9 semester credits) with courses selected from at least two disciplines.

ANT 101	Anthropology
ECO 201	Principles of Economics, Macro
ECO 202	Principles of Economics, Micro
GEO 103	Geography of the Developed World
GEO 104	Geography of the Emerging World
HIS 109	Europe to the 19th Century
HIS 110	History of Modern Europe
HIS 203	Early American History
HIS 204	Later American History
HIS 271	History of Modern African Civilization
PSC 101	American National Government
PSC 102	American State and Local Governments
PSC 210	Comparative Government
PSY 101	Introduction to Psychology
PSY 204	Social Psychology
PSY 211	Human Growth and Development (Lifespan)
PSY 212	Adolescent Psychology
SOC 101	Introduction to Sociology
SOC 102	Social Problems
SOC 205	Marriage and the Family

## Group IV Mathematics

**M1.** *Students will demonstrate analytical, quantitative, and problem-solving skills.*

**M2.** *Students will integrate mathematical relationships with other fields of study.*

MTH 115	General Education Mathematics
MTH 126	Fundamentals of Statistics
MTH 146	Math Concepts & Structures II
MTH 161	Finite Mathematics
MTH 180	Calculus for Business & Social Science
MTH 190	Calculus & Analytic Geometry I
MTH 203	Calculus & Analytic Geometry II
MTH 204	Calculus & Analytic Geometry III
MTH 211	Statistics

## Group V-Physical & Life Sciences

**PS1.** *Students will demonstrate an ability to effectively use scientific terminology.*

**PS2.** *Students will apply fundamental scientific conceptual frameworks for understanding and evaluating natural phenomena and their causes and effects.*

### Life Sciences

BIO 101	Concepts of Biology
BIO 102	Introductory Biology
BIO 103	Environmental Biology
BIO 104	Microbes and Society
BIO 105	General Biology I
BIO 152	Man and His Environment

### Physical Sciences

AST 101	Introduction to Astronomy
CHM 101	Chemistry and Society
CHM 111	Introductory Chemistry I
CHM 113	General Chemistry I
GLG 101	Physical Geology
PHS 101	Physical Science
PHY 101	Mechanics, Heat and Sound
PHY 210	University Physics I

## Group VI—Area of Concentration/Electives

Associate in Arts degrees require 21-25 credit hours and Associate in Science degrees require \*21-29 credit hours of college level courses based on transfer school requirements and area of concentration. See pages 41-55 for the recommended curriculum for each area of concentration.

\*13-17 of these hours must be program-specific courses. (Consult the Group VII - AS Degree Approved Course List in the next column.)

### Associate in Arts

- Art
- Communication (Radio and TV)
- Communication (Multimedia)
- Drama (Theatre)
- Economics
- Education (Elementary and Secondary)
- English
- History
- Liberal Arts
- Media Studies
- Music
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- Speech
- Undecided

### Associate in Science

- Astronomy
- Biology
- Business (Accounting, Business Administration, Finance, Marketing and Management)
- Chemistry
- Economics
- Education (Secondary)
- Engineering
- Geography
- Geology
- Health Science/Physical Education
- Management Information Systems
- Mathematics
- Nursing-Baccalaureate
- Physics
- Pre-Pharmacy
- Psychology
- Undecided

**Minimum Total Required for AA and AS Degree—62**  
**For information on Associate of Applied Science degree options, please refer to 68 of this catalog.**

## Group VII - AS Degree Approved Course List

(A combination of any of these courses will satisfy the **13-17 credit hours of program-specific courses** needed to complete the 21-29 credit hours under the Area of Concentration/Elective requirement of the AS degree.)

- AST 101
- ACC 120
- ACC 121
- BIO 101, BIO 102, BIO 105 (Only one course can be selected from these 3.)
- BIO 103
- BIO 104
- BIO 106
- BIO 115, BIO 185, BIO 186 (Only one course can be selected from these 3.)
- BIO 152
- BIO 224
- BUS 105
- BUS 108
- BUS 203
- BUS 220
- BLW 201
- BLW 203
- CHM 111 or CHM 113
- CHM 114
- CHM 203 or CHM 205
- CHM 204
- CS 121
- CS 221
- ECO 201
- ECO 202
- FAD 205
- FOS 101
- FOS 205
- FOS 210
- GEO 103
- GEO 104
- GEO 205
- GLG 101

HLT 101

MIS 101  
MIS 205  
MIS 221  
MIS 250

MTH 161  
MTH 170  
MTH 180  
MTH 190  
MTH 200  
MTH 203  
MTH 204  
MTH 205  
MTH 211

PE 100  
PE 101  
PE 106  
PE 115  
PE 200  
PE 201  
PE 206  
PE 215  
PE 216  
PE 226

PHS 101

PHY 101 or PHY 210  
PHY 102 or PHY 212  
PHY 211

PSY 101  
PSY 211

# Master Academic Plan Associate in Arts or Science Degrees—AA-0050 or AS-0051

Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

## 1. Group I—Communication

ENG 101 and ENG 102 must be completed with a grade "C" or better.

ENG 101 (Comp & Rhet) \_\_\_\_\_ 3 \_\_\_\_\_ \*SH  
 ENG 102 (Comp & Research) \_\_\_\_\_ 3 \_\_\_\_\_ SH  
 SPE 108 (Oral Comm) \_\_\_\_\_ 3 \_\_\_\_\_ SH  
*Group I subtotal* \_\_\_\_\_ SH

## 2. Group II—Humanities & Fine Arts

Three courses (9 semester hours) with at least one course selected from Humanities and one from Fine Arts

A. Humanities \_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
 B. Fine Arts \_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
*Group II subtotal* \_\_\_\_\_ SH

## 3. Group III—Social & Behavioral Science

Three courses (9 semester hours) with courses selected from at least two disciplines

\_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
*Group III subtotal* \_\_\_\_\_ SH

## 4. Group IV—Math

One or two courses (3-6 semester hours)

\_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
*Group IV subtotal* \_\_\_\_\_ SH

## 5. Group V—Physical & Life Sciences

Two courses (7-8 semester hours) including at least one laboratory course\*, with one course selected from the Physical Sciences and one from the Life Sciences

A. Physical Science \_\_\_\_\_ SH  
 B. Life Science \_\_\_\_\_ SH  
*Group V subtotal* \_\_\_\_\_ SH

## 6. Group VI—Area Of Concentration/Electives

(AA: 21-25 hours)(AS: 21-29 hours, 13-17 hours must be program-specific courses. Consult the Group VII - AS Degree Approved Course List on pages 42-43.)

Major \_\_\_\_\_  
 Degree \_\_\_\_\_  
 \_\_\_\_\_ SH  
 \_\_\_\_\_ SH  
*Group VI subtotal* \_\_\_\_\_ SH

Minimum for AA/AS Degree **62\*** \_\_\_\_\_ SH

See "Curricula for Transfer Programs" page for recommended courses.

\*SH = Semester Hours

†Note: All full-time transfer students are required to take OCS 121.

Health & Fitness is no longer required for these degrees. Developmental courses do not count towards degree.

\*Less than 40% of total degree credit hours may be taken in an online format when online courses are available.

Developmental Courses	
ENG	_____
MTH	_____
RDG	_____

# Master Academic Plan Associate in Fine Arts with Concentration in Art—AA-0052

Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

## 1. Group I—Communication

(9 hours required)

ENG 101 and ENG 102 must be completed with a grade “C” or better.

ENG 101 (Comp & Rhet) \_\_\_\_\_ 3 \_\_\_\_\_ \*SH

ENG 102 (Comp & Research) \_\_\_\_\_ 3 \_\_\_\_\_ SH

SPE 108 (Oral Comm) \_\_\_\_\_ 3 \_\_\_\_\_ SH

Group I subtotal \_\_\_\_\_ 9 \_\_\_\_\_ SH

## 2. Group II—Humanities<sup>2</sup>

(6 hours) Select from Group II

Art 106 Survey II \_\_\_\_\_ SH

Group II subtotal \_\_\_\_\_ 6 \_\_\_\_\_ SH

## 3. Group III—Social & Behavioral Science<sup>2</sup>

(6 hours) Select from Group III

\_\_\_\_\_ SH

\_\_\_\_\_ SH

Group III subtotal \_\_\_\_\_ 6 \_\_\_\_\_ SH

## 4. Group IV—Math (3 hours required)

Mathematics 115 or 126 \_\_\_\_\_ 3 \_\_\_\_\_ SH

Group IV subtotal \_\_\_\_\_ 3 \_\_\_\_\_ SH

## 5. Group V—Physical & Life Sciences

(7 hours required) Must include one lab

Select from Group V

\_\_\_\_\_ SH

\_\_\_\_\_ SH

Group V subtotal \_\_\_\_\_ 7 \_\_\_\_\_ SH

## 6. Art Major Courses<sup>3</sup>

### Drawing

ART 101, 102, 203 \_\_\_\_\_ 9 \_\_\_\_\_ SH

### Art History

ART 219 \_\_\_\_\_ 3 \_\_\_\_\_ SH

### Design 2-D

ART 111 \_\_\_\_\_ 3 \_\_\_\_\_ SH

### Design 3-D

ART 112 \_\_\_\_\_ 3 \_\_\_\_\_ SH

## 7. Studio Art Electives<sup>3</sup>

Select four courses (from at least two disciplines) from the following electives:

ART 109, 110, 113, 130, 140, 141, 201, 202, 204, 205, 206, 209, 210, 211, 212, 213, 215, 216, 219, 223, 230, 251, 252, 260, 265, 270

\_\_\_\_\_ SH

\_\_\_\_\_ SH

\_\_\_\_\_ SH

\_\_\_\_\_ 12 \_\_\_\_\_ SH

Minimum for AFA \_\_\_\_\_ 61\* \_\_\_\_\_ SH

<sup>1</sup>This curriculum is designed to facilitate smooth transfer to a four-year institution for the completion of a baccalaureate degree and it meets the requirements for the AFA (Associate of Fine Arts) degree. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to attend.

<sup>2</sup>Students will need to complete additional general education requirements in humanities and social and behavioral sciences at the institution to which they transfer. The reduced credits in general education at SSC enable students to complete the required sequences of art courses during their freshman and sophomore years, which replicates the course-taking patterns for art students in the four-year institutions.

<sup>3</sup>Students in studio art are required to schedule one hour per week in the studio (in addition to class time) for each one hour of credit.

Faculty are available during scheduled office hours to advise art students about their courses and programs.

**Art Faculty:** Sergio Gomez, Jack Kirkpatrick, Eric Tucker, Carol Weber

**See also AAS Graphic Design, Graphic Arts Certificate, and A.A. with concentration in Art.**

†Note: All full-time transfer students are required to take OCS 121.

Developmental courses do not count towards degree.

\*Less than 40% of total degree credit hours may be taken in an online format when online courses are available.

### Developmental Courses

ENG \_\_\_\_\_

MTH \_\_\_\_\_

RDG \_\_\_\_\_

# Master Academic Plan Associate in Fine Arts with Concentration in Music<sup>1</sup>—AA-0054

Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

## 1. Group I—Communication

(9 hours required)

ENG 101 and ENG 102 must be completed with a grade "C" or better.

ENG 101 (Comp & Rhet) \_\_\_\_\_ 3 \_\_\_\_\_ \*SH

ENG 102 (Comp & Research) \_\_\_\_\_ 3 \_\_\_\_\_ SH

SPE 108 (Oral Comm) \_\_\_\_\_ 3 \_\_\_\_\_ SH

Group I subtotal \_\_\_\_\_ 9 \_\_\_\_\_ SH

## 2. Group II—Humanities<sup>2</sup>

(6 hours) Select from Group II

\_\_\_\_\_ SH

\_\_\_\_\_ SH

Group II subtotal \_\_\_\_\_ 6 \_\_\_\_\_ SH

## 3. Group III—Social & Behavioral Science<sup>2</sup>

(3-6 hours) Select from Group III

\_\_\_\_\_ SH

\_\_\_\_\_ SH

Group III subtotal \_\_\_\_\_ 3-6 \_\_\_\_\_ SH

## 4. Group IV—Math

(3 hours required)

Mathematics 115 or 126 \_\_\_\_\_ 3 \_\_\_\_\_ SH

Group IV subtotal \_\_\_\_\_ 3 \_\_\_\_\_ SH

## 5. Group V—Physical & Life Sciences

(7 hours required) Must include one lab. Select from Group V

\_\_\_\_\_ SH

\_\_\_\_\_ SH

Group V subtotal \_\_\_\_\_ 7 \_\_\_\_\_ SH

<b>Developmental Courses</b>	
ENG _____	_____
MTH _____	_____
RDG _____	_____

## Music Courses

### 35

**Music Theory I-IV** \_\_\_\_\_ 12 \_\_\_\_\_ SH

MUS 116, 126, 216, 226

**Music Literature/History** \_\_\_\_\_ 3 \_\_\_\_\_ SH

MUS 115

**Keyboard Harmony** \_\_\_\_\_ 4 \_\_\_\_\_ SH

MUS 171, 172, 271, 272

**Aural Skills** \_\_\_\_\_ 4 \_\_\_\_\_ SH

MUS 117, 127, 217, 227

**Ensemble** \_\_\_\_\_ 4 \_\_\_\_\_ SH

MUS 187, 190, 195, 197

**Applied Music Major Emphasis** 8 \_\_\_\_\_ SH

MUS 131-146; 231-246

### Music electives<sup>3</sup>

Class instruction (voice, instrument); Chamber Ensembles (Woodwind, Jazz Combo, Percussion, Brass); Private applied minor (voice, instrument); Jazz Improvisation.

**Minimum for AFA** \_\_\_\_\_ **63-66\*** \_\_\_\_\_ SH

<sup>1</sup>This degree is designed to facilitate smooth transfer to a four-year institution for the completion of a baccalaureate degree in music performance.

<sup>2</sup>Students will need to complete additional general education requirements in humanities and social and behavioral sciences of the institution to which they transfer. The reduced credits in general education enable students to complete the required sequences of music courses during their first two years, which replicates the distribution of general education in the four-year institutions.

<sup>3</sup>Students should consult the Transfer Center regarding transferability of elective courses.

Faculty are available during scheduled office hours to advise music students.

**Music Faculty:** Godwin Chou, Andy Hoefle, Albert Jackson.

**South Suburban College is an accredited institutional member of the National Association of Schools of Music.**

\*SH = Semester Hours

†Note: All full-time transfer students are required to take OCS 121.

Developmental courses do not count towards degree.

\*Less than 40% of total degree credit hours may be taken in an online format when online courses are available.

# Master Academic Plan Associate in Engineering Science Degree—AES-0053

Name: \_\_\_\_\_

Student ID No.: \_\_\_\_\_

Baccalaureate engineering programs are highly structured in order to meet standards established by the Accreditation Board for Engineering and Technology (ABET) which are required for candidates seeking State of Illinois registration as a professional engineer. To transfer as a junior into a baccalaureate engineering program, students must complete a minimum of 62 semester hours to a maximum of 68 semester hours from the following list, including all of the essential prerequisite courses. Students with fewer than 68 semester hours at transfer are unlikely to complete the baccalaureate degree within two years after transfer. Since admission is highly competitive, completion of the courses listed does not guarantee admission. Students should select courses in consultation with the Transfer Center to be certain they meet the requirements of the institution to which they plan to transfer.

## General Education Core Courses<sup>1</sup>: 12-18 Semester Hours

ENG 101 Composition & Rhetoric	3	SH
ENG 102 Composition & Research	3	SH
Group III Social & Behavioral Science*	3-9	SH
Group II Humanities/Fine Arts*	3-9	SH
Required Prerequisite Courses:		

## 34-38 Semester Hours

CHM 113 General Chemistry I	5	SH
C-S 121 Computer Science I	4*	SH
MTH 190 Calculus & Analytic Geometry I	5	SH
MTH 203 Calculus & Analytic Geometry II	5	SH
MTH 204 Calculus & Analytic Geometry III	4	SH
MTH 205 Differential Equations	3	SH
PHY 210 University Physics I	4	SH
PHY 211 University Physics II	4	SH
PHY 212 University Physics III (Optional) <sup>2</sup>	4	SH

<sup>1</sup>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.

<sup>2</sup>Most baccalaureate programs require the three semester sequence of calculus-based physics courses for engineering programs. Students are advised to complete the entire sequence at SSC if they plan to transfer to such a program.

\*Dependent upon transfer institution.

†Note: All full-time transfer students are required to take OCS 121.

Developmental courses do not count towards degree.

## Engineering Specialty Courses: 4-15 Semester Hours

### Aeronautical, Manufacturing, and Mechanical Engineering (U0053ME)

EGR 101 Engineering Graphics	3	SH
EGR 201 Electrical Circuits	4	SH
EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH

### Chemical Engineering (U0053CE)

CHM 114 General Chemistry II	5	SH
CHM 203 Organic Chemistry I	5	SH
CHM 204 Organic Chemistry II	5	SH

### Civil Engineering (U0053CV)

EGR 101 Engineering Graphics	3	SH
EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH

### Computer and Electrical Engineering\* (U0053EE)

EGR 201 Electrical Circuits	4	SH
-----------------------------	---	----

**Industrial Engineering (U0053IE)**

EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH
ECO 201 Princ. of Economics, Macro	3	SH
ECO 202 Princ. of Economics, Micro	3	SH

**Mining Engineering (Southern Illinois University) (U0053MN)**

EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH
GLG 101 Physical Geology	4	SH

**Nuclear Engineering (University of Illinois) (U0053NE)**

EGR 101 Engineering Graphics	3	SH
EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH

**Agricultural Engineering (University of Illinois) (U0053AE)**

BIO 105 General Biology I	4	SH
CAD 101 AutoCAD I	2	SH
EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH

**Bioengineering (U0053BE)**

BIO 105 General Biology I	4	SH
BIO 106 General Biology II	4	SH
BIO 200 Comparative Anatomy of the Vertebrate OR		
BIO 213 General Ecological Botany OR		
BIO 224 Microbiology	4-5	SH

**Total for AES** **62\*** SH

\*EGR 203 and 204 may be required. Check the transfer institution to which you plan to transfer.

\*Less than 40% of total degree credit hours may be taken in an online format when online courses are available.

# Recommended Curricula For Transfer Programs

<i>Art</i>	
<i>Astronomy</i>	
<i>Biology</i>	
<i>Business</i>	
<i>Chemistry</i>	
<i>Communications (Multimedia)</i>	
<i>Communications (Radio &amp; TV)</i>	
<i>Drama (Theatre)</i>	
<i>Economics</i>	
<i>Education</i>	
<i>Engineering</i>	
<i>English</i>	
<i>Geography</i>	
<i>Geology</i>	
<i>Health Science/Physical Education</i>	
<i>History</i>	
<i>Liberal Arts</i>	
<i>Management Information Systems</i>	
<i>Mathematics</i>	
<i>Music</i>	
<i>Philosophy</i>	
<i>Physics</i>	
<i>Political Science</i>	
<i>Pre-Pharmacy</i>	
<i>Psychology</i>	
<i>Sociology</i>	
<i>Spanish</i>	
<i>Speech (Interpretation Option)</i>	

*Less than 40% of total degree or certificate credit hours may be taken in an online format when online courses are available.*

## Art

### Recommended AA Curriculum<sup>1</sup>

Minimum General Education (39)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9) Choose HUM

Select from Group II: Humanities	3
Art 105 & 106	6

#### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

#### Mathematics (3)

Mathematics 115 or 126	3
------------------------	---

#### Physical & Life Science (7)

Select from Group V (must include one lab)	7
--	---

#### Area of Concentration<sup>2</sup>/Electives (26)

##### Art Major Courses

##### Art History

Art 219	3
---------	---

##### Drawing

Art 101, 102	6
--------------	---

##### Design- 2-D

Art 111	3
---------	---

##### Design - 3-D

Art 112	3
---------	---

##### Suggested Electives:

Art 109, 110, 113, 130, 140, 141, 201, 202, 203, 204, 205, 206, 209, 210, 211, 212, 213, 215, 216, 223, 230, 251, 252, 260, 265, 270.

### Minimum for AA Degree 62

<sup>1</sup> This curriculum is designed to facilitate smooth transfer to a four-year institution for the completion of a baccalaureate degree. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> Students in studio art are required to schedule one hour per week in the studio (in addition to class time) for each one hour of credit.

**Note: All full-time transfer students are required to take OCS 121.**

Art Faculty: Sergio Gomez, Jack Kirkpatrick, Eric Tucker, Carol Weber

## Astronomy

### Recommended AS Curriculum<sup>1</sup>

Minimum General Education (45)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

#### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

#### Mathematics (5)

Mathematics 190	5
-----------------	---

#### Physical & Life Science (8)

Chemistry 113	5
Select Life Science	4

#### Area of Concentration/Electives (22)

Astronomy 101	4
Chemistry 114	5
Physics 210	4
Physics 211†	4
Mathematics 203*	5

### Minimum for AS Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credit hours in transfer to fulfill requirements in astronomy. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

\*Many four-year institutions require MTH204.

†Many four-year institutions may also require PHY212.

**Note: All full-time transfer students are required to take OCS 121.**

Astronomy Faculty: Michael Wilson

## Biology<sup>1</sup>

### Recommended AS Curriculum<sup>2</sup>

Minimum General Education (46)  
Semester Hours

#### Communications (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

#### Social & Behavioral Science (9)

Psychology 101	3
Select from Group III	6

#### Mathematics (5)

Mathematics 190	5
-----------------	---

#### Physical & Life Science (9)

Biology 105 <sup>3</sup>	4
Chemistry 113	5

#### Area of Concentration/Electives (21)

Biology 106	4
Chemistry 114	5
Chemistry 203 and 204 or Physics 101 and 102	10 8
Select from program-specific courses identified in the SSC catalog	2-4

### Minimum for AS Degree 62<sup>1</sup>

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in biology. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> Students who intend to enter the health professions (pre-med, pre-vet, pre-dentistry or med tech) are advised to follow the recommended biology curriculum.

<sup>3</sup> It is recommended that students take Chemistry 113 before taking Biology 105.

**Note: All full-time transfer students are required to take OCS 121.**

Biology Faculty: Christine Calhoun, Gerald Griffith, Michael Lytle, Eric Meyers, James O'Leary, Donna Sasnow, Jamie Welling

## Business<sup>1</sup>

### Recommended AS Curriculum for Business, Accounting, Finance, Marketing and Management

Minimum General Education (44-48)  
Semester Hours

#### Communications (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

#### Social & Behavioral Science (9)

Economics 201	3
Economics 202	3
Select from Group III	3

#### Mathematics (4 - 8)<sup>2</sup>

Mathematics 165 or qualifying score on placement exam	4
Mathematics 180	4

#### Physical & Life Science (7-8)

Select from Group V (Must include one lab)	7-8
--	-----

#### Area of Concentration/Electives (25)<sup>3</sup>

Accounting 120	4
Accounting 121	3
Business 108	3
Business 105	3
Business 203	3
Business 220	3
Business Law 201	3
Business Law 203	3

### Minimum for AS Degree 62-64

<sup>1</sup> SSC Business transfer programs include courses and majors in general business, accounting, finance, marketing and management. This AS curriculum applies to courses and programs in all those fields. Some colleges and universities have capstone programs designed for students who wish to transfer after completing the AAS degree programs.

<sup>2</sup> Mathematics requirements differ in business programs at various colleges and universities. Students are advised to consult the Transfer Center and/or the catalog and advisor of the institution where they plan to transfer for appropriate selection of mathematics courses.

<sup>3</sup> These courses will be accepted for credit by bachelor's degree institutions but may not meet the specific requirements of a bachelor's degree in business. Many four-year institutions accept more than 62 credits to fulfill requirements in business. However, students planning to transfer to a bachelor's degree program in business should consult with the Transfer Center and with their intended transfer institution for specific information about how specific additional business courses will transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Business Faculty: Ronald Cooley (Business)

# Chemistry<sup>1</sup>

## Recommended AS Curriculum

Minimum General Education (45)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

### Mathematics (5)

Mathematics 190	5
-----------------	---

### Physical & Life Science (8-9)

Chemistry 113	5
Life Science	

### Area of Concentration/Electives (18-22)

Chemistry 114	5
Chemistry 203	5
Chemistry 204	5
Physics 210†	4
Mathematics 203*	5

### Minimum for AS Degree 62-65

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Many four-year institutions accept more than 62 credits in transfer to fulfill requirements in chemistry. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

\*Many four-year institutions require MTH 204 and possibly MTH 205.

†Many four-year institutions may also require PHY 211.

**Note: All full-time transfer students are required to take OCS 121.**

Chemistry Faculty: Anna Helwig, James Simpson

# Communication<sup>1</sup> (Multimedia)

## Recommended AA Curriculum

Minimum General Education (39)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

HFA 108 and/or HFA 109	3-6
Select from Group II	3-6

### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

### Mathematics (3)

MTH 115 or 126 OR	
Select from Group IV	3

### Physical & Life Science (7-8)

Select from Group V	
(must include one lab)	7-8

### Area of Concentration/Electives (25-26)

Communication 105	3
Communication 220	3

Any 2 from:

COM 202, Art 230, 270

Suggested electives:

Communication 200, 201, 209

Art 130, 265

### Minimum for AA Degree 62-64

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in communications. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Multimedia Faculty: John Geraci

# Communication<sup>1</sup> (Radio & TV)

## Recommended AA Curriculum

Minimum General Education (39)  
*Semester Hours*

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

HFA 108 and/or HFA 109	3-6
Select from Group II	3-6

### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

### Mathematics (3)

MTH 115 or 126 OR	
Select from Group IV	3

### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
---	-----

### Area of Concentration/Electives (25)

Communication 105	3
Communication 200	3
Communication 201	3
Communication 209	3
Suggested electives:	
Communication 202, 220	
Art 130, 265	

### Minimum for AA Degree 62-64

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in communications. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Communication (Radio/TV) Faculty: John Geraci

# Drama (Theatre)<sup>1</sup>

## Recommended AA Curriculum

Minimum for General Education (42-43)  
*Semester Hours*

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Drama 151	3
Drama 152	3
HFA 158	3

### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

### Mathematics (3)

Select from Group IV	3
----------------------	---

### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
--	-----

### Health and Fitness (2)

Select from Group VI	2
----------------------	---

### Area of Concentration/Electives (25)

Drama 155	3
Drama 157	3
Drama 167	3
Drama 199	1-3
Suggested electives:	
Drama 120, 160	
ENG 204	
SPE 110	

### Minimum for AA Degree 62-64

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in drama/theatre. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Drama/Theatre Faculty: Bobbie Saltzman

## Economics<sup>1</sup>

### Recommended AA Curriculum<sup>2</sup>

Minimum General Education (47-48)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

#### Social & Behavioral Science (9)

Political Science 101	3
Sociology 101	3
Select from Group III	3

#### Mathematics (8)<sup>1</sup>

Select from Group IV	8
----------------------	---

#### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
--	-----

#### Area of Concentration/Electives (20-21)

Economics 201	3
Economics 202	3
Select transfer courses	
Mathematics 211	4

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in economics. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> Students who plan to complete a B.A. in economics should fulfill the general education requirements for the AA degree. Mathematics course requirements in economics vary at four-year institutions. Consult the Transfer Center.

**Note: All full-time transfer students are required to take OCS 121.**

Economics Faculty: Taha Mansour

## Education<sup>1</sup>

### Recommended AA Curriculum<sup>2</sup>

Minimum General Education (42-45)  
Semester Hours

#### Group I Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Group II Humanities and Fine Arts (9)

Select one Literature Course from Group II	3
Select one Fine Arts Course from Group II	3
Select one Humanities or Fine Arts Course from Group II	3

#### Group III Social and Behavioral Science (9)3

History 203 or History 204	3
Political Science 101	3
Psychology 101	3

#### Group IV Mathematics (3 – 5)

For Elementary Education:  
Mathematics 145\* and 146 4  
(\*Mathematics 145 credit hours (4) will be applied to the area of concentration)

For Secondary Education:  
Select **one** from MTH 126, MTH 161, MTH 180, MTH 190, or MTH 211 3 – 5

#### Group V Physical and Life Sciences (7 – 8)

Select **one** Life Science Course 3 - 4  
**and one** Physical Science Course 3 - 5

from Group V Physical and Life Sciences.

(At least **one** of these courses must be a lab course.)

#### Group VI Area of Concentration/Electives (16 – 19)

Select 16 to 19 hours, with at least 9 hours in **one** of the following Academic Disciplines:  
English/Language Arts, Music, Social Science,  
or Foreign Language. 16 - 19

#### Professional Education Courses (6)4

Education 110	3
Select <b>one</b> from PSY 211 or CHD 104 or CHD 203	3

### Minimum for AA Degree 62

**Recommended AS Curriculum<sup>2</sup>****Group I Communication (9)**

English 101	3
English 102	3
Speech 108	3

**Group II Humanities and Fine Arts (9)**

Select One Literature Course from Group II	3
Select One Fine Arts Course from Group II	3
Select One Humanities or Fine Arts Course from Group II	3

**Group III Social and Behavioral Science (9)<sup>3</sup>**

History 203 <b>or</b>	
History 204	3
Political Science 101	3
Psychology 101	3

**Group IV Mathematics (3 – 5)**

For Elementary Education:	
Mathematics 145* and 146	4
(*Mathematics 145 credit hours (4) will be applied to the area of concentration)	
For Secondary Education:	
Select <b>one</b> from MTH 126, MTH 161, MTH 180, MTH 190, or MTH 211	3 – 5

**Group V Physical and Life Sciences (7 – 8)**

Select <b>one</b> Life Science Course	3 - 4
<b>and one</b> Physical Science Course	3 - 5
from Group V Physical and Life Sciences.	
(At least <b>one</b> of these courses must be a lab course.)	

**Group VI Area of Concentration/Electives (16 – 19)**

Select 16 to 19 hours, with at least 13 – 17 credit hours <b>from the AS approved course list, and</b> with at least 9 hours in <b>one</b> of the following Academic Disciplines:	
Biology, Mathematics, Physical Education or Physical Science.	16 - 19

**Professional Education Courses (6)<sup>4</sup>**

Education 110	3
Select <b>one</b> from PSY 211 <b>or</b> CHD 104 <b>or</b> CHD 203	3

**Minimum for AS Degree 62**

<sup>1</sup> To teach in Illinois public schools (elementary or secondary), teachers must be certified by the State of Illinois. To transfer into an approved baccalaureate program in education as a junior, students must complete a minimum of 60 semester credits. Since admission is competitive, completion of the recommended courses does not guarantee admission. Community college students are strongly encouraged to complete an Associate's degree prior to transfer. Students should be aware that a minimum grade point average of 2.25 (and for some universities 2.5) on a 4.0 scale is required for program admission, and passage of a basic skills (reading, writing, grammar, and math) test is also required.

<sup>2</sup> Students complete either an AA or an AS degree, dependent upon their area of concentration. For example, Mathematics, Biology, Chemistry or Physics students should complete an AS degree. For most other areas of concentration, an AA degree is appropriate. Certification requires more credits in general education than either the AA or AS degree. The numbers underlined indicate the number of credits required in each general education category for certification. Students are not expected to complete all of their general education certification requirements before transfer. Students should consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where they intend to transfer.

<sup>3</sup> At least one 3-semester-hour course must be taken in non-Western or Third-World cultures from either the Humanities or Social Science.

<sup>4</sup> Students will take the majority of professional education courses as juniors and seniors after transfer to the four-year institution. Courses in the Teacher Aide program (CHD) are not designed for a transfer degree and generally do not transfer. Some colleges accept internship course CHD 211 as elective credit and apply the hours toward the fulfillment of the pre-clinical experience; others do not. However, students who are unsure of their career choice may wish to take this course for exposure to classroom experience. EDU 204 and CHD 203 also transfer to some colleges. Consult the Transfer Center for specific information about course transferability.

**Note: All full-time transfer students are required to take OCS 121.**

Education Faculty: Dr. Donna Walker

## Engineering

---

**See page 47 for Associate in Engineering Science curriculum requirements**

## English<sup>1</sup>

### Recommended AA Curriculum

Minimum General Education (39)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II 9

#### Social & Behavioral Science (9)

Select from Group III 9

#### Mathematics (3)

Mathematics 115 or 126  
or Select from Group IV 3

#### Physical & Life Science (7-8)

Select from Group V  
(must include one lab) 7-8

#### Area of Concentration/Electives (25-26)<sup>1</sup>

English 103, 104, 202, 203 12  
Suggested electives:  
English 111, 113, 122, 123, 124, 204, 206, 207, 208

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in English. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> Transfer institutions require English majors to take the equivalent of 4 semesters of foreign language at the college level. (1 year of foreign language at the high school level equals one semester at the college level.)

### **Note: All full-time transfer students are required to take OCS 121.**

English Faculty: Robert Bailey, Laura Baltuska, Alfred Brown, Keith E. Collett II, Marilu Dos Santos, Rick Jones, Michael Kulycky, MaryAnn Liauba, Linda Matthews, Janet Rodriguez, David Schaberg, Maggie Shear, Steve Vivian, Lynn Wollstadt

## Forensic Science<sup>1</sup>

### Recommended AS Curriculum<sup>1</sup>

Minimum General Education (41-48)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II 9

#### Social & Behavioral Science (9)

Psychology 101 3

#### Mathematics (5)

Mathematics 190 5

#### Physical & Life Science (8-9)

Chemistry 113 5  
Biology 105 4

#### Area of Concentration/Electives (18-25)

Forensic Science 101 3  
Chemistry 114 5  
Chemistry 203 5  
Chemistry 204 5  
Physics 101 4  
Physics 102 4  
Forensic Science 205 or 210 5(5)

Minimum for AS Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to complete requirements in forensic science. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

### **Note: All full-time transfer students are required to take OCS 121.**

# Geography<sup>1</sup>

## Recommended AS Curriculum<sup>1</sup>

Minimum General Education (46-47)  
Semester Hours

### Communications (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

### Social & Behavioral Science (9)

Political Science 101	3
History 109	3
History 110	3

### Mathematics (6 - 7)

Mathematics 115 or Mathematics 161	3-4
Mathematics 126	3

### Physical & Life Science (11)

Biology 101	3
Geography 101	4
Astronomy 101	4

### Area of Concentration/Electives (18-20)

Geography 103	3
Geography 104	3
Geography 205	3
History 203	3
Anthropology 101	3
Economics 201	3
Suggested Electives: BIO 102, BIO 103, BIO 105, CHM 111, ECO 202, PSY 101, SOC 102	

### Minimum for AS Degree 62-65

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to complete requirements in geography. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

# Geology<sup>1</sup>

## Recommended AS Curriculum

Minimum General Education (45)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

### Mathematics (5)

Mathematics 190*	5
------------------	---

### Physical & Life Science (8-9)

Physical Science	
Life Science	

### Area of Concentration/Electives (18-25)

Geology 101	4
Chemistry 113	5
Chemistry 114	5
Physics 101 or 210	4
Mathematics 203 or 211	5(4)

### Minimum for AS Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Many four-year institutions accept more than 62 credits in transfer to fulfill requirements in geology. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Geology Faculty: Michael Wilson

# Health Science/ Physical Education<sup>1</sup>

## Recommended AS Curriculum

Minimum General Education (45)  
*Semester Hours*

### Communications (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

### Social & Behavioral Science (9)

Psychology 101	3
Psychology 211	3
Select from Group III	3

### Mathematics (3)

Mathematics 115 or Mathematics 126	3
------------------------------------	---

### Physical & Life Science (8)

Biology 102 or Biology 105	4
Chemistry 111	4

### Area of Concentration/Electives (24)

First Aid 205	2
Health 101	2
Select from Physical Education 100, 101, 106, 115, 200, 201, 206, 215, 216, 226	6
Select from program-specific courses identified in the SSC catalog	14

### Minimum for AS Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some colleges accept more than 62 credit hours in transfer to fulfill requirements in Health Science/Physical Education. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

# History<sup>1</sup>

## Recommended AA Curriculum

Minimum General Education (42-43)  
*Semester Hours*

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select one course from: PHL 101, ENG 103, 104, 206	3
Select from Group II	6

### Social & Behavioral Science (9)

Sociology 101	3
Economics 201	3
Anthropology 101	3

### Mathematics (3)

Mathematics 115 or 126 or Select from Group IV	3
---	---

### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
--	-----

### Area of Concentration/Electives (24-25)

Select from these courses: History 109, 110, 151, 203, 204, 271	12
Suggested electives: Political Science 101, Sociology course	

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in history. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

History Faculty: Bruce Allardice, Art Burton

# Liberal Arts<sup>1</sup>

## Recommended AA Curriculum<sup>2</sup>

Minimum General Education (42-43)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II 9

### Social & Behavioral Science (9)

Select from Group III 9

### Mathematics (3)

Mathematics 115 or 126  
or Select from Group IV 3

### Physical & Life Science (7-8)

Select from Group V  
(must include one lab) 7-8

### Area of Concentration 2/Electives (24-25)

Select from Transfer Courses in Anthropology, Art, Communication, Drama, English, Foreign Language, Geography, History, Humanities, Music, Philosophy, Psychology, Sociology  
Select from Transfer Courses identified in the SSC catalog

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in liberal arts. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> Students who are unsure of their intended major may want to select Liberal Arts as their area of concentration. This program (not appropriate for students in mathematics or science) enables a student to take a broad range of courses and to delay the selection of a major until transfer to a four-year institution.

**Note: All full-time transfer students are required to take OCS 121.**

# Mathematics<sup>1</sup>

## Recommended AS Curriculum

Minimum General Education (44-45)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II 9

### Social & Behavioral Science (9)

Economics 201 (Recommended)	3
Economics 202 (Recommended)	3
Select from Group III	3

### Mathematics (5)

Mathematics 190 5

### Physical & Life Science (7-8)

Select from Group V (must include one lab) 7-8

### Area of Concentration/Electives (22-23)

Mathematics 203	5
Mathematics 204	5
Mathematics 205	3
Select from Group VII – AS Degree Approved Course on pages 42-43 (9-10)	

### Minimum for AS Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Many four-year institutions accept more than 62 credits in transfer to fulfill requirements in mathematics. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Math Faculty: David Anderson, Marybeth Beno, Lisa Curless, Diane Grzeczka, Amy Kelley, Yixia Lu, Heidi Lyne, Corey McDonald, Jennifer Medlen, Dennis Monbrod, Gina Mrozek, Caleb Olaleye, Patrick O'Leary, Marcia Wallace

# Management Information Systems<sup>1</sup>

## Recommended AS Curriculum<sup>2</sup>

Minimum General Education (46-48)  
Semester Hours

### Communications (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

### Social & Behavioral Science (9)

Economics 201	3
Economics 202	3
Select from Group III	3

### Mathematics (4 - 8)

Mathematics 165 or qualifying score on placement exam	4
Mathematics 180	4

### Physical & Life Science (7-8)

Select from Group V (Must include one lab)	7-8
--	-----

### Area of Concentration/Electives (6)

Management Information Systems 101	3
Management Information Systems 205	3

### Business Emphasis (10)

Accounting 120	4
Business 220	3
Business 108	3

### Technical Emphasis (8)

Management Information Systems 221	4
Management Information Systems 250	4

## Minimum for AS Degree 62-66

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four year institutions accept more than 62 credit hours in transfer to fulfill requirements in MIS. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup>Some colleges and universities have capstone programs designed for students who wish to transfer after completing the AAS degree programs.

**Note: All full-time transfer students are required to take OCS 121.**

Management Information Sciences Faculty: Richard Evans

# Music

See page 46 for Associate in Fine Arts with Concentration in Music curriculum requirements

# Philosophy<sup>1</sup>

Minimum General Education (39)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

English 206	3
Select from Group II	6

### Social & Behavioral Science (9)

Anthropology 101	3
Select from Group III	6

### Mathematics (3)

Mathematics 115 or 126 or Select from Group IV	3
--	---

### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
--	-----

### Area of Concentration/Electives (24-25)

Philosophy 101	3
Philosophy 102	3
Philosophy 103	3
Philosophy 105	3
Select from Transfer Courses identified in the SSC catalog	
HFA 108,201,202,203	
DRM 151	

## Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in philosophy. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Philosophy Faculty: Herman Stark, Joan Beno

## Physics<sup>1</sup>

### Recommended AS Curriculum

Minimum General Education (47)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

#### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

#### Mathematics (5)

Mathematics 190*	5
------------------	---

#### Physical & Life Science (8-9)

Physical Science	
Life Science	

#### Area of Concentration/Electives (18-25)

Physics 210	4
Physics 211	4
Physics 212	4
Mathematics 203	5
Mathematics 204 or 205	5(4)

### Minimum for AS Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Many four-year institutions will accept more than 62 transfer credits in fulfillment of requirements in physics. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> MTH 203, 204 and 205 are required prerequisites to the junior level physics courses at four-year institutions.

**Note: All full-time transfer students are required to take OCS 121.**

## Political Science<sup>1</sup>

### Recommended AA Curriculum

Minimum General Education (42-43)  
Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Philosophy 101	3
Select from Group II <sup>2</sup>	6

#### Social & Behavioral Science (9)

Select from Group III	9
-----------------------	---

#### Mathematics (3)

Mathematics 115 or 126 or Select from Group IV <sup>3</sup>	3
--	---

#### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
---	-----

#### Area of Concentration/Electives (24-25)

Political Science 101	3
Political Science 102	3
Political Science 108	3
Political Science 210	3
Select from Transfer Courses identified in the SSC catalog	

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credit hours in transfer to fulfill requirements in political science. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

<sup>2</sup> Foreign language may be required.

<sup>3</sup> Math requirements for political science vary at four-year institutions. Consult the Transfer Center.

**Note: All full-time transfer students are required to take OCS 121.**

# Pre-Pharmacy<sup>1</sup>

## Recommended AS Curriculum

### Minimum General Education

#### Semester Hours

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### General Biology (8)

Biology 105	4
Biology 106	4

#### Human Anatomy (all organ systems) (8)‡

Biology 185	4
Biology 186	4

#### Microbiology — Purdue only (4)

Biology 224	4
-------------	---

#### General Chemistry (10)

Chemistry 113	5
Chemistry 114#	5

#### Organic Chemistry (10)

Chemistry 203	5
Chemistry 204	5

#### Physics\* (8)

Physics 101	4
Physics 102	4

#### Math (10)

Math 190	5
Math 203 – Purdue only	5
Math 211 – Midwestern & Chicago State Univ.	4

#### Economics (3)

Economics 201†	3
----------------	---

**General Education—Check with each university for current requirements**

#### Chicago State Univ. College of Pharmacy (12)

courses divided equally among Humanities and Social Science courses

#### University of Illinois at Chicago (10)

must include a cultural diversity course as a requirement, Social/Behavioral Sciences (3), Humanities (3), and Electives (4)

#### Midwestern Univ. Chicago College of Pharmacy – (14)

Social & Behavioral Sciences electives, (6), General Education electives (8) (any course not related to science, math physical education or health care. Recommended courses include art/humanities, social/behavioral sciences, foreign language, and business/computer courses.)

#### Purdue University

a minimum of one course from three approved course groupings. See website for full listing of courses.

#### **Students must check with each university for all current requirements.**

<sup>1</sup> For Chicago State University College of Pharmacy, Midwestern University Chicago College of Pharmacy, Purdue University College of Pharmacy and University of Illinois at Chicago College of Pharmacy.

\* Purdue requires only one physics course

† Macroeconomics preferred

‡ Purdue requires a biochemistry in place of a second anatomy course.

# Not needed for Purdue-take Biochemistry instead.

Faculty: Jan Keresztes, Pharm.D.

## Psychology<sup>1</sup>

### Recommended AA Curriculum<sup>2</sup>

Minimum General Education (42)

*Semester Hours*

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
----------------------	---

#### Social & Behavioral Science (9)

Sociology 101	3
Select from Group III	6

#### Mathematics (3)

Mathematics 115 or 126 or Select from Group IV	3
---	---

#### Physical & Life Science (7-8)

Select from Group V (must include one lab)	7-8
---	-----

#### Area of Concentration/Electives (24-25)

Psychology 101	3
Psychology 204	3
Psychology 211	3

Select one course from the following:

Psychology 103, 105, 202, 205, 206, 212, 220 <sup>3</sup>

Select from Transfer Courses identified in the SSC catalog

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in psychology. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Faculty: Edith Raices, Cheryl Saafir

## Sociology

### Recommended AA Curriculum<sup>1</sup>

Minimum General Education (42-43)

*Semester Hours*

#### Communication (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Philosophy 101	3
Select from Group II	6

#### Social & Behavioral Science (9)

Anthropology 101	3
Psychology 101	3
Psychology 204	3

#### Mathematics (3)

Mathematics 115 or 126 or Select from Group IV	3
---	---

#### Physical & Life Science (7-8)

Select from Group V (Must include one lab)	7-8
---	-----

#### Area of Concentration/Electives (24-25)

Select from:	
Sociology 101, 102, 205, 206, 225	12
Select from Transfer Courses identified in the SSC catalog	

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in sociology. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Sociology Faculty: Bruce Allardice, Edith Raices

# Spanish<sup>1</sup>

## Recommended AA Curriculum

Minimum General Education (39)<sup>1</sup>  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

English 206 and/or English 207	3-6
Select from Group II	3-6

### Social & Behavioral Science (9)

Geography 101	3
Anthropology 101	3
Select from Group III	3

### Mathematics (3)

Math 115 or 126	
or Select from Group IV	3

### Physical & Life Science (7-8)

Select from Group V	7-8
(must include one lab)	

### Area of Concentration/Electives (25)

Spanish 101	4
Spanish 102	4
Spanish 203	4
Spanish 204	4
Select from Transfer Courses identified in the SSC catalog	

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in Spanish. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Spanish Faculty: Amy Veldboom

# Speech<sup>1</sup>

## Recommended AA Curriculum

Minimum General Education (39)  
Semester Hours

### Communication (9)

English 101	3
English 102	3
Speech 108	3

### Humanities and Fine Arts (9)

Select from Group II	6
----------------------	---

### Social & Behavioral Science (9)

Psychology 101	3
Select from Group III	6

### Mathematics (3)

Math 115 or 126	
or Select from Group IV	3

### Physical & Life Science (7-8)

Select from Group V	7-8
(must include one lab)	

### Area of Concentration/Electives (25-26)

COM 105	3
COM 106	3
COM 107	3
SPE 110 or DRM 157	3
Suggested Electives	
Drama 151, 152, 157, 167	
Humanities and Fine Arts 108	
Speech 111	

### Minimum for AA Degree 62

<sup>1</sup> This is only a suggested transfer program and might not be appropriate for every student. Some four-year institutions accept more than 62 credits in transfer to fulfill requirements in Speech. Consult the Transfer Center for help in selecting courses appropriate for the program at the college or university where you plan to transfer.

**Note: All full-time transfer students are required to take OCS 121.**

Speech Faculty: John Geraci, Sandy Bein, Bridget Nickel, Bobbie Saltzman

## **Transfer Guides And Course Articulations For Colleges/ Universities**

**Argosy University** - Please see South Suburban College transfer center

**Bradley University**

<http://www.bradley.edu/dotAsset/120196.pdf>

<http://www.bradley.edu/dotAsset/120199.pdf>

**Calumet College** - Please see South Suburban College transfer center

**Chicago State University**

<http://www.csu.edu/provost/transferguides/>

**Columbia College**

[http://www.colum.edu/Students/Academics/Degree\\_Evaluation/Schools/South\\_Suburban\\_College.php](http://www.colum.edu/Students/Academics/Degree_Evaluation/Schools/South_Suburban_College.php)

**Concordia University**

[http://www.cuchicago.edu/admission/files/articulation-agreements/south\\_subur\\_equiv\\_guide.pdf](http://www.cuchicago.edu/admission/files/articulation-agreements/south_subur_equiv_guide.pdf)

**DePaul University**

[http://www.depaul.edu/academics/undergraduate/transfer\\_students/transfercourses.asp](http://www.depaul.edu/academics/undergraduate/transfer_students/transfercourses.asp)

**DeVry University** - Please see South Suburban College transfer center

**Dominican University**

[https://jicsweb1.dom.edu/ics/Resources/Student\\_Services/Registrar's\\_Office/Transfer\\_Guide.jnz](https://jicsweb1.dom.edu/ics/Resources/Student_Services/Registrar's_Office/Transfer_Guide.jnz)

**Eastern Illinois University**

<http://www.eiu.edu/~transfer/pdf/South%20Suburban%20GE.pdf>

<http://www.eiu.edu/~transfer/pdf/South%20Suburban.pdf>

**Elmhurst College**

<http://public.elmhurst.edu/admission/transfer/83770692.html>

**Governors State University**

[http://www.govst.edu/empoweryourself/t\\_recruitment.aspx?id=6714](http://www.govst.edu/empoweryourself/t_recruitment.aspx?id=6714)

**Illinois Institute of Technology**

[http://www.iit.edu/ugaa/transfer\\_credit/south\\_suburban\\_community\\_college/index.shtml](http://www.iit.edu/ugaa/transfer_credit/south_suburban_community_college/index.shtml)

**Lewis University**

[http://www.lewisu.edu/admissions/undergraduate/pdf/South\\_Suburban.pdf](http://www.lewisu.edu/admissions/undergraduate/pdf/South_Suburban.pdf)

<http://www.lewisu.edu/admissions/undergraduate/pdf/South%20Suburban%20-%20Nursing.pdf>

**Loyola University**

<http://www.luc.edu/undergrad/pdfs/SouthSuburbanLUCUniversityCore.pdf>

<http://www.luc.edu/undergrad/pdfs/SouthSuburbanSpecificSchoolTransferCourses.pdf>

**Millikin University** - Please see South Suburban College transfer center

**North Central College**

<http://northcentralcollege.edu/Documents/admission/SouthSuburban.pdf>

**Northeastern Illinois University**

<http://www.neiu.edu/~admrec/southsuburban.pdf>

**Northern Illinois University** - (Transfer guides available in South Suburban College transfer center)

<http://www.admissions.niu.edu/admissions/transfer/credits/articulation/South%20Suburban.pdf>

**Purdue Calumet University**

<http://www.calumet.purdue.edu/admissions/tces.html>

**Robert Morris University**

[http://www.robertmorris.edu/transfer/South\\_Suburban\\_0910.pdf](http://www.robertmorris.edu/transfer/South_Suburban_0910.pdf)

**Roosevelt University**

<http://legacy.roosevelt.edu/transfer/search.asp?numid=001806>

**Saint Francis University**

<https://www.stfrancis.edu/academic-advising/transfer-guides/south-suburban-college/>

**Saint Xavier University**

[http://www.sxu.edu/administrative/admission/transfer\\_course\\_list.asp](http://www.sxu.edu/administrative/admission/transfer_course_list.asp)

**Southern Illinois University Carbondale**

[http://enrollmentapps.siu.edu/articulation/view1.php?inst\\_code=UILO62&view=1](http://enrollmentapps.siu.edu/articulation/view1.php?inst_code=UILO62&view=1)

**Southern Illinois University Edwardsville**

<https://ssb.siu.edu/pls/wwwprod/f?p=104:3:3828853269359742::NO::>

**Trinity Christian College**

<http://adultstudies.trnty.edu/transfer.html>

**University of Illinois Chicago**

[http://www.uic.edu/depts/oar/undergrad/transfer\\_guides.html](http://www.uic.edu/depts/oar/undergrad/transfer_guides.html)

**University of Illinois Springfield**

<http://www.uis.edu/admissions/transfer/documents/SouthSuburban.pdf>

**University of Illinois Urbana**

<https://www.transfer.org/uselect/>

**Western Illinois University**

<http://www.student.services.wiu.edu/admissions/info/transfer/CCHS/631122.ASP>

***Additional Transfer Resources***

**General Transfer Resources for schools that participate in IAI (Illinois Articulation Initiative)**

[www.iai.org](http://www.iai.org)

**General Transfer Resource for schools in and outside of Illinois**

<https://www.transfer.org/uselect/>

**List of schools that participate in IAI (Illinois Articulation Initiative)**

<http://www.itransfer.org/iai/Faculty/GeneralInfo.aspx?section=faculty>

# Career Programs

On the following pages, you will find career programs and certificates offered by South Suburban College. In parenthesis after each program title, the curriculum code number for the degree or certificate option is listed. The degree option is listed as "AAS," abbreviated for Associate in Applied Science, while the certificate option is listed with a "C."

In the actual curriculum, there are four blocks entitled "Cluster." Full-time students should take all courses in one Cluster per semester. Part-time students should follow the sequence of courses within each cluster.

On page 117 you will also find a listing of cooperative programs offered in conjunction with other community colleges.



Career Programs at South Suburban College are designed to prepare the student for immediate employment upon graduation. Many of these programs will transfer in whole or in part to some four year colleges and universities. However, they are not specifically designed to transfer. The University of St. Francis (Joliet), Governors State University (University Park) and Southern Illinois University at Carbondale have designed programs that provide options to complete a four-year baccalaureate degree. These "capstone" degree options are noted when they apply to a South Suburban College program. Students interested in the baccalaureate completion programs should contact the Transfer Center for a copy of the Career Program Transfer Guide. Students planning to transfer career courses should consult with the program coordinator prior to enrolling in the class.

The general education requirements for the Associate in Applied Science Degree are listed below. Students must fulfill the requirements of Group I, II, III, and IV or V. On the following pages you will find the specific course requirements for each program.

## **General Education Requirements for Associate of Applied Science (AAS) Degree**

The purpose of general education at SSC is not simply to prepare students for a life of work, but to prepare them for the work of their lives. Throughout the history of the West, the emphasis in education has been on the study of both Mind and Nature, and the goals of education have remained constant:

- G1. *The student will demonstrate critical thinking through written, oral or skill-based activities*
- G2. *The student will argue with insight, intelligence, eloquence and responsibility.*
- G3. *The student will express oneself with discipline and creativity.*
- G4. *The student will demonstrate an understanding of discipline specific material and how it interrelates with other subjects.*
- G5. *The student will recognize the existence of a multi-cultural society and demonstrate an appreciation of multiple perspectives.*
- G6. *The student will evaluate the impact of science and technology on the individual, society and the natural world.*

### **Technology**

- T1. *Students will demonstrate the use of a variety of forms of technology as fundamental tools.*
- T2. *Students will demonstrate the effective application of current computers and software to a particular field of study.*

### **Group I—Communication**

**(Minimum 6 hours)**

- C1. *Students will compose written English in a grammatically correct, well-organized and coherent manner for a variety of purposes.*
- C2. *Students will compose, develop and deliver effective, English, language-based oral presentations for a variety of purposes.*
- C3. *Students will demonstrate an understanding of the various forms of rhetoric.*

- C4. *Students will integrate library/research skills into various areas of study.*

ENG 101 Composition and Rhetoric  
SPE 108 Oral Communication

And...

### **Group II—Humanities and Fine Arts**

**(Minimum 3 hours)**

#### **Humanities**

- H1. *Students will identify and analyze ideas, movements, civilizations and cultures.*
- H2. *Students will critically assess and express ideas about cultural diversity and individual roles in society.*

#### **Fine Arts**

- FA1. *Students will apply aesthetic reasoning for the expression, analysis, and interpretation of art forms.*
- FA2. *Students will express themselves by creating or performing works of verbal or non-verbal Art.*

ART 101 Drawing I  
ART 105 History of Art, Ancient World  
ART 106 History of Art, Medieval & Renaissance  
ART 107 Art Appreciation  
ART 109 Ceramics  
ART 110 Metals and Jewelry  
ART 111 Two Dimensional Design  
ART 112 ThreeDimensional Design  
ART 113 Color Theory and Practice  
ART 130 Computer Art I  
ART 140 Photography I Digital  
ART 201 Painting  
ART 219 Non Western Art  
ART 221 The History of Art in Architecture  
DRM 151 Theatre Appreciation  
DRM 152 Plays and Playwrights

ENG 103	Introduction to American Literature I, 1607-Civil War
ENG 104	Introduction to American Literature II, Civil War to Present
ENG 111	Introduction to Literature I
ENG 122	Creative Writing
ENG 123	Ethnic Studies in African American Literature
ENG 124	Introduction to Linguistics, Structure and Function of English Language
ENG 202	Introduction to British Literature I
ENG 203	Introduction to British Literature II
ENG 204	Shakespeare
ENG 206	World Literature
ENG 207	World Literature II
ENG 208	Introduction to Women's Literature
HFA 108	Intro to Film Appreciation
HFA 109	Intro to Film History
HFA 120	Music Appreciation
HFA 158	Drama Into Film
HFA 201	General Humanities I
HFA 202	General Humanities II
HFA 203	Humanities of Eastern Asia
HFA 210	Introduction to African American Music
HUM 205	Introduction to Rock & Roll
HUM 206	Introduction to Jazz
MUS 106	Fundamentals of Music
MUS 116	Music Theory I
MUS 115	Introduction to Music Literature
MUS 151-165	Private Applied Music
MUS 169	Class Instruction Piano I
MUS 170	Class Instruction Piano II
MUS 173	Class Instruction, Voice
MUS 174	Class Instruction, Voice
MUS 187	South Suburban College Voices
MUS 190	South Suburban College Chorale
MUS 195	Symphonic Band
MUS 197	Jazz Lab (dance band workshop)
PHL 101	Introduction to Philosophy
PHL 102	Ethics
PHL 103	World Religions
PHL 105	Logic
SPN 101	Elementary Spanish I
SPN 102	Elementary Spanish II
SPN 113	Elementary Conversational Spanish
SPN 115	Spanish for Health Care Providers I
SPN 203	Intermediate Spanish I
SPN 204	Intermediate Spanish II
SPN 205	Spanish for the Spanish Speaking
SPN 213	Intermediate Conversational Spanish
URB 141	African-American Arts

And...

## **Group III—Social and Behavioral Sciences**

**(Minimum 3 hours)**

**SB1.** *Students will examine human thought processes and behaviors in diverse populations, cultures and settings.*

**SB2.** *Students will use the principles of Social and Behavioral Science to analyze and interpret individual and world issues.*

ANT 101	Anthropology
ECO 201	Principles of Economics, Macro
ECO 202	Principles of Economics, Micro
GEO 103	Geography of the Developed World
GEO 104	Geography of the Emerging World
HIS 101	History of Modern Eastern Asian Civilization
HIS 109	Europe to the 19th Century
HIS 110	History of Modern Europe (19th and 20th Centuries)
HIS 151	African American History
HIS 203	Early American History
HIS 204	Later American History
HIS 271	History of Modern African Civilization
HSA 101	Introduction to Human Services
PSC 101	American National Government
PSC 102	American Local and State Governments
PSC 108	Contemporary Political Problems
PSC 210	Comparative Foreign Governments
PSY 101	Introduction to Psychology (Science of Human Behavior)
PSY 103	Psychology of Personal Adjustment
PSY 204	Social Psychology
PSY 205	Theories of Personality
PSY 206	Abnormal Psychology
PSY 211	Human Growth and Development (Life-span)
PSY 212	Adolescent Psychology
PSY 220	Human Sexuality
SOC 101	Introduction to Sociology
SOC 102	Social Problems
SOC 205	Marriage and the Family
SOC 206	Juvenile Delinquency
SOC 225	Ethnic and Racial Relations
URB 101	Introduction to Urban Studies

And...

## Group IV—Mathematics

(Minimum 3 hours)

**M1.** *Students will demonstrate analytical, quantitative, and problem-solving skills.*

**M2.** *Students will integrate mathematical relationships with other fields of study.*

MTH 100	Intermediate Algebra
MTH 103	Fundamentals of Mathematics
MTH 106	Technical Mathematics I, Algebra and Trigonometry
MTH 111	Technical Mathematics II, Analytic Geometry and Introduction to Calculus
MTH 115	General Education Mathematics
MTH 126	Fundamentals of Statistics
MTH 145	Math Concepts & Structures I
MTH 146	Math Concepts & Structures II
MTH 161	Finite Mathematics
MTH 165	College Algebra
MTH 167	Plane Trigonometry
MTH 169	Precalculus
MTH 170	Discrete Mathematics
MTH 180	Calculus for Business and Social Science
MTH 190	Calculus and Analytic Geometry I
MTH 211	Statistics
MTH 200	Introduction to Linear Algebra
MTH 203	Calculus and Analytic Geometry II
MTH 204	Calculus and Analytic Geometry III
MTH 205	Differential Equations
BUS 105	Business Mathematics

Or...

## Group V—Physical and Life Sciences

(Minimum 3 hours)

**PS1.** *Students will demonstrate an ability to effectively use scientific terminology.*

**PS2.** *Students will apply fundamental scientific conceptual frameworks for understanding and evaluating natural phenomena and their causes and effects.*

AST 101	Introduction to Astronomy
BIO 101	Concepts of Biology
BIO 102	Introductory Biology
BIO 103	Environmental Biology
BIO 104	Microbes and Society
BIO 105	General Biology I
BIO 115	Human Body Structure
BIO 185	Human Anatomy and Physiology I
BIO 152	Man and His Environment
CHM 101	Chemistry and Society
CHM 111	Introductory Chemistry I
CHM 113	General Chemistry I
GLG 101	Physical Geology
PHS 101	Physical Science
PHY 101	Mechanics, Heat and Sound
PHY 115	Topics in Applied Physics
PHY 210	University Physics I

***All students must demonstrate minimum math competency equivalent to MTH 095 in those programs in which mathematics is not a specific requirement. Keyboarding is an expected competency in many career programs and can be shown by taking OAT 100 or having had high school course(s) or demonstrating proficiency through ECEP.***

## Guarantee of Career Education Programs

South Suburban College shall guarantee the technical skill competence needed for entry into the occupational employment position for each student who completes the appropriate Associate of Applied Science (AAS) Degree or Certificate Program which is at least 30 hours in length. The graduate from the AAS Degree or Certificate Program who is judged by his/her employer to be lacking in the technical skills necessary for entry to the position shall be provided up to twenty-five (25) percent tuition-free credit hours of additional skill retraining in the degree or certificate program completed by the graduate.

South Suburban College, as an expression of pride, confidence and accountability in education and work force preparation, shall guarantee the skills of all occupational AAS and Certificate program graduates subject to the following conditions:

1. All developmental and prerequisite course work must have been successfully completed prior to admission to the program.
2. The student must have graduated within four years after admission to the degree program; within two years after initial enrollment into a certificate program.
3. The student must be employed full-time in a job directly related to his/her program of study within nine (months after graduation from the AAS Degree or Certificate Program. The College is not responsible for program graduates not meeting the minimal age requirement for employment.
4. The student who has completed the AAS Degree or Certificate within the specified time limit and is not able to demonstrate to an employer the basic technical skills to obtain entry-level employment for a job directly related to the student's program of study, will be offered retraining in those specific technical areas.
5. The student jointly with the employer must verify in writing within days of the graduate's initial employment or rejection that the graduate lacks competencies in specific technical areas represented by the degree/certificate information printed in the College catalog.
6. Retraining in those specific technical areas will be limited to College-credit courses regularly offered by the College.
7. A written education retraining plan will be developed by the graduate, program faculty and the appropriate instructional administrator based on the employer's verification document specifying competencies to be mastered.
8. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee policy.
9. A maximum of percent of required course work will be provided free of tuition and student fees under the terms of this guarantee. Laboratory fees and other course costs identified in the retraining plan are not included. The graduate will be responsible for any other costs that might be associated with taking the course(s).
10. Should the graduate audit, withdraw or not receive a passing grade in a course identified in the education retraining plan, it will be included in the percent credit-hour program limit.
11. All retraining must be completed within three semesters after the claim is filed in the Office of the Vice President of Academic Services.
12. Students who have passed state or other agency licensure exams upon graduation are not eligible for the retraining described in items 1-12.

This educational retraining guarantee applies to software release and vendor-specific equipment used in courses at the time the student was enrolled in the course. The College is not responsible for guaranteeing student competency in subsequent releases of software or revised or new equipment. Likewise, the College is not responsible for guaranteeing student knowledge or skills that will be valid in the future.

# Accounting

## Accounting (ACC.AAS)

This program provides preparation for entry-level employment as mid-level accountants in manufacturing, retail and service businesses as well as federal, state, and local governmental offices. It is intended for both new students in accounting and for those already employed in accounting. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition & Rhetoric	3
BUS 105	Business Mathematics <b>OR</b> Any Mathematics Elective	3
BUS 108	Intro to Business <b>OR</b> Business Elective†	3
ACC 120	Financial Accounting	4
MIS 101	Computer Literacy & Applications	3
OAT 100	Basic Keyboarding Skills (optional)*	1.5
<b>Cluster 2</b>		
ACC 121	Managerial Accounting	3
ACC 130	Comp. Accounting (Quickbooks)	3
BLW 201	Intro to Business Law	3
OAT 143	Excel	3
Group III	Soc. & Behavioral Science Elective	3
<b>Cluster 3</b>		
SPE 108	Oral Communication	3
ECO 201	Principles of Economics, Macro	3
BUS 220	Principles of Management	3
BLW 202	Intermediate Business Law	3
ACC 100	Personal Income Tax	3
Group II	Humanities Elective	3
<b>Cluster 4</b>		
ACC 200	Cost Accounting	3
BUS 123	Start Your Own Small Business	1
BUS 133	Organization for Small Business	1
BUS 134	Marketing for Small Business	1
BUS 271	Principles of Finance <b>OR</b>	
OAT 132	Access Business Elective	3 3
OAT 172	Business Communication	3
BUS 260	Total Quality Management	3
<b>Minimum for Degree</b>		<b>67</b>

\*Keyboarding is an expected proficiency of touch typing control shown by taking OAT 100 or having had high school course(s) or demonstrating proficiency through ECEP.

†NOTE: Business Elective is defined as any ACC, BUS, BLW, OAT, CIS/MIS, or ECO 202.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

## Accounting Certificate (ACC.CERT)

The Certificate in Accounting is designed to prepare the student for initial employment or promotability in the shortest possible time with solid academic credentials for the employers. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Intro to Business	3
OAT 143	Excel	3
ACC 120	Financial Accounting	<b>OR</b>
ACC 110,	Financial Accounting Parts 1 & 2 111	4
ACC 121	Managerial Accounting	3
ACC 130	Comp. Accounting (Quickbooks)	3
<b>Cluster 2</b>		
MIS 101	Computer Literacy & Applications	3
ACC 200	Cost Accounting	3
BUS 220	Principles of Management	3
ACC 100	Personal Income Tax	3
OAT 172	Business Communication	3
BLW 201	Intro to Business Law	3
<b>Minimum for Certificate</b>		<b>34</b>

\*NOTE: Business Elective is defined as any ACC, BUS, BLW, OAT, CIS/MIS, or ECO 202.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

## Bookkeeping Certificate (ACC.BASIC. BOOKKEEP)

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Intro to Business <b>OR</b>	
OAT 143	Excel	3
BUS 105	Business Mathematics	3
ACC 115	Accounting/ A User Perspective <b>OR</b>	<b>3</b>
ACC 110	Financial Accounting Parts 1 & 2 <b>OR</b> & 111	4
ACC 120	Financial Accounting	
ACC 130	Comp. Accounting (Quickbooks)	3
<b>Minimum for Certificate</b>		<b>12</b>

# Accounting Systems- Information Management

## Accounting Systems - Information Management (ACC.AAS.INFOMGMT)

The modern corporation recognizes a strong interrelationship among accounting, data processing and management. The Accounting Systems-Information Management program is designed to meet the needs of individuals to effectively function within a modern business environment. Graduates of this program will be prepared to perform more knowledgeably and effectively in the interrelated areas of accounting, data processing and management. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition & Rhetoric	3
ACC 120	Financial Accounting	4
BUS 108	Intro to Business	3
MIS 101	Computer Literacy & Application	3
Group IV	Mathematics Elective (MTH 165 Recommended)	3
OAT 100	Basic Keyboarding Skills (optional)* (1.5)	
<b>Cluster 2</b>		<b>Credits</b>
OAT 143	Excel	3
OAT 172	Business Communication	3
ACC 121	Managerial Accounting	3
MIS 205	Computer-Systems Development	3
Group II	Humanities Elective	3
SPE 108	Oral Communication	3
<b>Cluster 3</b>		<b>Credits</b>
BLW 201	Intro to Business Law	3
ACC 130	Computerized Accounting (Quickbooks)	3
MIS 250	Information Systems Administration	3
MIS 110	Microsoft Windows Operating Systems	3
Group III	Social & Behavioral Science Elective	3
<b>Cluster 4</b>		<b>Credits</b>
	Business Elective	3
ACC 200	Cost Accounting	3
BUS 220	Principles of Management	3
BUS 227	Human Resource Administration	3
MIS 206	Field Project I	3

**Minimum for Degree** **64**

**NOTE: Students enrolled in this program who intend to transfer should contact the Transfer Center.**

## Basic Certificates

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificates are now available. For further information, contact your academic advisor or counselor.

### Accounting Paraprofessional (ACC.BASIC) Credits

OAT 143	Excel	3
ACC 120	Financial Accounting	4
ACC 121	Managerial Accounting	3
ACC 130	Computerized Accounting (Quickbooks)	3
	Accounting Elective	3

**Total Credit Hours** **16**

### Computerized Accounting (ACC.BASIC.COMPUT) Credits

ACC 120	Financial Accounting <b>OR</b> ACC 110 & 111	4
ACC 121	Managerial Accounting	3
OAT 100	*Basic Keyboarding Skills (Optional) (1.5)	
ACC 130	Comp. Accounting (Quickbooks)	3
OAT 143	Excel	3

**Total Credit Hours** **13**

\*Keyboarding is an expected proficiency of touch typing shown by taking OAT 100 or having had high school course(s) or demonstrating proficiency through ECEP.

### Tax Preparer (ACC.BASIC.TAXPREP) Credits

ACC 120	Financial Accounting <b>OR</b> ACC 100 & 111	4
ACC 290	Federal Taxes	3
ACC 100	Personal Income Tax	<b>OR</b>
ACC 291	Advanced Federal & Illinois Taxes	3

**Total Credit Hours** **10**

# Applied Engineering Technology

## Applied Engineering Technology (AET.AAS)

Through a systems approach and seven in-depth courses, students will study applied technology in the areas of audio/video systems. Smart Home Control, Communications (broadcast, satellite, wireless), Security, Cabling & Telephony, Alternative Energy (green) & Power Distribution, Computers & Networks, Biomedical Systems, Design, Development & Manufacturing, Industry, Robotics & Automation, and Technical Project management. In addition, students will gain skills in terminology, electricity & Electronics, STEM (science, technology, engineering & mathematics), CAD, instrumentation and test equipment, tool usage, problem solving, project management, and team work.

Both an AAS degree and a 4 course certificate (\*) in Digital Home Technology Integration (DHTI) will be offered. Please contact ext. 2664 for additional information.

<b>Cluster 1</b>	<b>Credits</b>
ENG 101 Composition & Rhetoric	3
AET 101 Audio/Video & Smart Home	4
AET 102 Computer Technology	4
MTH 106 Technical Mathematics I	5
<b>Cluster 2</b>	<b>Credits</b>
AET 105 Comm., Security & Telephony	4
ELC 110 Electronic Circuits	4
Tech Electives*	4
Group II Humanities Elective	3
<b>Cluster 3</b>	<b>Credits</b>
PHY 101 Mechanics, Heat & Sound	4
ELC 190 Industrial Electronics I	4
ELC 215 Digital Electronics II	4
ELC 230 Electrical Drafting	3
<b>Cluster 4</b>	<b>Credits</b>
CIS 180 Net+ Certification	3
ELC 298 ETA Certification Prep	3
SPE 108 Oral Communication	3
Tech Electives*	4
Group III Soc. & Behav. Sci. Elective	3
<b>Total Credit Hours</b>	<b>62</b>

\*Any ELC, CAD, CIS/MIS, or PHY courses or approval of program coordinator.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

**"2+2" B.S. Degree option in Computer Science/Electronics available at the University of St. Francis.**

# Building Code Enforcement

## Building Code Enforcement (BCD.AAS)

Preparation for technical occupations in building code enforcement. The program includes study of principles, emphasizing construction materials and methods, principles of construction codes, legal authority and enforcement techniques. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement.

<b>Cluster 1</b>	<b>Credits</b>
BCD 101 Introduction to Codes Enforcement	3
ENG 101 Composition and Rhetoric	3
BLD 101 Construction Materials and Methods I- Wood	4
BLD 105 Print Reading for Building Construction	3
GROUP III Social and Behavioral Science Elective	3
<b>Cluster 2</b>	<b>Credits</b>
BCD 201 Decision Making in Code Enforcement	3
BCD 103 Resid. Concrete & Framing Inspections	3
BCD 109 Property Maintenance	3
SPE 108 Oral Communication	3
ENG 121 Technical Business Writing	3
<b>Cluster 3</b>	<b>Credits</b>
BLD 103 Construction Materials and Methods V- Home Energy Dynamics	3.5
BCD 104 Residential Plumbing Inspections	3
BCD 106 Mechanical Inspections	3
BCD 225 Light Commercial Inspection	3
GROUP V Science Elective	4
<b>Cluster 4</b>	<b>Credits</b>
BCD 105 Residential Electrical Inspections	3
BCD 108 Building Construction Fire Science	3
BCD 202 Plan Review	3
BLD or BCD Electives <sup>1</sup>	5
GROUP II Humanities or Fine Arts Elective	3
<b>Minimum for Degree:</b>	<b>64.5</b>
<b><sup>1</sup>Electives</b>	<b>Credits</b>
BLD 210 Renovate Energy Efficient Green Home	5
BLD 220 Build Energy Efficient Green Home I	6
BLD 221 Build Energy Efficient Green Home II	6
BCD 230 Internship	3
BCD 190 International Energy Code	3
BCD 239 Green Building Inspections	3

***Building Code Enforcement Certificate (BCD.BASIC.CODENF)***

Preparation for technical occupations in building code enforcement. The program includes study of principles, emphasizing construction materials and methods, principles of construction codes, legal authority and enforcement techniques.

<b><i>Cluster 1</i></b>	<b><i>Credits</i></b>
BCD 101 Intro to Code Enforcement	3
BCD 103 Res. Concrete & Framing Inspections	3
BCD 109 Property Maintenance	3
BLD 103 Home Energy Dynamics	3.5

<b><i>Cluster 2</i></b>	<b><i>Credits</i></b>
BCD 108 Building Construction Fire Science	3
BCD 201 Decision Making Code Enforcement	3
BCD 202 Plan Review	3
BCD 225 Light Commercial Inspection	3

<b><i>Electives (Select A Minimum Of 5 Hours)</i></b>	<b><i>Credits</i></b>
BLD 210 Renovate Energy Efficient Green Home	5
BLD 220 Build Energy Efficient Green Home I	6
BLD 221 Build Energy Efficient Green Home II	6
<b><i>Minimum for Certificate</i></b>	<b><i>29.5</i></b>

***Basic Certificates***

***Concrete And Framing Inspections (BCD.BASIC.CONFRM)***

Preparation for technical occupations in building code enforcement. The program covers the principles of construction codes enforcement with an emphasis on single family concrete and framing inspections.

<b><i>Cluster 1</i></b>	<b><i>Credits</i></b>
BCD 103 Res. Concrete & Framing Inspections	3
BCD 202 Plan Review	3
BLD 102 Constr. Materials & Methods II-Masonry	4
BLD 220 Build Energy Efficient Green Home I	6
<b><i>Total Credit Hours</i></b>	<b><i>16</i></b>

***Plumbing Inspections (BCD.BASIC.PLUMBINSF)***

Preparation for technical occupations in building code enforcement. The program covers the principles of construction codes enforcement with an emphasis on single family plumbing inspections.

BCD 104 Residential Plumbing Inspections	3
BCD 201 Decision-Making Code Enforcement	3
BCD 202 Plan Review	3
BLD 221 Build Energy Efficient Green Home II	6
<b><i>Total Credit Hours</i></b>	<b><i>15</i></b>

***Mechanical Inspections (BCD.BASIC.MECHINSP)***

Preparation for technical occupations in building code enforcement. The program covers the principles of construction codes enforcement with an emphasis on commercial and residential inspections.

BCD 106 Mechanical Inspections	3
BCD 202 Plan Review	3
BLD 103 Constr. Materials & Methods V-Home Energy Dynamics	3.5
BLD 221 Build Energy Efficient Green Home II	6
<b><i>Total Credit Hours</i></b>	<b><i>15.5</i></b>

***Electrical Inspections (BCD.BASIC.ELCINSP)***

BLD 101 Intro to Carpentry	4
BCD 105 Residential Electrical Inspecting	3
BCD 202 Plan Review	3
BLD 220 Build Energy Efficient Green Home I	6
BLD 206 Constr. Material & Methods IV- Elec.	4
<b><i>Total Credit Hours</i></b>	<b><i>20</i></b>

# Building Construction Technology

***Building Construction Technology (BLD.AAS)***

Preparation for technical occupations in building construction, including general contractor, carpenter, and mason and field supervisor. The program includes both classroom and laboratory instruction, emphasizing materials, methods and procedures. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information. All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement.

<b><i>Cluster 1</i></b>	<b><i>Credits</i></b>
BLD 100 General Contract Green Home	2
ENG 101 Composition & Rhetoric	3
BLD 101 Constr. Materials & Methods I-Wood	4
DRF 101 Architectural Drafting I	3
BLD 106 OSHA 30 Hr Construction Safety	1.5
BLD 105 Print Reading for Building Constr.	3

<b><i>Cluster 2</i></b>	<b><i>Credits</i></b>
BLD 102 Constr. Materials & Methods II-Mason.	4
BLD 103 Home Energy Dynamics	3.5
BLD 206 Constr. Material & Methods IV- Elec.	4
BCD 104 Residential Plumbing Inspections	3
ENG 121 Technical Business Writing	3

**Cluster 3**

BLD 220	Build Energy Efficient Green Home I	6
BLD 215	Plan Energy Efficient Green Home	3
BCD 103	Res. Concrete & Framing Inspections	3
SPE 108	Oral Communications	3
Group V	Elective	3

**Cluster 4**

BLD 203	Estimating	3.5
BLD 221	Build Energy Efficient Green Home II	6
Group II	Elective	3
Group III	Elective	3

**Minimum for Degree 67.5**

**"2+2" B.S. Degree in Professional Arts/Applied Organizational Management or Human Resource Management available at the University of St. Francis.**

**Basic Certificates**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificates are now available. For further information, contact your academic advisor or counselor.

**New Residential Construction (BLD.BASIC.**

<b>NEWRESID)</b>		<b>Credits</b>
BLD 101	Constr. Materials & Methods I-Wood	4
BLD 103	Constr. Materials & Methods V-Home Energy Dynamics	3.5
BLD 220	Build Energy Efficient Green Home I	6
BLD 221	Build Energy Efficient Green Home II	6
<b>Total Credit Hours</b>		<b>19.5</b>

**Building Rehabilitation (BLD.BASIC.REHAB)**

BLD 101	Constr. Materials & Methods I-Wood	4
BLD 210	Renovate Energy Efficient Green Home	5
BLD 221	Adv. Carpentry II-Finish Carpentry	6
<b>Total Credit Hours</b>		<b>15</b>

**Construction Supervision & Management (BLD.BASIC.SUPVMGT)**

BLD 105	Print Reading for Building Constr.	3
BLD 203	Estimating	3.5
BLD 205	Project Supervision & Management	3
BLD 215	Plan Energy Efficient Green Home	3
<b>Total Credit Hours</b>		<b>12.50</b>

**Home Maintenance (BLD.BASIC.HOMEMAIN)**

BLD 101	Intro to Carpentry	4
BLD 102	Constr. Material & Methods II - Masonry	4
BLD 206	Constr. Material & Methods IV- Elec.	4
BCD 104	Residential Plumbing Inspections	3
<b>Total Credit Hours</b>		<b>15</b>

**Residential Energy Auditing (C-0569)**

BLD 150	Intro to "Green" Building Science	2
BLD 160	Residential Energy Auditing	2
BLD 250	RESNET Home Energy Rater Training	3
<b>Total Credit Hours</b>		<b>7</b>

**Home Inspection (BLD.BASIC.HOMINS)**

BLD 225	Intro to Home Inspection	3
BLD 206	Constr. Material & Methods IV- Elec.	4
BCD 104	Residential Plumbing Inspection	3
BCD 106	Mechanical Inspections	3
<b>Total Credit Hours</b>		<b>13</b>

**HVACR Technician Certificate****Credits****(Pending ICCB Approval)**

BLD 106	OSHA 30hr Construction Safety Certificate	1.5
BLD 140	HVACR Tech 1	4
BLD 141	HVACR Tech 2	4
BLD 142	Duct Fabrication	3
BLD 150	Intro to "Green" Building Science	2
BLD 206	Residential Electrical Wiring	4
BCD 106	Mechanical Inspections	3
BCD 190	International Energy Conservation Code	3
ELC 101	Electrical Circuits 1	4
<b>Total credit hours</b>		<b>28.5</b>

# Computer-Aided Design

## *Computer-Aided Design (CAD.AAS)*

The Computer-Aided Design (CAD) curriculum provides students both instruction and experience on both workstation and PC based CAD. Students are taught how to use the computer as a tool for tasks such as 2-D drafting, 3-D modeling and simple CAD related programming. In addition, students learn advanced techniques such as solving design problems, attribute management and symbol library creation and usage. Courses include introductory drafting and electrical, mechanical and architectural applications. Graduates of the program are qualified as CAD operators and technologists and/or can continue their education in the university environment. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

<i>Common Core Requirements</i>	<i>Credits</i>
CAD 100 Intro to CADD	1.5
CAD 101 Basic Drawing & Design	2
CAD 105 Special Applications	4
MTH 106 Technical Mathematics I	5
OAT 100 Basic Keyboarding Skills	1.5
OAT 172 Business Communications	3
BUS 260 Total Quality Management	3

## *General Education Requirements*

SPE 108 Oral Communication	3
ENG 101 Composition & Rhetoric	3
Group II Humanities	3
Group III Social & Behavioral Science	3
Group V Physical & Natural Science	3

## *AEC Option (CAD.AAS.ARCH)*

BLD 101 Constr. Materials & Methods I-Wood	4
BLD 203 Estimating	3.5
BLD 221 Build Energy Efficient Green Home II	6
CAD 109 Architectural Design & Drafting I	4
CAD 209 Architectural Applications II	4
CAD 269 Technical Publishing	3.5
DRF 101 Architectural Drafting	3

**Total Credit Hours 63**

<i>MET Option (CAD.AAS.MECH)</i>	<i>Credits</i>
CAD 111 Mechanical Design I	4
CAD 212 Mechanical Design II	4
CAD 214 Mechanical Design III	4
CAD 260 Solid Modeling	4
Tech Elective†	4.5
CAD 269 Technical Publishing	3.5
CAD 299 Special Topics	4
<b>Total Credit Hours</b>	<b>63</b>

\* BLD 102 may be substituted.

† Any BMD, BLD, BCD, or ELC course or approval of program coordinator.

## *Computer-Aided Design Architectural Engineering Construction Technology Certificate (CAD.CERT.ARCH)*

The Computer-Aided Design (CAD) curriculum provides students with instruction and experience on both workstation and PC based CAD. Students are taught how to use the computer as a tool for tasks such as 2-D drafting and 3-D modeling. Graduates of the program are qualified as architectural CAD operators and technologists and/or can continue their education in the university environment. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

	<i>Credits</i>
BLD 101 Constr. Materials & Methods I-Wood	4
CAD 100 Intro to CADD	1.5
CAD 101 Basic Drawing & Design	2
CAD 105 Special Applications	4
CAD 109 Architectural Design & Drafting I	4
CAD 209 Architectural Applications II	4
DRF 101 Architectural Drawing	3
ENG 101 Composition & Rhetoric	3
MTH 106 Technical Mathematics I	5
BUS 260 Total Quality Management	3
<b>Total Credit Hours</b>	<b>33.5</b>

### **Computer-Aided Design Mechanical Engineering Technology Certificate (CAD.CERT.MECH)**

The Computer-Aided Design (CAD) curriculum provides students with instruction and experience on both workstation and PC based CAD. Students are taught how to use the computer as a tool for tasks such as 2-D drafting and 3-D modeling. Graduates of the program are qualified as mechanical CAD operators and technologists and/or can continue their education in the university environment. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

	<b>Credits</b>
CAD 100 Intro to CADD	1.5
CAD 101 Basic Drawing & Design	2
CAD 111 Mechanical Design I	4
CAD 212 Mechanical Design II	4
CAD 214 Mechanical Design III	4
CAD 105 Special Applications	4
DRF *Electives	3
ENG 101 Composition & Rhetoric	3
MTH 106 Technical Mathematics I	5
BUS 260 Total Quality Management	3
<b>Total Credit Hours</b>	<b>33.5</b>

### **Basic Certificates**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificates are now available. For further information, contact your academic advisor or counselor.

#### **Mechanical Certificate (CAD.BASIC.MECH) Credits**

CAD 100 Intro to CADD	1.5
CAD 101 Basic Drawing & Design	2
CAD 105 Special Applications	4
CAD 111 Mechanical Design I	4
DRF *Electives	3
<b>Total Credit Hours</b>	<b>14.5</b>

#### **Advanced Mechanical Certificate (CAD.BASIC.MECHADV)**

CAD 212 Mechanical Design II	4
CAD 214 Mechanical Design III	4
CAD 260 Solid Modeling	4
<b>Total Credit Hours</b>	<b>12</b>

### **AEC Certificate (C-0623)**

CAD 100 Intro to CADD	1.5
CAD 101 Basic Drawing & Design	2
CAD 105 Special Applications	4
CAD 109 Architectural Drawing & Design I	4
DRF 101 Architectural Drafting	3
<b>Total Credit Hours</b>	<b>14.5</b>

### **CADD Technical Publishing (C-0625)**

CAD 100 Intro to CADD	1.5
CAD 101 Basic Drawing & Design	2
CAD 105 Special Applications	4
CAD 269 Technical Publishing	3.5
OAT 172 Business Communication	3
<b>Total Credit Hours</b>	<b>14</b>

### **Advanced AEC Certificate (C-0624)**

BLD 101 Constr. Materials & Methods I-Wood	4
BLD 110 Surveying I	4
BLD 203 Estimating	3.5
CAD 209 Architectural Applications II	4
<b>Total Credit Hours</b>	<b>15.5</b>

## **Computer Information Sciences**

### **Network & Computer Technology (CIS.AAS.NETWORK)**

The program AAS will prepare for entry level positions in high positions in high-tech industry of digital switching and networking. Students will learn how to use networking technologies to provide data, voice, image, and video communications in business, industry, and education.

The curriculum will also help prepare students for a career path towards and entry-level technical position in: help desk support, PC repair/installation, cabling installer, network administrator, system integrator, product support, system designer, system analyst, and Cisco CCNA.

### **Core Courses**

#### **Cluster 1**

ENG 101 Composition & Rhetoric	3
MIS 101 Computer Literacy & Application	3
CIS 106 Computer Math	3
CIS 130 Voice, Data, Video, & Fiber Cabling	3
Group II Humanities	3
<b>Total</b>	<b>15</b>

**Cluster 2**

CIS 132	Cisco IT Essentials v5 A+ Certification	4
CIS 180	Net+	3
MIS 190	Microsoft Workstation & Networking	3
SPE 108	Oral Communications	3
MIS 102	Computer Logic	3
<b>Total</b>		<b>16</b>

**Cluster 3**

CIS 120	Cisco Exploration CCNA- Network Fundamentals 1st 8wk	4
CIS 125	Cisco Exploration CCNA- Routing Protocols & Concepts 2nd 8wk	3
MIS 185	Windows Server Administration	3
MIS 104	BASIC/Visual Basic	3
Group III	Social Science	3
<b>Total</b>		<b>16</b>

**Cluster 4**

CIS 220	Cis. Exp. CCNA – LAN Switch & Wireless 3rd 8wk	3
CIS 225	Cisco Exploration CCNA – WAN 4th 8wk	3
CIS 227	Wireless Certification	4
MIS 213	Computer Information Security	3
BLW 204	Cyber Law, Legal Issues in Cyberspace	3
CIS 296	CIS Internship	3
<b>Total</b>		<b>19</b>

**Total Credit Hours 66**

†Recommended Electives: All CIS courses not taken to fulfill a core requirement or specialization and:

CIS 130	Voice, Data, Video, Fiber Cabling	3
MIS 185	Windows Server Administration	3
CIS 227	Wireless Certification	3
MIS 213	Computer Information Security	3
MIS 216	JAVA Programming Intro	3
MIS 214	Visual Basic	3
MIS 212	Visual C++ Programming	3
MIS 226	Field Project II	3
ACC 230	Information Management	3
OAT 132	Access	3
OAT 143	Excel	3
MIS 299	Selected Topics in Computer Systems	
CIS 296	Topics in Computer Technology	
Other Courses as approved by Program Coordinator		3

**Basic Certificates**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is now available. For further information, contact your academic advisor or counselor.

**Cisco Network Technician (CIS.NETSPEC)**

MIS 101	Computer Literacy & Applications	3
MIS 110	Microsoft Windows Operating Systems	3
CIS 120	CCNA Exp. – Network Fund.	4
CIS 125	CCNA Exp.– Routing Protocols & Concepts	3
CIS 220	CCNA Exp.– LAN Switching & Wireless	3
CIS 225	CCNA Exp.– Accessing the WAN	3
CIS 132	Cisco IT Essentials v5 A+ Certification	4
<b>Total</b>		<b>23</b>

**A+ Technician Prep (CIS.BASIC.APLUS)**

MIS 101	Computer Literacy & Application	3
CIS 132	Cisco IT Essentials v5 A+ Certification	4
<b>Total Credit Hours</b>		<b>7</b>

**Cabling Technician (CIS.BASIC)**

MIS 101	Computer Literacy & Application	3
CIS 130	Voice, Data, Video, & Fiber Cabling	3
<b>Total Credit Hours</b>		<b>6</b>

# Court Reporting / Verbatim Technology

## *Court Reporting / Verbatim Technology (COR.AAS)*

Placement into college-level English on the Placement test is a requirement for COR 100. Students must have a typing speed of 45 wpm. Students must successfully pass COR 100 and OAT 170 before applying for Admission into the Court Reporting Program. To apply, submit a copy of college transcripts, a one-page personal statement of goals and commitment, and a letter of reference from a Certified Shorthand Reporter with business card attached to the Program Coordinator.

Students must be admitted into the Court Reporting Program before registering for any other COR classes. A combination of two-voice, jury, theory and/or literary must be taken. General Education classes must be taken along with machine classes or credit given via transcript. A successful court reporter is a well-rounded individual, thus completion of a variety of academic classes is essential. Summer classes are mandatory.

<i>Program Prerequisites</i>	<i>Credits</i>
COR 100 Intro. To Machine Theory	6
OAT 170 Business English	3
Admission to the program	

### *Cluster 1*

ENG 101 Composition & Rhetoric	3
COR 103 Intro. To Two-Voice Dictation 80	1.5
COR 104 Transcription & Punctuation	2
COR 106 Theory Reinforcement & Speed	1.5
COR 109 Intro. To Jury Charge Dictation 90	1.5
COR 113 Two-Voice 100	1.5
COR 115 Jury Charge 110	1.5

### *Summer*

SPE 108 Speech	3
COR 117 Two-Voice 115	1.5
COR 119 Jury Charge 130	1.5

### *Cluster 2*

COR 121 Two-Voice 130	1.5
COR 123 Jury Charge 145	1.5
COR 108 Computer-Aided Transcription	2
Group IV Math Elective <b>Or</b>	
Group V Physical Life Science	3
COR 171 Legal Terminology	3
COR 127 Two-Voice 145	1.5
COR 131 Jury Charge 160	1.5
COR 133 Literary 120	1.5

### *Cluster 3*

COR 137 Two-Voice 160	1.5
COR 139 Jury Charge 175	1.5
COR 141 Literary 135	1.5
MDR 103 Medical Terminology	3
Social & Behavioral Science Elective	3
COR 201 Two-Voice 175 W/Medical 140	1.5
COR 203 Jury Charge 190	1.5
COR 205 Literary 150	1.5
COR 206 Court Practicum	1
COR 208 CSR Prep	1

### *Cluster 4*

COR 207 Two-Voice 190 W/Medical 155	1.5
COR 209 Jury Charge 200	1.5
COR 213 Literary 165	1.5
Humanities Elective	3
COR 215 Two-Voice 210 W/Medical 170	1.5
COR 217 Literary 180	1.5
COR 219 Two-Voice 225	1.5
COR 221 Jury Charge Elective	(1.5)

### *Minimum For Degree*

**72**

The Machine Shorthand graduation requirements, which are satisfied within the courses above, are as follows:

Completing at least 40 verified hours of internship.

Passing the following five-minute speed tests: three 225 wpm testimony with 95 percent accuracy; three 200 wpm jury charge tests with 95 percent accuracy; three 180 literary tests with 95 percent accuracy.

**Business & Technology baccalaureate option available at BSU.**

# Criminal Justice System

## *Criminal Justice System (CJS.AAS)*

This program is designed for individuals wishing to enter police work at the local, state or federal level. All students must demonstrate a minimum math competency equivalent to MTH 095.

### *Cluster 1*

<i>Cluster 1</i>	<i>Credits</i>
ENG 101 Composition & Rhetoric	3
CJS 101 Intro to Criminal Justice*	3
CJS 103 Police Operations	3
PSC 101 American National Government	3
SOC 101 Intro to Sociology	3

### *Cluster 2*

SPE 108 Oral Communication	3
CJS 104 Criminology	3
CJS 105 Criminal Law*	3
CJS 215 Police Report Writing	3
PSY 101 Intro to Psychology	3

**Cluster 3**

CJS 206	Criminal Investigation	3
CJS 207	Evidence & Criminal Procedure*	3
CJS 209	Community Policing	3
CJS 211	Criminal Justice Fieldwork I	3
SOC 206	Juvenile Delinquency	3
PSC 102	American State & Local Government	3

**Cluster 4**

CJS 212	Constitutional Law	3
CJS 220	Topics in Criminal Justice	3
CJS	CJS Elective	3
Group II	Humanities Elective	3
Group IV	Mathematics Elective	<b>OR</b>
Group V	Physical & Life Science Elective	3

**Minimum for Degree 63**

**Recommended electives**

MIS 101	Computer Literacy & Applications	3
SPN 101	Elementary Spanish I	3
CJS 102	Police Administration†	
CJS 208	Forensic Science	3
CJS 210	Traffic Investigation	3
CJS 213	Police Supervision & Leadership†	3
CJS 227	State Police Physical Agility Ed	3

\*Required courses (all others may be substituted.)

†Recommended for those currently working in the profession. For additional information please contact Dean Ronald Kawanna, at Ext. 5807.

**"2+2" B.A. degree option in Criminal Justice available at the University of St. Francis.**

**Criminal Justice System Certificate (CJS.CERT)****Credits**

ENG 101	Composition & Rhetoric	3
CJS 101	Intro to Criminal Justice*	3
PSC 101	American National Government	3
CJS 102	Police Administration <b>OR</b>	
CJS 213	Police Supervision	3
CJS 103	Police Operations <b>OR</b>	
CJS 215	Police Report Writing	3
CJS 104	Criminology	3
CJS 105	Criminal Law*	3
CJS 206	Criminal Investigation	3
CJS 207	Evidence & Criminal Procedure*	3
CJS 209	Community Policing <b>OR</b>	3
CJS 214	International Criminal Justice	3
CJS 211	Criminal Justice Fieldwork I	3
CJS 208	Forensic Science <b>OR</b>	3
CJS 220	Topics in Criminal Justice <b>OR</b>	
CJS 212	Constitutional Law	3

**Minimum for Certificate 36**

\*Required courses (all others may be substituted.)

**Corrections Officer / Youth Supervisor Option (CJS.AAS.CORR)**

This program is designed for individuals interested in working in correctional settings, including youth facilities, penitentiaries, jails, and probation and parole settings.

**Cluster 1 Credits**

ENG 101	Composition & Rhetoric	3
SPE 108	Oral Communication	3
SOC 101	Intro to Sociology	<b>OR</b>
PSY 101	Intro to Psychology	3
CJS 106	Intro to Corrections	3
Group IV	Mathematics Elective	3

**Cluster 2**

CJS 101	Intro to Criminal Justice*	3
CJS 102	Police Administration	3
CJS 104	Criminology	3
CJS 105	Criminal Law*	3
CJS 207	Evidence & Criminal Procedure*	3

**Cluster 3**

HSA 108	Substance Abuse	3
MIS 101	Computer Literacy & Applications	3
CJS 201	Private Security/Loss Prevention	3
CJS 171	Security Administration	3
SPN 101	Elementary Spanish I	4

**Cluster 4**

PSC 101	American National Government	3
CJS 209	Community Policing	3
CJS 213	Police Supervision	3
CJS 215	Police Report Writing	3
CJS	CJS Elective	3
SOC 206	Juvenile Delinquency	3

\*Required courses (all others may be substituted.)

**Recommended electives from the following:**

SOC 102	Social Problems	3
ENG 102	Composition & Research	3
CJS 220	Topics in Criminal Justice	3
CJS 214	International Criminal Justice	3
CJS 206	Criminal Investigation	3
CJS 210	Traffic Investigation	3
CJS 222	Criminal Justice Field Work II	3
CJS 227	State Police Physical Agility Ed	3
CJS 208	Forensic Science	3

**Minimum for Degree 64**

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

# Diagnostic Medical Sonography

## *Diagnostic Medical Sonography (Ultrasound) Program Certificate Option (DMS.CERT)*

The rapid expansion of radiologic technology has produced many very sophisticated imaging modalities. In particular, diagnostic medical sonography or ultrasound has continued to gain professional and public popularity with the introduction of new diagnostic non-invasive modalities allowing for imaging in areas not previously possible.

The profession of medical sonography includes general sonography, cardiac and vascular and various sub-specialties. Sonographers are highly skilled professionals qualified by technological education to provide client services using diagnostic ultrasound under the supervision of a doctor of medicine or osteopathy. The sonographer may provide this service in a variety of medical settings where the physician is responsible for the use and interpretation of ultrasound procedures.

Sonographers assist physicians in gathering sonographic data necessary to reach diagnostic decisions. The sonographer must be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results; perform appropriate procedures and record anatomical pathological and/or physiological data for interpretation by a physician; record and process sonographic data and other pertinent observations made during the procedure for presentation to the interpreting physician; exercise discretion and judgment in the performance of sonographic services; provide patient education related to medical sonography; and promote principles of good health.

The Diagnostic Medical Sonography (Ultrasound) Program is a 17-month, full-time night program. The program provides didactic, lab and clinical instruction. The clinical portion of the program consists of an orientation to the clinical aspects of medical sonography, demonstration in the use of sonographic equipment, and an opportunity to participate under close supervision in actual sonographic procedures in an assigned health care facility. Upon successful completion of the program, students will be awarded a Certificate in Diagnostic Medical Sonography with specialities in Abdomen and Obstetrics-Gynecology Technology.

### **Requirements for Admission**

Applicants to the Diagnostic Medical Sonography Program must qualify under one of the following categories:

- I. RT(R) with an AAS or BS/BA in Radiologic Technology:

is currently registered as a RT(R) in good standing with the American Registry of Radiologic Technologists (ARRT), possesses either an AAS or BS/BA degree in Radiologic Technology

- II. Senior Student in an accredited AAS or BS/BA Radiologic Technology program:

is currently completing the last year of an accredited AAS or BS/BA Radiologic Technology program, will take the ARRT registry examination **prior** to starting the DMS program, earns the RT(R) credential prior to the beginning of DMS clinical rotations in the first semester; otherwise the student is immediately removed from the DMS program.

- III. RT(R) without an AAS/BS/BA in Radiologic Technology:

is currently registered as a RT(R) in good standing with the American Registry of Radiologic Technologists (ARRT), is a graduate of an accredited hospital-based Radiologic Technology Program, has completed general education course requirements for an AAS degree in Radiologic Technology. The SSC Radiologic Technology Program will be used as the standard for evaluation of general education course requirements.

All qualified applicants to the DMS program must possess a cumulative GPA of 2.5 or better from the college or university granting the RT degree. (A = 4.00 scale)

### **Admission Process**

1. Submit an SSC Admissions Application and official high school, college, and university transcripts directly to the Office of Admission and Records no later than June 30th.
2. Submit the Diagnostic Medical Sonography Admission Application form and a copy of current Registry cards to the DMS program by mail or in person (Room 4453) no later than June 30th.
3. Complete the Biology 186 Human Anatomy and Physiology prerequisite course with a "C" or better prior to the beginning of the program. If you have already completed or transferred an equivalent course for RAD 237 Sectional Imaging Anatomy, then this prerequisite course is not required.
4. Admission to the Fall semester DMS program will be given to the most qualified candidates as determined by their cumulative grade point average (GPA) ranking. Number of applicants accepted is dependent upon availability of clinical education sites.
5. Letters will be mailed to applicants notifying them of their admission status by the week of July 18th.

**Full-Time Option**

<b>Fall Semester (16 weeks)</b>	<b>Credits</b>
DMS 201 Fundamentals of Sonography	3
RAD 237 Sectional Imaging Anatomy	3
DMS 204 Abdominal Sonography	4
DMS 205 Clinical Education I	2
<b>12</b>	

<b>Spring Semester (16 weeks)</b>	<b>Credits</b>
DMS 203 Ultrasound Physics	4
DMS 206 Obstetrical/Gyn. Sonography	4
DMS 209 Clinical Education II	3
DMS 210 Abdominal Pathology	3
DMS 211 Special Sonographic Procedures	2
<b>16</b>	

<b>Summer (8 weeks)</b>	<b>Credits</b>
DMS 207 Ultrasound Image Critique	1
DMS 212 Clinical Education III	3
<b>4</b>	

<b>Fall Semester (16 weeks)</b>	<b>Credits</b>
DMS 208 Obstetrical/Gynecological Pathology	3
DMS 213 Clinical Education IV	4
<b>7</b>	

**Total Credit Hours** **39**

Students must complete all DMS program and general education course requirements with a grade of "C" or better.

# Echocardiography

## Echocardiography (ECG.AAS)

South Suburban College's Echocardiography Program will provide students with an opportunity to become entry level skilled technicians in Echocardiography. Technicians assist physicians in diagnosing and treating cardiac and peripheral vascular ailments. Graduates will be prepared for licensure and work as an entry level cardiac technician. Approval for the Echocardiography AAS Degree by the Illinois Community College Board (ICCB) is pending.

Note: Admission to the College does not guarantee admission into the program.

### Program Admission Requirements

The applicant must:

- Complete the Prerequisites:  
 ENG 101 - Composition and Rhetoric  
 BIO 185 - Human Anatomy and Physiology I  
 FAD 205 - Emergency Care and Safety or CPR  
 PHY 115 - Topics in Applied Physics

- Submit an SSC application/registration form and forward all high school as well as other college transcripts directly to the Office of Admissions and Registration.
- Admissions to the Echocardiography Program will be determined by a ranking of the grade point averages (GPA) of the program prerequisite courses. Students will be considered for admissions who have received at least a grade of "C" or better in all program prerequisites and a minimum cumulative GPA of 2.5 or better (A = 4.0). All final course grades will be validated prior to the start of the program.
- Submit an Echocardiography application to the program by mail or in person (Room 4453) no later than April 15th prior to the fall semester anticipating admissions. Please visit SSC's website to obtain an application to the program.
- Score of 75% or better on Admission test.
- You will be notified in writing of your admission status no later than May 15th.

Students must finish all prerequisite courses by December prior to the fall semester of the year you are seeking admission. Students must complete all Echocardiography program courses and general education courses with a "C" or better.

Once admitted into the Echocardiography Program, students will be asked to complete a criminal background check and a possible drug screening. Eligibility of internship sites might be dependent on results of the criminal background and drug screening results.

For additional information, please contact: Shari McGovern, Director of Imaging at (708) 596-2000, ext. 2634.

<b>Cluster 1</b>	<b>Credits</b>
ENG 101 Composition & Rhetoric	3
BIO 185 Human Anatomy & Physiology I	4
FAD 205 Emergency Care & Safety	2
PHY 115 Topics in Applied Physics	3
ECG 100 Patient Care Skills	3
ECG 101 Echocardio Fundamentals	4

<b>Cluster 2</b>	<b>Credits</b>
SPE 108 Oral Communication	3
ECG 204 Echo Imaging Lab 1	4
BIO 186 Human Anatomy & Physiology II	4
ECG 126 Clinical Education I	4
ECG 127 Clinical Education II	4

<b>Cluster 3</b>	<b>Credits</b>
ECG 104 Echo Anatomy & Physiology	4
ECG 205 Echo Imaging Lab 2	4
ECG 200 Echo Physics	4

**Cluster 4**

ECG 226	Clinical Education III	4
PSY 101	Intro to Psychology	3
ECG 210	PACS	2
ECG 230	Echo Cert. Review	3
Group II	Humanities Elective	3

**Total:** **65**

**Echocardiography Certificate (ECG.CERT)**

South Suburban College's Echocardiography Program will provide students with an opportunity to become entry level skilled technicians in Echocardiography. Technicians assist physicians in diagnosing and treating cardiac and peripheral vascular ailments. Graduates will be prepared for licensure and work as an entry level cardiac technician. Approval for the Echocardiography AAS Degree by the Illinois Community College Board (ICCB) is pending.

Note: Admission to the College does not guarantee admission into the program.

**Program Admission Requirements**

This Certificate in echocardiography is to prepare student learners to function effectively as entry level cardiac technicians and prepare them for licensure. The program includes both didactic and clinical courses.

The applicant must:

- Students applying to the Echocardiography (ECHO) Program must be registered as a RT(R) in good standing with the American Registry of Radiographic Technology (ARRT) and must possess either an AAS or BA/BS degree in Radiologic Technology. Graduates of AMA approved hospital-based radiologic technology programs will be evaluated on an individual basis. No students will be considered for admission to the Echocardiography Program unless they possess a minimum cumulative GPA of 2.5 (where A= 4.0). **Note: You must have worked as a Radiology Technologist for at least one year preferably two years. Also, all immunization records must be current with a current CPR card. This is required by all of our clinical sites.**

Registered radiographers who possess the ARRT certification for at least one year and who meet the clinical requirements in ECHO set forth by the ARRT are eligible to sit for the American Registry of Radiologic Technologist Board--Advanced Level Examination in Echocardiography.

Please provide a copy of your current ARRT, IEMA (Illinois Emergency Management Agency) and CPR cards.

- Submit an SSC application/registration form and forward all high school as well as other college transcripts directly to the Office of Admissions and Registration.

- Admissions to the Echocardiography Program will be determined by a ranking of the grade point averages (GPA) of the program prerequisite courses. Students will be considered for admissions who have received at least a grade of "C" or better in all program prerequisites and a minimum cumulative GPA of 2.5 or better (A= 4.0). All final course grades will be validated prior to the start of the program.

- Submit an Echocardiography application to the program by mail or in person (Room 4453) no later than April 15th prior to the fall semester anticipating admissions. Please visit SSC's website to obtain an application to the program.

- Score of 75% or better on Admission test.

- You will be notified in writing of your admissions status no later than May 15th.

Students must finish all prerequisite courses by December prior to the fall semester of the year you are seeking admission. Students must complete all Echocardiography program courses and general education courses with a "C" or better.

Once admitted into the Echocardiography Program, students will be asked to complete a criminal background check and a possible drug screening. Eligibility of internship sites might be dependent on results of the criminal background and drug screening results.

For additional information, please contact: Shari McGovern, Director of Imaging at (708) 596-2000, ext. 2634.

**Cluster 1**

ECG 101	Echocardio Fundamentals	4
ECG 204	Echo Imaging Lab 1	4
ECG 104	Echo Anatomy & Physiology	4
ECG 126	Clinical Education I	4

**Cluster 2**

ECG 127	Clinical Education II	4
ECG 200	Echo Physics	4
ECG 205	Echo Imaging Lab 2	4
ECG 226	Clinical Education III	4
ECG 230	Echo Cert. Review	3

**Total:** **35**

# Electronics Engineering Technology

## Electronics Engineering Technology (ELC.AAS.EGR)

Through a systems approach and in-depth courses, students will study applied technology in the areas of Control Systems, Communications (broadcast, satellite, wireless), Cabling, PLC's, Alternative Energy (Green) & Power Distribution, Computers & Networks, Design, Amplification, Integrated Circuits, Development & Manufacturing, Industry, Robotics & Automation, and Technical Project Management. In addition, students will gain skills in terminology, electricity & electronics, STEM (Science, Technology, engineering & Mathematics), CAD, instrumentation & test equipment, tool usage, problem solving, project management, and team work.

Both a AAS degree and a 4 course certificate (\*) in Digital Home Technology Integration (DHTI) will be offered. Please contact ext. 2664 for additional information.

<b>Cluster 1</b>	<b>Credits</b>
ENG 101 Composition and Rhetoric	3
ELC 101 Electrical Circuits I	4
ELC 102 Digital Electronics	4
MTH 106 Technical Mathematics I	5

<b>Cluster 2</b>	<b>Credits</b>
ELC 105 Electrical Circuits II	4
ELC 110 Electronic Circuits	4
Technology Electives <sup>1</sup>	4
Group II Humanities Elective	3

<b>Cluster 3</b>	<b>Credits</b>
PHY 101 Mechanics, Heat and Sound	4
ELC 190 Industrial Electronics I	4
ELC 215 Digital Electronics II	4
ELC 230 Electrical Drafting	3

<b>Cluster 4</b>	<b>Credits</b>
CIS 180 Net+ Certification	3
ELC 298 ETA Certification Prep.	3
SPE 108 Oral Communication	4
Technology Electives <sup>1</sup>	4
Group III Social and Behavioral Science Elective	3

**Minimum for Degree:** 62

1. Technology Electives: Any BMD, ELC CAD, CIS/MIS or PHY courses or approval of program coordinator.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

**"2+2" B.S. Degree option in Computer Science/Electronics available at the University of St. Francis.**

## Electronics Engineering Technology Certificate (ELC.BASIC.ELCEGR)

A six course certificate in Electronics Technology. Contact the Department of Engineering and Technology for additional information. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

<b>Cluster 1</b>	<b>Credits</b>
MTH 106 Technical Mathematics I	5
ELC 101 Electrical Circuits I	4
ELC 105 Electrical Circuits II	4
PHY 101 Mechanics, Heat & Sound	4
ELC 110 Electronic Circuits	4
ELC 102 Digital Electronics	4

**Minimum for Certificate** 25

## Basic Certificates

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificates are now available. For further information, contact your academic advisor or counselor.

<b>Basic Electricity (ELC.BASIC.ELC)</b>	<b>Credits</b>
MTH 106 Technical Mathematics I	5
ELC 101 Electrical Circuits I	4
ELC 105 Electrical Circuits II	4

**Total Credit Hours** 13

## Digital Electronics (ELC.BASIC.DIGELC)

ELC 102 Digital Electronics	4
MIS 110 Microsoft Windows Operating Systems	3
CIS 132 Cisco IT Essentials v5 A+ Certification	4

**Total Credit Hours** 11

# Emergency Medical Technician

## Basic Certificate

### Emergency Medical Technician (EMT.BASIC)

This certificate prepares students for the EMT-B State Licensure Test. The extensive curriculum includes medical aspects, legal terminology, pharmacology, childbirth, and life saving techniques, such as CPR. The EMT candidate will participate in hands-on training in clinical and practical applications in hospital settings and field time, such as auto extrications. Testing is done periodically in the classroom, as well as practical settings.

1. Submit an SSC application/registration form and forward all high school as well as other college transcripts directly to the Office of Admissions and Registration no later than May 1.
2. Once you have received SSC e-mail log ID and password, you register online.
3. Check Portal to monitor enrollment.

<i>Credits</i>	
EMT 215	Emergency Medical Training
<b>Total Certificate Credit Hours</b>	<b>6</b>

# Emergency Medical Services

### Emergency Medical Services Paramedic (EMS.CERT)

**Total Certificate Credit Hours** **6**

## Advanced Certificate

The Paramedic Program trains men and women for positions as emergency medical technicians-paramedics in various settings including ambulance services, fire departments and volunteer emergency care services. Students wishing to be considered for admission to the Paramedic Program must contact one of the approved agencies affiliated with South Cook County EMS Systems at Ingalls Memorial Hospital for additional information and referral. To qualify for referral, students must:

1. be at least 18 years of age;
2. be a graduate from an approved high school or have earned a General Education Development (GED) certificate;
3. possess an EMT-B Illinois license, and
4. preferably have at least six months work experience
5. Get admitted into the program by contacting the Coordinator 708-915-6900 for further instructions.

## *Credits*

EMS 210	EMS Foundations	3
EMS 212	EMS Respiratory	5
EMS 214	EMS Trauma	5
EMS 216	EMS Cardiovascular	5
EMS 218	EMS OB, PEDS	5
EMS 220	EMS Medical	4
EMS 222	EMS Partnership	4

**Minimum for Certificate** **31**

For more information please call 708-915-6900.

# Graphic Design

## Graphic Design (AAS-0097)

The AAS of Graphic Design serves high school graduates, persons seeking to make career changes, professionals who are upgrading or adding to their job skills, and those who seek personal enrichment by developing their artistic talents. Graphic design, like many creative fields, is a competitive profession. Being a successful graphic designer requires excellent communication skills, attention to detail, creativity, problem solving skills, and up-to-date knowledge of the latest software. Creating an impressive design presentation portfolio is critical in order to obtain employment. Our students use traditional manual skills and the graphic software Adobe Creative Suite: PhotoShop, Illustrator, Flash, InDesign and DreamWeaver.

### Cluster I:

ART 101	Drawing I	3
ART 111	Two-Dimensional Design	3
ART 130	Computer Art I	3
ENG 101	Group I Gen. Ed.	3
ART 270	Computer Animation	3

### Cluster II:

ART 102	Drawing II	3
MIS 101	Computer Literacy & Applications	3
ART 107	Art Appreciation Group II Gen. Ed.	3
ART 260	Computer Assisted Illustration	3
BUS 211	Principles of Advertising	3

### Cluster III:

BUS 123	Your Own Small Business	1
ART 265	Computer Art II (Advanced Photoshop)	3
SPE 108	Group I Gen. Ed. Choice Group III Gen Ed.	3
ART 251	Graphic Design I	3
COM 220	Multimedia Production (Nonlinear Editing for Web)	3

**Cluster IV:**

ART 241	Art Internship	2
ART 252	Graphic Design II	3
ART 230	Web Design	3
ART 140	Photography I Digital	3
	Choice Group IV or V Gen. Ed.	3

**Total 60**

**"2+2" B.A. degree option available at Chicago State University.**

**Graphic Design Adobe Creative Suite Certificate**

**Basic Graphic Design (C0099)**

The Graphic Design Adobe Creative Suite Certificate is designed to provide the fastest possible achievement of academic and professional credentials for entry-level employment opportunity in basic Graphic Design.

ART 111	Two-Dimensional Design	3
ART 130	Computer Art I	3
ART 251	Graphic Design I	3
ART 252	Graphic Design II	3
ART 270	Computer Animation	3
ART 230	Web Design	3
ART 265	Computer Art II	3

**Basic Certificate 21 hours**

# Human Services

**Human Services Associate (HSA.AAS)**

The Human Services program introduces students to the field of professional helping by offering a cluster of courses that are the foundation for further study. Students who are interested in social work, counseling, and addictions studies will learn from the carefully developed curriculum that is based on **CSWE (Council on Social Work Education)** standards. This will help students transfer into four-year social work and other related human services related programs. The curriculum gives both an overview of the helping field and an opportunity to experience it through an internship.

The program is a total of 65-66 credit hours that can be completed either on a part-time or full-time basis. Graduates will receive an A.A.S. degree in Human Services. Students who successfully complete this curriculum with a concentration in addictions studies will have met the academic requirements to sit for the State Certified Alcohol and Drug Counselor (C.A.D.C.) examination. The Addictions Counseling Certificate offered by the Human Service Program is an Advanced Training Program certified by I.A.O.D.A.P.C.A. (Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.)

This curriculum is designed to transfer in whole or in part to the following four-year colleges and universities: Governors State University, National Louis University, University of St. Francis, Chicago State University.

For further information, please contact Ms. Valerie D. Wise, LCSW, CADC. at 708-596-2000, ext. 2275

**Cluster 1 Credits**

ENG 101	Composition & Rhetoric	3
HSA 101	Intro to Human Services	3
BIO 115	Human Body Structure <b>OR</b>	4
BIO 101	Concepts of Biology	3
HSA 108	Intro to Addiction Counseling	3
FAD 205	Emergency Care & Safety	2
Group II	Elective	3

**Cluster 2**

ENG 102	Composition & Research	3
HSA 102	Interview. Principles & Techniques	3
PSY 101	Intro to Psychology	3
SPE 108	Oral Communication	3
MTH 126	Fundamentals of Statistics	3

**Cluster 3**

HSA 113	Issues of Diversity	3
SOC 101	Intro to Sociology	3
MIS 101	Computer Literacy & Applications	3
HSA 109	Addictions Treatment	3
HSA 231	*Human Services Internship I <b>OR</b>	
HSA 233	†Addictions Studies Internship I	3

**Cluster 4**

PSY 211	Human Growth & Development	3
PSC 101	American National Government	3
Group II	Human. Elective	3
HSA 209	†Social Implications of Addiction <b>OR</b>	
HSA 212	Intro to Intergroup Relations	3
HSA 213	*Human Services Intervention	3
HSA 234	Addictions Studies Internship II <b>OR</b>	<b>3</b>
HSA 107	*†Psychoactive Drugs	3

**Minimum for Degree 65**

\*Offered in Summer only.

†Students specializing in Addiction Studies only.

**Basic Certificates**

**Addiction Counseling (HSA.BASIC.ADD)**

This certificate is designed for students who have already completed a degree in a related field. Students must be addiction free for two years prior to internship placement. Certificate has its own special application form. Please call 708-596-2000, ext. 2275 for additional information.

		<b>Credits</b>
HSA 107	Psychoactive Drugs*	3
HSA 108	Intro to Addiction Counseling	3
HSA 109	Addictions Treatment	3
HSA 209	Social Implications of Addictions	3
HSA 233	Addictions Studies Internship I	3
HSA 234	Addictions Studies Internship II	3

**Minimum for Certificate** **18**

\*Offered in Summer only.

		<b>Credits</b>
HSA 110	Sign Language I	3
HSA 111	Sign Language II	3
HSA 112	Sign Language III	3
HSA 113	Issues of Diversity	3

**Minimum for Certificate** **12**

**MRI (Magnetic Resonance Imaging) Programs-See Radiologic Technology program, page 110**

# Management

**Management - Administrative Assistant (MGT.AAS.ADMIN)**

The business management programs prepare men and women to seek employment or advancement in business, industry, government, or service organizations. The administrative assistant option is designed to develop general and specific skills directly related to the position. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework.

		<b>Credits</b>
BUS 108	Intro to Business	3
BUS 105	Business Mathematics	3
BUS 220	Principles of Management	3
PSY 101	Intro to Psychology	3
ENG 101	Composition & Rhetoric	3

		<b>Credits</b>
BUS 227	Human Resources Administration	3
ECO 201	Principles of Economics, Macro	3
BUS 260	Total Quality Management	3
OAT 172	Business Communication	3
MIS 101	Computer Literacy & Applications	3
SPE 108	Oral Communication	3

		<b>Credits</b>
ACC 120	Financial Accounting	4
BUS 221	Human Relations in Organizations	3
BUS 224	Supervisory Management	3
BUS 137	International Business Practice Firm	4
BUS 253	Marketing-Management Internship I	3
BLW 201	Intro to Business Law	3

		<b>Credits</b>
OAT 128	Word	3
OAT 143	Excel	3
OAT155	PowerPoint	3
ACC 121	Managerial Accounting	3
ACC 130	Computation Accounting (Quickbooks)*	3
Group II	Humanities Elective†	3

**Minimum for Degree** **66-67**

**NOTE: Business elective is defined as any BUS, ACC, BLW, OAT or CIS/MIS course.**

\*ACC 130 is a non-transfer course.

†FAD 205, HLT 101, and PE may be taken as an elective.

**Students enrolled in this program who intend to transfer should contact the Transfer Center. "2+2" Degree in Professional Arts/Applied Organizational Management or Human Resources Management available at the University of St. Francis.**

**Management-Administrative Assistant Certificate (MGMT.CERT.ADMIN)**

The administrative assistant certificate program is designed to provide the fastest possible achievement of academic credentials for entry or promotion in the field. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

		<b>Credits</b>
BUS 108	Intro to Business	3
BUS 220	Principles of Management	3
MIS 101	Computer Literacy & Applications	3
OAT 172	Business Communication	3
BUS 227	Human Resource Administration	3

		<b>Credits</b>
ACC 120	Financial Accounting <b>OR</b>	4
ACC 115	Accounting: A User Perspective*	3
BUS 221	Human Relations in Organizations	3
OAT 201	Administrative Support Procedures <b>OR</b> Business Elective	3
BUS 224	Supervisory Management <b>OR</b>	3
BUS 137	International Business Practice Firm	4
BLW 201	Intro to Business Law	3
BUS 260	Total Quality Management	3

**Minimum for Certificate** **33-34**

\*ACC 115 is a non-transfer course.

**Basic Certificate**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is designed for men and women who need basic employment skills.

**Administrative Assistant (MGMT.BASIC.ADMIN) Credits**

BUS 108	Intro to Business <b>OR</b>	3
BUS 260	Total Quality Management	3
BUS 221	Human Relations in Organizations	3
OAT 172	Business Communication	3
MIS 101	Computer Literacy & Applications	<b>OR</b>
BUS 137	International Business Practice Firm	4

**Minimum for Certificate 12-13**

Note: Business elective is defined as any BUS, ACC, BLW, OAT, or CIS/MIS course.

**Management-Manager/ Supervisor (MGMT.AAS.MGTSUPV)**

The business management programs prepare men and women to seek employment or advancement in business, industry, government or service organizations. The Manager-Supervisor program develops the cognitive, problem solving, human relations, and technological skills that are necessary in operating the new design system for today's global economy. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

**Cluster 1 Credits**

BUS 108	Intro to Business	3
BUS 105	Business Mathematics	3
BUS 203	Principles of Marketing	3
BUS 220	Principles of Management	3
ENG 101	Composition & Rhetoric	3
PSY 101	Intro to Psychology	3

**Cluster 2**

BUS 227	Human Resource Administration	3
ECO 201	Principles of Economics, Macro	3
BUS 260	Total Quality Management	3
OAT 172	Business Communication	3
MIS 101	Computer Literacy & Applications	3
SPE 108	Oral Communication	3

**Cluster 3**

ACC 120	Financial Accounting*	4
BUS 221	Human Relations in Organizations	3
BUS 224	Supervisory Management <b>OR</b>	<b>3</b>
BUS 137	International Business Practice Firm	4
BUS 253	Marketing-Management Internship I	3
BLW 201	Intro to Business Law	3
	Health & Fitness Elective†	2

**Cluster 4**

ACC 121	Managerial Accounting*	3
BLW 202	Intermediate Business Law	3
ECO 202	Principles of Economics, MICRO	3
Group II	Humanities Elective	3

**Minimum for Degree 66-67**

Note: Business elective is defined as any BUS, ACC, BLW, OAT or CIS/MIS course.

\* This is a transfer course.

†FAD 205, HLT 101, and PE may be taken as an elective.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

**"2+2" Degree in Professional Arts/Applied Organizational Management or Human Resources Management available at the University of St. Francis.**

**Management-Manager/Supervisor Certificate (MGMT.CERT.SUPV)**

The business management programs prepare men and women to seek employment or advancement in business, industry, government or service organizations. The Manager-Supervisor program develops the cognitive, problem solving, human relations, and technological skills that are necessary in operating the new design system for today's global economy. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

**Cluster 1 Credits**

BUS 108	Intro to Business	3
ACC 120	Financial Accounting <b>OR</b>	4
	Accounting 110 & 111	4
BUS 220	Principles of Management	3
MIS 101	Computer Literacy & Applications	3
BLW 201	Intro to Business Law	3

**Cluster 2**

BUS 203	Principles of Marketing	3
BUS 221	Human Relations in Organizations <b>OR</b>	<b>3</b>
BUS 137	International Business Practice Firm	4
ACC 121	Managerial Accounting	3
BUS 260	Total Quality Management	3
BLW 202	Intermediate Business Law	3
ECO 201	Principles of Economics, Macro	3

**Minimum for Certificate 34-35**

**Basic Certificate**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is designed for men & women who need basic employment skills.

**Supervisor Skills (MGMT.BASIC.SUPV)**

BUS 105	Business Math <i>OR</i>	<b>3</b>
BUS 137	International Business Practice Firm	4
BUS 108	Intro to Business <i>OR</i>	
OAT 172	Business Communication	3
BUS 220	Principles of Management	3
BUS 227	Human Resource Administration	3
<b>Total Credit Hours</b>		<b>12-13</b>

\* Note: Business elective is defined as any ACC, BUS, BLW, CIS/ MIS, or OAT course.

**Entrepreneurial Express (BUS.BASIC.ENT)**

BUS 123	Start Your Own Small Business	1
BUS 133	Organization for Small Business	1
BUS 134	Marketing for Small Business	1
BUS 135	Accounting & Finance Sm.Bus.	1
BUS 136	Building Your Business Plan <i>OR</i>	3
BUS 137	International Business Practice Firm	4
<b>Total</b>		<b>7-8</b>

**Communication Skills For The Entrepreneur (CIS.CERT.COMENTR)**

PSY 101	Intro to Psychology	3
BUS 221	Human Relations in Organization	3
SPE 108	Oral Communication	3
ENG 101	Composition & Rhetoric	3
ENG 121	Technical & Business Writing	3
<b>Total</b>		<b>15</b>

**Management - Small Business Management / Entrepreneurship (MGMT.AAS.SMBUS)**

Small Business Management/Entrepreneurship is designed to develop specific skills and abilities for those planning to own or operate a new business or improve operations in an existing small business. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information. All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement.

**General Education Requirements:**

Group I	Communications	6
Group II	Humanities	3
Group III	Social & Behavioral Sciences	3
Group IV	Mathematics	<i>OR</i>
Group V	Physical & Life Sciences	3
<b>Minimum hours</b>		<b>15</b>

**Small Business Mgmt/Entrep. Core Requirements:**

BUS 108	Intro to Business	3
BUS 123	Start Your Own Small Business	1
BUS 133	Organization for Small Business	1
BUS 134	Marketing for Small Business	1
BUS 135	Accounting & Finance Sm.Bus.	1
BUS 137	International Business Practice Firm	4
OAT 115	Outlook	1
OAT 173	Internet Applications	3
FAD 205	First Aid	2
ACC 120	Financial Accounting	4 <i>OR</i>
ACC 115	Accounting: A User Perspective*	3
BUS 260	Total Quality Management	3
BLW 201	Intro to Business Law	3
<b>Minimum Hours</b>		<b>26</b>

**Small Business Mgmt/Entrep. Business Electives:**

Select any of the following course areas that will assist you in developing an effective business plan based on your needs. Please check course descriptions in the Catalog or an advisor for assistance. Business electives will be defined as the following areas:

**Area of Specialty and/or**  
 ACC - Accounting, BUS - Business, BLW - Business Law, CIS - Computer Information Sciences, OAT - Office Administration Technology, MIS - Management Information Systems

<b>Minimum Hours</b>		<b>24</b>
<b>Minimum for Degree (includes Gen. Ed., Core &amp; Electives)</b>		<b>65</b>

\*ACC 115 is a non-transfer course.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

**Management Small Business  
Management / Entrepreneurship  
Certificate (MGMT.CERT.SMBUS)**

This certificate is designed for men & women who plan or presently operate their own business by gaining a foundation of knowledge as well as assist in the development of a Business Plan.

<b>Requirements:</b>	<b>Credits</b>
BUS 123 Start Your Own Small Business	1
OAT 115 Outlook	1
BUS 133 Organization for Small Business	1
BUS 134 Marketing for Small Business	1
BUS 135 Accounting & Finance Sm.Bus.	1
FAD 205 Emergency Care & Safety	2
ACC 120 Financial Accounting	3
BUS 108 Intro to Business <b>OR</b>	<b>4</b>
BUS 137 International Business Practice Firm	4
BUS 260 Total Quality Management	3
BLW 201 Intro to Business Law	3

**Minimum Hours 20**

**Small Business Mgmt/Entrep. Business Electives:**

Select any of the following course areas that will assist you in developing an effective business plan based on your needs. Please check course descriptions in the Catalog or an advisor for assistance. Business electives will be defined as the following areas:

**Area of Specialty and/or:**

ACC-Accounting, BUS-Business, BLW-Business Law  
OAT-Office Administration Technology, MIS -  
Management Information Systems

**Minimum Hours 13**

**Minimum for Certificate (Includes Core & Electives) 34**

**Basic Certificate**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is now available. For further information, contact your academic advisor or counselor.

This certificate is designed for men and women who plan to operate their own business by gaining a foundation of knowledge that will assist in the development of a Business Plan.

<b>Entrepreneurship (BUS.BASIC.ENTREP)</b>	<b>Credits</b>
BUS 108 Intro to Business <b>OR</b>	<b>3</b>
BUS 137 International Business Practice Firm	4
OAT 172 Business Communication <b>OR</b>	<b>3</b>
MIS 101 Computer Applications & Literacy	3
BUS 105 Business Mathematics	3

BUS 123 Start Your Own Small Business	1
BUS 133 Organization for Small Business	1
BUS 134 Marketing for Small Business	1
BUS 135 Accounting & Finance Sm.Bus. <b>OR</b> Business Elective	1

**Total Credit Hours 13**

\* Note: Business elective is defined as any ACC, BUS, BLW, CIS/ MIS, or OAT course.

**Management  
Information Systems**

**Management Information Systems (MIS.AAS)**

Two paths of study are available to this curriculum. The first path is a Management Information Systems AAS degree. The second path is to prepare students for transfer to an upper division school in order to earn a 4 year degree. The computer classes offered here will prepare students to transfer to a college or university. See the counselor at the school you plan to transfer to, or South Suburban College's Transfer Center to determine the transferability of each course.

**Core Courses**

<b>Cluster 1</b>	<b>Credits</b>
ENG 101 Composition & Rhetoric	3
MIS 101 Computer Literacy & Applications	3
SPE 108 Oral Communication	3
BUS 105 Business Mathematics	3
BUS 108 Introduction to Business	4
<b>Cluster 2</b>	
MIS 102 Computer Logic	3
ACC 120 Financial Accounting	4
MIS 110 Windows Operating Systems	3
BLW 204 Cyberlaw, Legal Issues in Cyberspace	3
Group II Humanities Elective	3
Group III Social Science Elective	3

<b>Cluster 3</b>	
MIS 104 Visual BASIC	3
MIS 111 UNIX/LINUX Operating System	3
ACC 130 Comp. Accounting (Quickbooks)	3
MIS 178 Data Communication Networking CIS/MIS Elective	3

<b>Cluster 4</b>	
MIS 185 Windows Server Administration	3
MIS 190 Microsoft Workstation & Networking	3
MIS 221 Data Base Processing	3
MIS 225 Management Information System <b>OR</b>	3
MIS 206 CIS Internship	3

**Minimum for Degree 67-68**

**MIS Electives:**

MIS 216	JAVA Programming Intro	3
MIS 214	Advanced Visual Basic	3
MIS 212	Visual C# Programming	3
MIS 230	Help Desk Concepts	

**CIS Electives**

CIS 130	Voice, Data, Video, & Fiber Cabling	3
CIS 132	Cisco IT Essentials v5 A+ Certification	4
CIS 180	Net+ Certification	3

**Basic Certificates**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is now available. For further information, contact your academic advisor or counselor.

**Network Technician (CIS.BASIC.NETSPEC)**

Both Local and Wide Area Networking skills are needed by all sectors of the computer and business industry. This certificate draws together courses that will equip students to excel in this competitive job market.

**Microsoft Network Technician (CIS.BASIC.MSNETWORK)**

MIS 101	Computer Literacy & Applications	3
CIS 180	Net+ Certification	3
MIS 185	Windows Server Administration	3
MIS 190	Microsoft Workstation & Networking	3
CIS 132	Cisco IT Essentials v5 A+ Certification	4
MIS 178	Data Communication Networking	3

**Total 22**

**Help Desk Certificate (CIS.HELP)**

MIS 101	Computer Literacy & Application	3
MIS 110	Microsoft Windows Operating Systems	3
OAT 114	Continuous Voice Input - Dragon	1
OAT 115	Outlook	1
OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 155	PowerPoint	3
OAT 170	Business English	3
BUS 220	Principles of Management	3
CIS 180	Net+ Certification	3
MIS 206	Field Project I	3

**Total 32**

**Network Technician (CIS.BASIC.NETWORK)**

MIS 101	Computer Literacy & Application	3
MIS 190	Microsoft Workstation & Networking	3
CIS 132	Cisco IT Essentials v5 A+ Certification	4
CIS 180	Net+	3

**Total Credit Hours 13**

**Microcomputer Programming**

**(CIS.BASIC.MICROPROG)**

Many new and old languages are used to develop applications for microcomputers. There is still a strong demand for programmers with microcomputer language skills.

MIS 101	Computer Literacy & Applications	3
MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
MIS 212	Visual C++ Programming	3
MIS 214	Visual BASIC Programming	3

**Total Credit Hours 15**

(Other microcomputer programming languages may be substituted for one of the above requirements.)

**Programming In BASIC (CIS.BASIC.BASICPROG)**

MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
MIS 110	Microsoft Windows Operating Systems	3
MIS 214	Visual BASIC Programming	3

**Total Credit Hours 12**

**Programming For Windows (CIS.BASIC.WINPROG)**

The Windows environment has created a fast growing need for programmers skilled in developing microcomputer applications specifically for Windows and Windows '98. Courses in this certificate will prepare students to compete in this area of job skills.

MIS 110	Microsoft Windows Operating Systems	3
MIS 214	Visual BASIC Programming	3
MIS 212	Visual C++ Programming	3
MIS 221	Data Base Processing	3

**Total Credit Hours 12**

**Web Master (CIS.AAS.WEB)**

This curriculum trains individuals to be Webmasters. They will be able to build and maintain web sites. They will also gain knowledge in server administration, multimedia technologies, cyber law, computer animation, Vista operating systems, communications, security issues and others.

**Cluster 1**

ENG 101	Composition & Rhetoric	3
MIS 101	Computer Literacy & Applications	3
ART 101	Drawing I	3
MIS 110	Microsoft Windows Operating Systems	3
OAT 173	Internet Applications	3

**Cluster 2**

SPE 108	Oral Communication	3
MIS 216	Intro to JAVA Programming	3
ART 130	Computer Art I	3
MIS 178	Data Communications & Networking	4
OAT 177	Adv. Web Page Author (Dreamweaver)	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3

**Cluster 3**

MIS 111	Intro to Linux Operating System	3
CIS 180	Net+ Certification	3
ART 265	Computer Art II	3
ART 270	Computer Animation	3
MIS 213	Computer Information Security	3
MIS 221	Database Processing	3

**Cluster 4**

BUS 105	Business Mathematics	3
MIS 206	Field Project I	3
COM 220	Multimedia Production	3
Group III	Social Sciences Elective	3
OAT 133	Adobe Acrobat	1

**Total Credit Hours** **65**

**Basic Certificates****Web Programming (CIS.BASIC.WEBPROG)**

MIS 102	Computer Logic	3
MIS 214	Visual BASIC Programming	3
MIS 216	JAVA Programming Intro	3
OAT 173	Internet Applications	3

**Total Credit Hours** **12**

# Marketing

**Marketing-Management (MKT.AAS.MGMT)**

The marketing-management program is designed for men and women who plan employment or promotion within businesses involved in the marketing of goods or services to the public. The two-year program prepares people for positions in such fields as product and production planning, advertising, sales, promotion, retailing, wholesaling, distribution, fashion marketing, consumer research, small business ownership or general business administration. For increased specialization, students can complete two marketing-management internship courses in their second year of study to gain on-the-job experience in their chosen area. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

**Cluster 1**

	<b>Credits</b>	
ENG 101	Composition & Rhetoric	3
BUS 108	Intro to Business	3
BUS 105	Business Mathematics	3
PSY 101	Intro to Psychology	3
BLW 201	Intro to Business Law	3

**Cluster 2**

	<b>Credits</b>	
OAT 172	Business Communication	3
MIS 101	Computer Literacy and Application	3
BUS 203	Principles of Marketing	3
SPE 108	Oral Communication	3
BUS 210	Principles of Sales	3
ECO 201	Principles of Economics	3

**Cluster 3**

	<b>Credits</b>	
BUS 205	Intro to Direct Marketing	3
BUS 211	Principles of Advertising	3
BUS 220	Principles of Management	3
BUS 207	Principles of Internet Marketing	3
ACC 120	Financial Accounting	4

**Cluster 4**

	<b>Credits</b>	
BUS 204	Principles of Retailing	3
BUS 253	Marketing-Management Internship	3
ACC 121	Managerial Accounting	3
BUS 206	Direct Marketing Methods	3
Group II	Humanities Elective	3

**Minimum for Degree** **64**

**NOTE: Students enrolled in this program who intend to transfer should contact the Transfer Center.**

**Marketing-Management Certificate (MKT.CERT.MNGT)**

This certificate is an accelerated program of marketing studies designed to qualify people for entry level work or promotion within the shortest possible time. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

**Cluster 1**

	<b>Credits</b>	
ACC 120	Financial Accounting	4
BUS 108	Intro to Business	3
BUS 211	Principles of Advertising	3
BUS 203	Principles of Marketing	3
OAT 172	Business Communication	3
BUS 210	Principles of Sales	3

**Cluster 2**

ACC 121	Managerial Accounting	3
BUS 204	Principles of Retailing	3
BUS 220	Principles of Management	3
ECO 201	Principles of Economics, Macro	3
MIS 101	Computer Literacy & Applications	3

**Minimum for Certificate** **34**

**Basic Certificate**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is now available. For further information, contact your academic advisor or counselor.

The retail industry provides numerous entry-level positions. This certificate is designed to provide an understanding of the retail industry and to develop skills in the area of sales and marketing.

<b>Retailing (MKT.BASIC.RETAIL)</b>		
BUS 105	Business Mathematics	3
BUS 108	Intro to Business	3
BUS 203	Principles of Marketing	3
BUS 204	Principles of Retailing	3
BUS 210	Principles of Sales	3
<b>Total Credit Hours</b>		<b>15</b>

**Marketing - Management Fashion Merchandising Certificate (MKT.CERT.FASH)**

This Fashion Merchandising Certificate is designed to provide an understanding of the business side of the Fashion Industry and prepare individuals for employment in careers in marketing fashion merchandising and visual display.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Intro to Business	3
ACC 120	Financial Accounting <b>OR</b> Accounting 110 & Accounting 111	4
ART 111	Design Elements & Principles	3
BUS 211	Principles of Advertising	3
BUS 111	Fashion Merchandising I	3
BUS 203	Principles of Marketing	3
<b>Cluster 2</b>		
ACC 121	Managerial Accounting	3
BUS 112	Fashion Merchandising II	3
BUS 210	Principles of Sales	3
BUS 220	Principles of Management	3
MIS 101	Computer Literacy & Applications	3

**Minimum for Certificate 34**

**Basic Certificate**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is now available. For further information, contact your academic advisor or counselor.

<b>Fashion Merchandising (C-0598)</b>		<b>Credits</b>
BUS 108	Intro to Business	3
BUS 105	Business Mathematics	3
BUS 111	Fashion Merchandising I	3
BUS 112	Fashion Merchandising II	3
ART 111	Design Elements & Principles	3
<b>Total Credit Hours</b>		<b>15</b>

**Medical Assistant**

**Medical Assistant Certificate (MAS.CERT)**

This CAAHEP approved certificate program provides training for students seeking to assist in patient-care management including both administrative and clinical duties. Medical Assistants can be employed in physician offices, clinics, dental offices, foundations, research institutes, prisons, the armed services, public health departments, Medicare agencies and HMOs. Upon completion of the program the student will be eligible to sit for the medical assistant certification examination. This is a full time day or evening program and is offered on the main campus of South Suburban College in South Holland. Effective with the Fall 2010 incoming MAS class, the department will begin offering dual admissions; a class in the fall and a class in the spring.

The goals of South Suburban College's Medical Assistant Program are to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains; and to educate students who are well prepared technically with demonstrated work ethics and professional values.

The Medical Assistant Program will meet the entry-level competencies for the Medical Assistant based on the 2008 Standards and Guidelines established by the Medical Assisting Education Review Board (MAERB) in 2008. The 2008 Standards identifies 128 Tasks as determined to be entry-level competencies, through occupational analysis. The objectives of this program will be measured by these competencies listed in the 2008 Standards and Guidelines.

**Accreditation/Approval Process**

The Medical Assistant Program is approved by the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street Clearwater, Florida 33756, telephone (727)-210-2350, website: www.caahep.org. Upon successful completion of the MAS courses, students are eligible to sit for the Certified Medical Assistant (CMA) exam.

**General Information**

This program has specific admission requirements. Admission to the College does not guarantee admission to the program. Before receiving an application to the Medical Assistant Program the student must:

1. Submit an application for credit courses to South Suburban College.
2. Forward high school/GED transcripts to the Office of Admissions & Records.
3. Take the SSC College Placement test and complete any required college preparatory class in Math, English or Reading with a grade of "C" or better. Math must be completed through MTH 091-General Mathematics, ENG 098-Writer's Workshop I; through RDG 082-Reading & Learning Skills III.
4. Complete the following prerequisite courses:  
 MAS 104-Medical Office Foundations  
 MDR 103-Medical Terminology  
 BIO 115-Human Body Structure  
 MIS 101-Computer Literacy and Applications
5. Submit an application to Room 4453 by June 1st for Fall and November 1st for Spring.

For additional information, please contact Kinasha Brown, Coordinator at 708-596-2000, ext. 2421. Admission to the college does not guarantee acceptance into the program. Students are admitted to the program once a year.

<b>Prerequisite Courses</b>	<b>Credits</b>
MIS 101 Computer Literacy & Applications	3
MAS 104 Medical Office Foundations	1
MDR 103 Medical Terminology	3
BIO 115 Human Body Structure	4

Once accepted to the program, the student completes the following courses in the order listed below:

**Semester One-Fall**

MAS 105 Administrative Medical Assistant I	3
MAS 106 Clinical Medical Assistant I	3
MDR 115 Medical Law & Ethics	3
OAT 170 Business English	3

**Semester Two-Spring**

MAS 101 Pharmacology for Health Care Providers 2	
MAS 107 Administrative Medical Assistant II	3
MAS 108 Clinical Medical Assistant II	3
PSY 101 Intro to Psychology	3

**Semester Three-Summer**

MAS 111 Medical Assistant Externship	3
<b>Minimum for Certificate</b>	<b>37</b>

**Medical Coding & Billing****Medical Coding & Billing Specialist Certificate (MDR.CERT)**

This AHIMA approved certificate program provides specialized training for individuals interested in becoming insurance coders in a physician's office, hospital, insurance company or other settings where diagnostic and procedural data are coded for reimbursement purposes. Upon completion of the program the student will be eligible to sit for the Certified Coding Associate (CCA) Certification offered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) Certification offered by the American Academy of Professional Coders (AAPC). This is a full time day or evening program and is offered on the main campus of South Suburban College in South Holland. Effective with the Fall 2010 incoming MDR class, the department will begin offering dual admissions; a class in the fall and a class in the spring.

**Accreditation/Approval Process**

The Coding and Billing Specialist Certificate Program is approved by the American Health Information Management Association (AHIMA), 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601, telephone: (312) 233-1100, website: www.ahima.org. Upon successful completion of this course, students are eligible to take various certification exams (see above.)

**General Information**

This program has specific admission requirements. Admission to the College does not guarantee admission to the program. Before receiving an application to the Coding & Billing Specialist Program the student must:

1. Submit an application for credit courses to South Suburban College.
2. Forward high school/GED transcripts to the Office of Admissions & Records.
3. Take the SSC College Placement test and complete any required college preparatory class in Math, English or Reading with a grade of "C" or better. Math must be completed through MTH 091-General Mathematics, ENG 098-Writer's Workshop I; through RDG 082-Reading & Learning Skills III.

- Complete the following prerequisite courses:  
MAS 104-Medical Office Foundations  
MDR 103-Medical Terminology  
BIO 115-Human Body Structure  
MIS 101-Computer Literacy and Applications
- MDR 108 – Essentials of Human Diseases. This course can be taken prior to acceptance and must be completed prior to entering Semester Two.
- Submit an application to Room 4453 by June 1st for Fall and November 1st for Spring.

For additional information, please contact Kinasha Brown, Coordinator at 708-596-2000, ext. 2421. Students are admitted to the program once a year. Once accepted to the program, the student completes the following courses in the order listed below:

<b>Prerequisite Courses</b>		<b>Credits</b>
BIO 115	Human Body Structure	4
MIS 101	Computer Literacy & Applications	3
MAS 104	Medical Office Foundations	1
MDR 103	Medical Terminology	3
MDR 108	Essentials of Human Diseases	3
<b>Semester One</b>		
MDR 101	Intro to Medical Records	3
MDR 105	Intro to ICD-9-CM Coding	3
MDR 115	Medical Law & Ethics	3
MDR 116	Outpatient Billing & Reimbursement	3
<b>Semester Two</b>		
MDR 106	Intro to CPT Coding	3
MAS 101	Pharma. for Health Care Providers	2
MDR 117	Inpatient Billing & Reimbursement	3
MDR 210	Medical Support Procedures	3
<b>Semester Three</b>		
MDR 107	Intermed. ICD-9-CM & CPT Coding	3
MDR 118	Clinical Practicum	3
<b>Minimum for Certificate</b>		<b>43</b>

## Nanoscience Technology

### *Nanoscience Technology (NAN.AAS)*

South Suburban College's Nanoscience Technology Program will provide students with entry level skills to manipulate atoms and molecules at the nanometer scale (1-100 nanometers or 1- 100 billionth of a meter) in a cutting-edge emerging field of study. Graduates of this 66-67 credit hour AAS degree will be prepared to work as technicians, manufacturers and production workers within industry using nanoscience and micro science technologies, including areas of research and development, production, manufacturing and sales. Students must have an Associate's Degree or higher in related sciences.

Note: Admission to the College does not guarantee admission into the program.

### **Program Admission Requirements**

- The applicant must complete the prerequisites:  
ENG 101 - Composition and rhetoric  
SPE 108 - Oral Communication  
BIO 105 - General Biology  
MTH 165 - College Algebra
- Submit an SSC application/registration form and forward all high school as well as other college transcripts directly to the Office of Admissions and Registration.
- Admissions to the Nanoscience Technology Program will be determined by a ranking of the grade point averages (GPA) of the program prerequisite courses. Students will be considered for admissions who have received at least a grade of "C" or better in all program prerequisites and a minimum cumulative GPA of 2.5 or better (A = 4.0). All final course grades will be validated prior to the start of the program.
- Submit a Nanoscience Technology application to the program by mail or in person (Room 4453) no later than April 15th prior to the fall semester anticipating admissions. Please visit SSC's website to obtain an application to the program.
- Score of 75% or better on Admission test.
- You will be notified in writing of your admissions status no later than May 15th.

Students must finish all prerequisite courses by December prior to the fall semester of the year you are seeking admission. Students must complete all Nanoscience Technology program courses and general education courses with a "C" or better.

Once admitted into the Nanoscience Technology Program, students will be asked to complete a criminal background check and a possible drug screening. Eligibility of

internship sites might be dependent on results of the criminal background and drug screening results.

For additional information, please contact: Shari McGovern, Director of Imaging at 708-596-2000, ext. 2634.

<b>Cluster 1</b>	<b>Credits</b>
ENG 101 Composition and Rhetoric	3
SPE 108 Oral Communication	3
BIO 105 General Biology	4
MTH 165 College Algebra	4
PHY 101 Mechanics and Heat	4

<b>Cluster 2</b>	<b>Credits</b>
CHM 113 General Chemistry I	5
NAN120 Fundamentals of Nanoscience I	4
MTH 126 Fundamentals of Statistics <b>OR</b>	
MTH 211 Introductory Statistics	3-4

<b>Cluster 3</b>	<b>Credits</b>
PHY 102 Sound, Light, Electricity	4
NAN 130 Fundamental of Nanoscience II Humanities	4
NAN 220 Nanoelectronics	4

<b>Cluster 4</b>	<b>Credits</b>
NAN 230 Nanobiotechnology	4
NAN 240 Nanomaterials	4
NAN 250 Nanomanufacturing	4
NAN 260 Nano Techniques	3
NAN 299 Nano Internship	2
Group III (Social and Behavior Sciences)	3

**Total: 67**

### ***Nanoscience Technology Certificate (NAN.CERT)***

South Suburban College's Nanoscience Technology Program will provide students with entry level skills to manipulate atoms and molecules at the nanometer scale (1-100 nanometers or 1- 100 billionth of a meter) in a cutting-edge emerging field of study. Graduates of this 33-credit hour certificate will be prepared to work as technicians, manufacturers and production workers within industry using nanoscience and micro science technologies, including areas of research and development, production, manufacturing and sales. Students must have an Associate's Degree or higher in related sciences.

Note: Admission to the College does not guarantee admission into the program.

#### **The applicant must:**

1. Applicants must have a degree in a related science field and a copy of their current CPR card.

2. Submit an SSC application/registration form and forward all high school as well as other college transcripts directly to the Office of Admissions and Registration.
3. Admissions to the Nanoscience Technology Program will be determined by a ranking of the grade point averages (GPA) of the program prerequisite courses. Students will be considered for admissions who have received at least a grade of "C" or better in all program prerequisites and a minimum cumulative GPA of 2.5 or better (A = 4.0). All final course grades will be validated prior to the start of the program.
4. Submit a Nanoscience Technology application to the program by mail or in person (Room 4453) no later than April 15th prior to the fall semester anticipating admissions. Please visit SSC's website to obtain an application to the program.
5. Score of 75% or better on Admission test.
6. You will be notified in writing of your admissions status no later than May 15th.

Students must finish all prerequisite courses by December prior to the fall semester of the year you are seeking admission. Students must complete all Nanoscience Technology program courses and general education courses with a "C" or better.

Once admitted into the Nanoscience Technology Program, students will be asked to complete a criminal background check and a possible drug screening. Eligibility of internship sites might be dependent on results of the criminal background and drug screening results.

For additional information, please contact: Shari McGovern, Director of Imaging at 708-596-2000, ext. 2634.

<b>Cluster 1</b>	<b>Credits</b>
NAN120 Fundamentals of Nanoscience I	4
MTH 126 Fundamentals of Statistics <b>OR</b>	
MTH 211 Introductory Statistics	3-4
NAN 130 Fundamental of Nanoscience II	4
NAN 220 Nanoelectronics	4

<b>Cluster 2</b>	<b>Credits</b>
NAN 230 Nanobiotechnology	4
NAN 240 Nanomaterials	4
NAN 250 Nanomanufacturing	4
NAN 260 Nano Techniques	3
NAN 299 Nano Internship	2

**Total: 33**

# Nursing Department

## **Associate Degree Nursing Program (NUR.AAS.RN)**

This is a full time program. The Associate Degree Nursing (ADN) Program provides students with specialized training to acquire a basic knowledge of nursing theory and practice. Registered Nurses provide services to the community in a variety of capacities to deliver health care.

Upon completion of the program, students are prepared to take the National Council of Licensure Examination (NCLEX-RN).

### **Program Approval**

The ADN program at South Suburban College is approved by the:

#### **State of Illinois Department of Financial and Professional Regulation (IDFPR)**

320 W. Washington

Springfield, IL 62786

1-217-785-0800 • [www.idfpr.com](http://www.idfpr.com)

### **General Admission Information**

The ADN Program admits students once a year, in the fall semester. Students applying for admission to the Nursing Program are required to submit admission materials and meet entrance requirements before an application will be issued or considered for review. A standardized preadmission nursing entrance examination is also required for admission into the ADN Program. The examination is at the expense of the student.

Selection for admission is determined by an admission committee after evaluation of the applications. Admission to the College, completion of prerequisites or application to the programs does not guarantee acceptance to the Nursing Program. Admission to the program is competitive.

Students are encouraged to meet with a nursing counselor regularly as they complete preadmission requirements. Counseling appointments are made at ext. 2306. It is strongly recommended that nursing students complete all General Education (non-nursing) courses before entering any program to maximize success. All General Education courses must be completed with a grade of "C" or better. All nursing courses must also be completed with a grade of a "C" or better to progress through the program. Biology courses must be successfully completed within the last five years at the time of application to satisfy program requirements.

The Nursing Program is challenging. It is strongly suggested that students carefully consider limiting the number of hours they work per week while enrolled. Students are required to provide their own transportation to classes and clinical sites. Clinical days and times are subject to change.

### **Background Check and Urine Drug Screen**

As a part of the application process, all students applying to the South Suburban College Nursing Program are required to complete a criminal background investigation and urine drug screen prior to receipt of a program application. Both the criminal background check and the urine drug screen must be "negative". Positive criminal background check results must be expunged, or otherwise properly removed, to be eligible to receive an application to the South Suburban College Nursing Program. Students who have a positive urine drug screen will not be eligible to receive an application to the South Suburban College Nursing Program for at least one (1) academic year.

Once accepted into the Nursing Program, students shall be required to update all background investigations and drug screens at least annually and notify South Suburban College in the event of a criminal conviction. If a current student is convicted of crime or has positive drug screen result, the student will be required to withdraw from the program immediately. Additionally, students may be required to submit to screening results (background and urine) again as deemed necessary by the clinical agencies. All expenses related to criminal background investigations and drug screening requirements are at the student's expense.

Students must order their background checks and drug screens through Certified Background. The results are posted to their website in a secure, tamper-proof environment where the student as well as the dean can view the results. To order a background check and drug screen:

1. Go to [www.CertifiedBackground.com](http://www.CertifiedBackground.com).
2. In the "place order" box, enter the package code "so44" and click go.
3. Follow instructions and fill out the information needed.
4. You must print the order confirmation page and bring it to the Nursing Office (Room 4120) to pick up a drug screen form. At that time, the student will receive information about which laboratory to go to for urine drug screening.

### **Pre-Application Process**

Prior to receiving an application to the ADN Program the student is required to:

1. submit a South Suburban College application to Admissions, utilizing the NUR.AAS.RNPREQ academic code.
2. forward official high school or GED and college transcripts to the Office of Admissions.
3. complete the college placement test (see SSC catalog for details) prior to meeting with a counselor.
4. complete required college preparatory classes as

indicated by the college placement test.

5. meet with a nursing counselor (ext. 2306) for assistance in academic planning.
6. complete criminal background check and drug screen. Any student that has received a positive result on the criminal background and /or drug screen will not be eligible to receive an application.
7. provide evidence of nursing assistant certification from a State Department of Public Health Nurse Aid Registry or a current active practical nursing license with no disciplinary actions.
8. demonstrate a minimum math competency equivalent to Essential Intermediate Algebra (MTH 097) or higher to fulfill the AAS degree requirement (minimum grade of "C").
9. complete the following admission requirements with a "B" or better:
  - a. ENG 101-Composition and Rhetoric;
  - b. PSY 101-Introduction to Psychology;
  - c. MDR 103- Medical terminology,
  - d. BIO 185-Human Anatomy and Physiology I - Biology must be completed with a "B" or better **within the last 5 years** to be eligible for admission to the Nursing Programs at the time of application

**Acceptance Process**

The Admissions Committee reviews all applications to the ADN Program. Acceptance to the program is based on:

- completion of placement test and required college preparatory classes.
- cumulative college GPA of 2.5 or better.
- a minimum grade of "B" for preadmission courses with the exception of MTH 097 or its equivalent(minimum grade of "C").
- satisfactory performance on standardized preadmission nursing examination, which are administered at the expense of the student.
- repetition of courses - prerequisites and/or general education coursework may be repeated twice for a total of (3) three enrollments in a course without exception.

Students accepted into the program are required to attend an orientation prior to the first day of scheduled class. The orientation dates will be announced in the acceptance letter. Failure to attend the orientation shall result in the student being dropped from the program.

**Associate Degree Nursing Program**

<u>Prerequisite Courses</u>		<u>Credit Hours</u>
CNA Certificate or LPN License required		
ENG 101	Composition and Rhetoric (minimum grade of "B")	3
BIO 185	Human Anatomy & Physiology (minimum grade of "B")	4
PSY 101	Introduction to Psychology (minimum grade of "B")	3
MDR 103	Medical Terminology (minimum grade of "B")	3
MTH 097	Essential Intermediate Algebra or equiv. (minimum grade of "C")*	(*4)
<b>Total</b>		<b>13</b>

\*Non college level course

ALL program required courses must be completed with a "C" or better.

**Semester One - Fall**

ADN 150	Concepts of Professional Nursing	9
PSY 211	Human Growth and Development	3
BIO 186	Human Anatomy & Physiology II	4

**Semester Two - Spring**

ADN 152	Adult Health Nursing I	9
BIO 224	Microbiology	4

**Semester Three - Fall**

ADN 252	Adult Health Nursing II	5
ADN 254	Childbearing Family and Children	5
SOC 101	Introduction to Sociology	3

**Semester Four - Spring**

ADN 256	Adult Health Nursing III	3
ADN 257	Behavioral Health Nursing	3
ADN 258	Transition into Nursing Practice	2
SPE 108	Oral Communication	3
GROUP II	Humanities Elective	3

**Total Program 69**

Students will be required to complete a standardized summative assessment (examination) each semester. Admission to the college does not guarantee acceptance into the Nursing program. For additional information, please contact the Nursing Department, ext. 2512.

# Occupational Therapy Assistant

## *Occupational Therapy Assistant (OTA, AAS)*

This full-time accredited Occupational Therapy Assistant educational program prepares individuals to work in a health profession which helps people of all ages prevent, lessen and overcome disabilities.

The Occupational Therapy Assistant (OTA) Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20814-3425, phone: 1-301-652-2682, [www.acoteonline.org](http://www.acoteonline.org). Additionally, the OTA Program is approved by the Illinois Department of Financial & Professional Regulations (IDFPR). Upon successful completion of all academic and fieldwork requirements, students receive an Associate in Applied Science (AAS) Degree. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA) and is eligible to apply for licensure certification in the US. Over the past three years, SSC's pass rate for first time takers of the certification examination is 77%. Graduates taking the examination within 12 months of graduation have a pass rate of 94%.

Prior to enrolling in the Occupational Therapy Assistant program, students are advised to review the applicable licensure /certification procedures and requirements and state laws of the profession to ensure that they are eligible to receive a license / certification following completion of the Occupational Therapy Assistant program at South Suburban College. Eligibility for licensure may be limited by the results of a criminal background investigation. Individuals who have been charged with or convicted of a felony and/ or have had any other professional license revoked or suspended or has been found by any court to have committed malpractice, negligence or recklessness is advised to seek an EARLY DETERMINATION REVIEW from NBCOT to determine their eligibility to sit for the national certification examination.

NOTE: Criminal background checks are required for all admitted students for fieldwork. Additionally, students may be subjected to fingerprinting and/or drug screening for specific fieldwork sites.

The Occupational Therapy Assistant (OTA) Program begins in the summer semester. Students applying to the Occupational Therapy Assistant Program must complete all OTA program prerequisites prior to the application deadline of February

1st. General education courses must be completed prior to starting the program. Be advised that BIO 185 or BIO 186 must be completed with the last 5 years to satisfy program requirements.

1. Prospective students should submit an SSC Application form and forward all high school (or GED) transcripts, as well as official college transcripts to the Office of Admissions and Records no later than February 1st for credit evaluation. General education course transcripts must be submitted prior to the start of the summer semester.
2. Students that have completed the necessary prerequisite courses can submit the Occupational Therapy Assistant Program Application form by mail or in person to The Health Professions Office in Room 4453. The deadline for prerequisite course completion and application to be considered for the summer class each year is February 1st. Late applications will not be accepted.
3. Students are required to pass a health professions entrance examination with a minimum score of 75%. Information, scheduling and payment for the examination will be made available after January 1st.

### **Admission Process Placement**

The OTA program has a selective admissions process. Specific eligibility criteria are used to evaluate each applicant to admit those students with highest likelihood of success. Admissions to the Occupational Therapy Assistant Program will be determined by the following criteria:

1. Cumulative grade point average of 3.5 or better on program pre-requisites.
2. Score on the admission test with minimum of 75% proficiency in all areas. (Reading Comprehension, Grammar, Anatomy and Physiology)
3. Consideration will be given for individuals with college degrees in other areas as well as military and/or related work experience.
4. Completion of general education courses with a "C" or better.

Admission to the College does not guarantee admission to the program.

Students will be notified of status by mail after April 30th. The SSC OTA program does not wait list applicants from one year to the next; therefore, applicants who are not selected must reapply for successive years.

All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement as well as complete all general education and OTA Program coursework with a "C" or better to progress to successive semesters, including fieldwork.

**Prerequisites for Admission to OTA Program Credits**

ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy and Physiology I*	4
OTA 101	Introduction to Occupational Therapy	3
PSY 101	Introduction to Psychology	3
ART 112	Three Dimensional Design <b>Or</b>	
ART 110	Metals and Jewelry <b>Or</b>	
ART 109	Ceramics I	3

**General Education Requirements**

PSY 206	Abnormal Psychology	3
BIO 186	Human Anatomy and Physiology II	4
SPE 108	Oral Communication	3
MDR 102	Fundamentals of Medical Terminology	1

Once admitted, students must present proof of CPR certification and maintain certification through the entire educational program, as well as complete a physical and submit to a criminal background check.

**Professional / Career Education Requirements****Summer**

OTA 108	Foundations of Occupational Therapy	2
---------	-------------------------------------	---

**Fall Credits**

OTA 102	Fundamentals of Occupational Therapy	4
OTA 103	Practice Skills and Techniques I	4
OTA 104	Occupational Therapy Fieldwork I	2
OTA 105	Occupational Therapy Interactions	2
OTA 210	Practice Skills and Techniques II	3

**Spring**

OTA 201	Principles of Psychosocial Dysfunction	3
OTA 202	Principles of Physical Dysfunction	4
OTA 203	Principles of Developmental Dysfunction	4
OTA 204	Occupational Therapy Fieldwork II	2
OTA 205	Professional Issues in OT	2

**Summer**

OTA 212	Occupational Therapy Internship I	5
---------	-----------------------------------	---

**Fall**

OTA 213	Occupational Therapy Internship II	5
---------	------------------------------------	---

**Total Credit Hours 69**

For additional information, please contact Ms. Cathy Mistovich, Occupational Therapy Assistant Coordinator, at 708-596-2000, ext. 2473 or Kathryn Melin Eberhardt, Career Advisor for Allied Health, at 708-596-2000, ext. 2306.

# Office Administration and Technology

**Office Administration and Technology (OAT.AAS)**

The Office Administration & Technology degree includes the following areas of emphasis: Administrative Support-Corporate, Administrative Support-Medical, or Certified Professional Secretary.

Articulation agreements have been developed which will grant college credit for certain courses taken in high school. Please refer to the Dual Credit section of this catalog to determine whether you are eligible.

**Core Credits**

MIS 101	Computer Literacy and Applications	3
OAT 101	Document Formatting	3
OAT 104	Keyboard Skill Building	3
OAT 115	Outlook	1
OAT 128	Word	3
OAT 133	Adobe Acrobat	1
OAT 132	Access	3
OAT 143	Excel	3
OAT 155	PowerPoint	3
OAT 170	Business English	3
OAT 172	Business Communications	3
OAT 173	Internet Applications	3
OAT 201	Administrative Support Procedures	3
OAT 202	Document Formatting II†	3
ENG 101	Composition and Rhetoric	3
PSY 101	Introduction to Psychology	3
SPE 108	Oral Communications	3
GROUP II	Humanities Elective	3

**Total Credit Hours 50**

\*In addition OAT 100, Basic Keyboarding Skills must be taken if prior instruction does not include at least one year of keyboarding instruction. Placement is determined by prior instruction. Additional hours 22 credit hours required for the completion of the degree for the specific emphasis area are listed as follows:

**Administrative Support Corporate Emphasis (OAT.AAS.CORP)**

This specialty area is for persons whose career objectives are to prepare for positions ranging from entry-level to administrative support.

**Credits**

MIS 110	Microsoft Windows Operating Systems	3
OAT 231	Administrative Support Internship	3
OAT	Electives	5
OAT 177	Dreamweaver	3
ACC 110	Financial Accounting Part I	2
BUS 105	Business Mathematics	3
BUS 108	Introduction to Business	3

**Total Credit Hours 22**

<b>OAT Electives</b>		<b>Credits</b>
OAT 106	Keyboarding Refresher	1.5
OAT 114	Continuous Voice Input-Dragon	1
OAT 171	Legal Terminology	3
OAT 232	Administrative Support Internship	3
OAT 296	Special Topics	1

**Administrative Support Medical Emphasis (OAT.AAS.MED)**

This specialty area is for persons whose career objectives are to prepare for administrative support positions in medical or health fields and become familiar with medical records, terminology, transcription skills, and insurance coding common to the health fields. All students must demonstrate a minimum math competency equivalent to MTH 095.

		<b>Credits</b>
OAT 231	Administrative Support Internship	3
BIO 115*	Human Body Structure	4
MDR 101	Introduction to Medical Records	3
MDR 103	Medical Terminology	3
MDR 105	Introduction to ICD-9-CM Coding	3
MDR 106	Introduction to CPT Coding	3
MDR 210	Medical Support Procedures	3

**Total Credit Hours 22**

\* Formerly BIO 111

**Certified Professional Secretary Emphasis (OAT.AAS.PROFSECT)**

This specialty area is for persons whose career objectives are to prepare for administrative support and supervisory positions and apply for and take the exam for the Certified Professional Secretary rating which is awarded by International Association of Administrative Professionals.

		<b>Credits</b>
ACC 120	Financial Accounting	4
ACC 121	Managerial Accounting	3
BLW 201	Introduction to Business Law	3
BLW 202	Intermediate Business Law	3
BUS 108	Introduction to Business	3
BUS 220	Principles of Management	3
ECO 201	Principles of Economics, MACRO	3

**Total Credit Hours 22**

**Administrative Support Certificate (OAT.CERT.ADMIN)**

A certificate program that provides training in essential secretarial skills needed by today's office professional. This program has been articulated with some area high schools.

		<b>Credits</b>
OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 173	Internet Applications	3
MIS 101	Computer Literacy and Applications	3
ACC 110	Financial Accounting, Part I	2
OAT 202	Document Formatting II	3
OAT 155	PowerPoint	3
MIS 110	Microsoft Windows Operating Systems	3
OAT 170	Business English	3
OAT 172	Business Communication	3
OAT 201	Administrative Support Procedures	3

**Minimum for Certificate 35**

\*OAT 100, Basic Keyboarding Skills, and OAT 101, Document Formatting, must be taken if instruction does not include at least one year of keyboard instruction.

**Clerical Certificate (OAT.CERT)**

A certificate for persons who need to develop keyboarding, word processing and office-based computer skills. This program has been articulated with some area high schools.

		<b>Credits</b>
OAT 170	Business English	3
BUS 108	Introduction to Business	3
MIS 101	Computer Literacy and Applications	3
OAT 101*	Document Formatting I	3
OAT 104	Keyboard Skill Building	3
OAT 128	Word	3
MIS 110	Microsoft Windows Operating Systems	3
OAT 114	Continuous Voice Input-Dragon	1
OAT 115	Outlook	1
OAT 172	Business Communications	3
OAT 202	Document Formatting II	3
OAT 201	Administrative Support Procedures	3

**Minimum for Certificate 32**

\*OAT 100, Basic Keyboarding Skills, must be taken if instruction does not include at least one year of keyboard instruction.

### **Microcomputer Applications Certificate (CIS.CERT.MICROAPP)**

A certificate program that provides instruction in software packages being used by business and industry. This program will prepare someone for an entry-level position as a computer user. This program has been articulated with some area high schools.

#### **Credits**

MIS 101	Computer Literacy and Applications	3
OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 114	Continuous Voice Input-Dragon	1
OAT 115	Outlook	1
OAT 231	Administrative Support Internship	3
OAT 133	Adobe Acrobat	1
OAT 155	PowerPoint	3
OAT 173	Internet Applications	3
OAT 177	Dreamweaver	3
MIS 110	Microsoft Windows Operating Systems	3

**Minimum for Certificate 30**

### **Basic Certificates**

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificates are now available. For further information, contact your academic advisor or counselor.

#### **Basic Office Skills (OAT.BASIC.OFF) Credits**

OAT 202	Document Formatting II	3
OAT 128	Word	3
OAT 170	Business English	3
MIS 101	Computer Literacy and Applications	3

**Total Credit Hours 12**

#### **Microcomputer Tools (CIS.BASIC.MICROTOOLS)**

#### **Credits**

OAT 114	Continuous Voice Input-Dragon	1
OAT 115	Outlook	1
OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 155	PowerPoint	3

**Total Credit Hours 14**

#### **Microsoft Office Suite Tools (OAT.BASIC.OFFSUITE)**

#### **Credits**

OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 155	PowerPoint	3

**Total Credit Hours 12**

**Excellent preparation for the MCAS exam.**

## **Paralegal/Legal Assistant**

### **Paralegal/Legal Assistant (PLA.AAS)**

Approved by the American Bar Association, the Paralegal/Legal Assistant AAS degree is a two year generalist program (63 credit) which prepares students to work in a variety of legal environments including civil and criminal litigation, insurance, banking, public and governmental agencies, law offices and corporate legal departments. Emphasis is placed on the development of core skills in legal research techniques including compilation and analysis of data, understanding legal vocabulary, preparation of legal documents, and management of a law office. Hands-on experience is gained through an internship in a legal or law-related setting. South Suburban College's Paralegal program is structured to help you meet your goals. You can enroll in conveniently offered courses. Some courses may also be taken online. A student who is able to successfully complete the Paralegal Program will have done so after demonstrating adequate skills in each of the following competencies:

- knowledge of the various functions and roles of a paralegal;
- knowledge of the ethics and professional responsibility of attorneys and paralegals;
- knowledge of legal terminology;
- knowledge of the various court systems;
- knowledge of evidence and investigations;
- proficiency in manual and computerized legal research;
- proficiency in legal writing and analysis;
- knowledge of technology used in the law office;
- successful completion of an approved internship;
- an appreciation and understanding for the importance of continuing legal education; and
- ability to apply paralegal skills in potential areas of practice, such as but not limited to:
  - Alternative dispute resolution,
  - civil and criminal litigation,
  - domestic relations,
  - probate and estate planning,
  - real estate,
  - contracts and commercial transactions, and
  - legal research and writing

### **Admission Requirements**

Forward all high school and college transcripts directly to the Office of Admissions and Records. A person can take paralegal classes without being in the paralegal program. However, a person must be in the paralegal program in order to take any of the legal research

and writing classes and the internship class. To be accepted into the Paralegal program, students must have a high school diploma or GED and must complete the following: an application for admission to the program, successfully complete ENG 101, PLA 101 and BLW 201 with a grade point of 2.66, complete a resume, submit three letters of reference and copies of all college transcripts to the Program Coordinator. Upon completion of the above requirements, schedule a personal interview with the Program Coordinator.

### Program Objectives

- Demonstrate effective legal knowledge and practical skills necessary to perform substantive legal work under the direction of an attorney.
- Demonstrate appropriate paralegal skill development and professionalism through practical experience.
- Demonstrate an understanding of ethical responsibilities in the legal profession.
- Analyze and synthesize clearly complex information, both in writing and verbally, in an organized and logical manner.
- Demonstrate an understanding of the technology necessary to meet employer needs.
- Articulation of the paralegal role in the delivery of legal services to the public.
- Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, disability, national origin, or sex.

**Program Acceptance Requirement:** Students must be accepted into the Paralegal Program prior to registering for PLA 203, Legal Research and Writing I or PLA 205, Legal Research and Writing II, and also PLA 204, Internship I.

**Note:** Paralegals may not provide Legal Services directly to the public except as permitted by law.

These clusters are offered by way of guidance; the ultimate decision what to take is the student's. Also, the student should note that certain classes (PLA 203 and PLA 205 for example), are only offered once per year and should plan accordingly.

<i>Cluster 1</i>		<i>Credits</i>
ENG 101	Composition and Rhetoric*	3
PLA 101	Fundamentals of Paralegalism*	3
BLW 201	Introduction to Business Law*	3
PLA 103	Law Office Technology	3
PSC 101	American National Government <b>Or</b>	
HIS 204	Later American History	3

### Cluster 2

BLW 202	Intermediate Business Law †	3
PLA 201	Evidence and Investigation †	3
PLA 202	Litigation †	3
PLA 203	Legal Research and Writing I †	3
SPE 108	Oral Communication †	3
OAT 128	Word	3

### Cluster 3

PLA 205	Legal Research and Writing II †#	3
BUS 105	Business Mathematics	3
	Program Elective	3
	Program Elective	3
PHL 101	Introduction to Philosophy <b>OR</b>	
PHL 102	Introduction to Ethics	3
Either PHL 102 or PHL 102 will satisfy the Humanities requirement.		

### Cluster 4

PLA 204	Internship I ‡	3
	Program Elective	3
	Program Elective	3
GROUP V	Physical or Life Science Elective	3
PSY 101	Introduction to Psychology	3

**Minimum for Degree** **63**

### Program Electives (4 Required)

ACC 120	Financial Accounting	4
PLA 207	Real Property Practice	3
PLA 208	Law of Family Relations	3
PLA 209	Estate Planning and Probate	3
PLA 210	Criminal Law for the Paralegal	3
PLA 211	Alternative Dispute Resolution	3
PLA 212	Elder Law	3
PLA 213	Topics in Law	
BLW 203	Legal Environment of Business	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3

2 of 4 program electives must be PLA specialty courses (PLA 207, 208, 209, 210, 211, 212, 213)

\*Courses must be taken before application can be made for Program admittance.

†Courses that must be taken before serving Internship. PLA 205 may be taken concurrently with PLA 204.

‡ Students must have been accepted into the Program and have obtained the written consent of the instructor before registering for an internship.

#May be taken concurrently with PLA 204.

Students must complete ALL Paralegal (PLA) and Business Law (BLW) course requirements with a grade of "C" or better.

### Transfer of Legal Specialty Coursework

A maximum of 9 credit hours of legal specialty (PLA) courses may be transferred into the program from an ABA approved program. These courses must be substantially similar to an existing South Suburban College course and the awarding of this credit must be pre-approved by the paralegal program coordinator.

**Note: Pending ABA and ICCB Approval**

## Paralegal/Legal Assistant Certificate (PLA. CERT)

### Program Information

Approved by the American Bar Association, the Paralegal/Legal Assistant Certificate program is a 39 credit generalist program which prepares students to work in a variety of legal environments including civil and criminal litigation, insurance, banking, public and governmental agencies, law offices and corporate legal departments. Emphasis is placed on the development of core skills in legal research techniques including: compilation and analysis of data, understanding legal vocabulary; preparation of legal documents, and management of a law office. Hands-on experience is gained through an internship in a legal or law-related setting. South Suburban College's Paralegal Certificate is structured to help you meet your goals. Courses are offered primarily at night. Some courses may also be taken online. A student who is able to successfully complete the Paralegal/Legal Assistant Certificate will have done so after demonstrating adequate skills in each of the following competencies:

- knowledge of the various functions and roles of a paralegal;
- knowledge of the ethics and professional responsibility of attorneys and paralegals;
- knowledge of legal terminology;
- knowledge of the various court systems;
- knowledge of evidence and investigations ;
- proficiency in manual and computerized legal research;
- proficiency in legal writing and analysis;
- knowledge of technology used in the law office;
- successful completion of an approved internship;
- an appreciation and understanding for the importance of continuing legal education; and
- ability to apply paralegal skills in potential areas of practice, such as but not limited to:  
Alternative dispute resolution,  
civil and criminal litigation,  
domestic relations,  
probate and estate planning,  
real estate,  
contracts and commercial transactions, and  
legal research and writing

### PLA Certificate Program Admission Requirements

The paralegal/legal assistant certificate program is open to any person possessing at least a baccalaureate or an associate of arts degree from an accredited postsecondary institution. Forward all High School or GED, and college transcripts directly to the Office of Admissions and Records. A person can

take paralegal classes without being in the paralegal program. However, a person must be in the paralegal program in order to take any of the legal research and writing classes and an internship class. To be accepted into the Paralegal program, students must complete the following: an application for admission to the program, successfully complete PLA 101 and BLW 201 with a grade point of 2.66, complete a resume, submit three letters of reference and copies of all college transcripts to the Program Coordinator. Upon completion of the above requirements, schedule a personal interview with the Program Coordinator.

Note: Paralegals may not provide Legal Services directly to the public except as permitted by law.

### Program Objectives

- Demonstrate effective legal knowledge and practical skills necessary to perform substantive legal work under the direction of an attorney.
- Demonstrate appropriate paralegal skill development and professionalism through practical experience.
- Demonstrate an understanding of ethical responsibilities in the legal profession.
- Analyze and synthesize clearly complex information, both in writing and verbally, in an organized and logical manner.
- Demonstrate an understanding of the technology necessary to meet employer needs.
- Articulation of the paralegal role in the delivery of legal services to the public.
- Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, disability, national origin, or sex.

Program Acceptance Requirement: Students must be accepted into the Paralegal Program prior to registering for PLA 203, Legal Research and Writing I or PLA 205, Legal Research and Writing II, and also PLA 204, Internship I.

These clusters are offered by way of guidance; the ultimate decision what to take is the student's. Also, the student should note that certain classes (PLA 203 and PLA 205 for example), are only offered once per year and should plan accordingly.

<b>Cluster 1</b>	<b>Credit</b>
PLA 101 Fundamentals of Paralegalism*	3
PLA 201 Evidence and Investigation†	3
PLA 202 Litigation†	3
PLA 103 Law Office Technology	3
BLW 201 Introduction to Business Law*	3

**Cluster 2**

PLA 203	Legal Research and Writing I†*	3
BLW 202	Intermediate Business Law†	3
PLA	Program Elective*	3
PLA	Program Elective*	3

**Cluster 3**

PLA 204	Internship I†*	3
PLA 205	Legal Research and Writing II†	3
PLA	Program Elective*	3
PLA	Program Elective*	3

**Minimum for Certificate** **39**

**Program Electives (4 Required)**

ACC 120	Financial Accounting††	4
PLA 207	Real Property Practice	3
PLA 208	Law of Family Relations	3
PLA 209	Estate Planning and Probate	3
PLA 210	Criminal Law for the Paralegal	3
PLA 211	Alternative Dispute Resolution	3
PLA 212	Elder Law	3
PLA 213	Topics in Law	
BLW 203	Legal Environment of Business†*	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace††	3

2 of 4 program electives must be PLA specialty courses (PLA 207, 208, 209, 210, 211, 212, 213)

\*Courses must be taken before application can be made for Program admittance.

†Courses must be taken before serving Internship. PLA 205 may be taken concurrently with PLA 204.

†\*Students must have been accepted into the Program and have had an interview with the Coordinator before signing up for these courses.

#May be taken concurrently with PLA 204.

**Transfer of Legal Specialty Coursework**

A maximum of 9 credit hours of legal specialty (PLA) courses may be transferred into the program from an ABA approved program. These courses must be substantially similar to an existing South Suburban College course and the awarding of this credit must be pre-approved by the paralegal program coordinator.

**Note: Pending ABA and ICCB Approval**

## Pharmacy Technician

### *Pharmacy Technician Certificate (PHT. CERT)*

With the changing role of the pharmacist, the demand for more educated and trained pharmacy technicians to assist pharmacists in the preparation of prescriptions has increased. These skilled technicians are performing their ever-changing expanding job responsibilities under the direct supervision of registered pharmacists. These drug preparation duties may include interpreting prescription orders, maintaining patient records,

packaging and labeling medication, maintaining drug supply, inventory, billing and crediting patients, compounding medications, preparing sterile products, and performing computer entries.

Pharmacy technicians work in a variety of health care settings such as hospitals, community pharmacies, long-term care facilities, home health care agencies, clinic pharmacies, mail order pharmacies and drug wholesalers. The job prospects for pharmacy technicians are excellent. Most starting salaries are approximately \$10.00 per hour with the maximum salary range being \$20.00 per hour. Salaries and benefits vary according to experience, ability, geographic location, and types of pharmacy practice. For more salary information, see [www.bls.gov](http://www.bls.gov). Completion of the program does not guarantee employment.

### **Accreditation And Licensure**

The Pharmacy Technician Program is fully accredited by the American Society of Health-System Pharmacists (ASHP). The Pharmacy Technician Program is recognized as an approved training program by the Indiana State Board of Pharmacy. Both the State of Indiana and the State of Illinois require a pharmacy technician license for internship and employment in a pharmacy.

Prior to enrolling in the Pharmacy Technician program, students are advised to review the applicable licensure procedures and requirements and state laws of the pharmacy profession to ensure that they are eligible to receive a license. Eligibility for licensure may be limited by the results of a criminal background investigation and a drug screening.

### **The Program**

Technicians assisting pharmacists in the preparation and dispensing of medications can be trained through this fully-accredited certificate program. The PHT program has a flexible schedule: most courses are offered in the evening on either a part-time or full-time basis as the main campus. The full certificate program includes training in aseptic IV preparation, medication order processing, inventories, packaging, compounding, use of a prescription balance, and computers. Other pertinent courses are pharmacy math, pharmacy law, pharmacology, medical terminology and human body structure. Students are admitted to the Pharmacy Technician Program each semester. General education requirements can be taken at any time.

Currently a six credit hour course entitled PHT 115-Fundamentals of Pharmacy Tech Practice is being offered as an abbreviated alternative to the certificate program. PHT 115 was developed in response to the growing demand for more entry-level community pharmacy technicians and is not intended to replace the Pharmacy Technician accredited certificate program option. Students who successfully complete the PHT 115 course and who wish to enroll in the ASHP

accredited pharmacy technician certificate program will receive a waiver for the PHT 100-Pharmacy Technician Orientation course.

A grade of "C" or better is required in all program and general education courses. In addition to the coursework, students perform 300 supervised hours in various pharmacy settings. For students with no prior employment in a pharmacy, the internships will require an equal number of hours in a community and a hospital pharmacy. If a student is employed in a pharmacy, the internships will be customized to recognize this previous experience. With the approval of the program coordinator and the academic administrator, currently employed pharmacy technicians may be granted credit for up to 75 internship hours towards completion of the appropriate internship course.

The State of Illinois and Indiana require a pharmacy technician license prior to the beginning of the internships. The program coordinator will provide the paperwork at the appropriate time. Please note that it takes approximately eight weeks to receive these licenses from the states.

Due to the nature of the internships, most assignments are for the daytime shifts. Internship assignments are at the discretion of the program coordinator/instructor. Students are responsible for transportation to and from the internship sites and must purchase a white lab jacket for use in both the lab classes and the internships. Completion of the Pharmacy Technician Certificate Program does not fulfill the pre-pharmacy admission requirements for most senior college/university pharmacy programs. Please contact the Transfer Center or the PHT coordinator for additional information on the prerequisites needed to apply to a college of pharmacy. (Visit website: [www.aacp.org](http://www.aacp.org) for more info.)

### **Application Process for the PHT Program**

1. Submit an SSC Admissions Application/registration form online and forward all high school, as well as other college transcripts, directly to the Office of Admissions and Records.
2. Submit the Pharmacy Technician Program Admission Application form to the Program Coordinator no later than November 15 for Spring admission or May 1 for Fall admission.

Application forms will be accepted throughout the entire academic cycles. Please note that admission to the College does not necessarily guarantee acceptance to the Pharmacy Technician program.

### **Admission Criteria**

Admission to the Pharmacy Technician Program requires meeting with the program coordinator and successful completion of all developmental course(s) if indicated on the Placement test in reading, English and math. To be considered, a student must complete the following

prerequisites (with a grade of "C" or better; a grade of "B" or better is preferred in Elementary Algebra):

BIO 115–Human Body Structure

MDR 102–Fundamentals of Medical Terminology  
Proficiency in Elementary Algebra (or higher) with a grade of "B" or better preferred

Proficiency in Typing/Computers at 25 wpm

A potential student should take the Placement test prior to scheduling an appointment with the program coordinator. If the student completed Elementary Algebra (or higher) at another college, proficiency in elementary algebra has already been shown and the prerequisite has been met.

If you have any questions, please contact the counseling center at (708) 596-2000, ext. 2306 or the Pharmacy Technician Program Coordinator, Dr. Jan Kereztes at (708) 596-2000, ext. 2432, Room 4469H.

### **Pharmacy Technician Program**

#### **Suggested Sequence for Full-Time Students**

<b>Prerequisite Courses</b>		<b>Credits</b>
BIO 115	Human Body Structure	4
MDR 102	Fundamentals of Med. Terminology	1
Proficiency in Elementary Algebra (a grade of "B" or higher is preferred.) Proficiency in Typing/Computers at 25 wpm		

#### **Semester 1**

PHT 100	Pharmacy Technician Orientation†	3
PHT 101	Pharmaceutical Mathematics*	3
PHT 102	Pharmacy Operations I	3
PHT 104	Pharmacology I	3
PHT 105	Pharmacy Technician Internship I‡	1
BUS 221	Human Relations in Organizations <b>OR</b>	
SPN 115	Spanish for Health Care Providers I	3

#### **Semester 2**

PHT 108	Pharmacy Operations II	3
PHT 103	Sterile Products	3
PHT 107	Pharmacy Law	1
PHT 106	Pharmacy Technician Internship II‡	2
PHT 109	Pharmacology II	3
SPE 108	Oral Communication <b>OR</b>	
COM 106	Interpersonal Communication	3

**Minimum for Certificate (including prerequisites) 36**

#### **Short Course Option**

PHT 115 - Fund. of Pharmacy Technician Practice	6
---	---

\*PHT Students cannot register for the pharmacy math course more than two times.

†Successful completion of PHT 115 can be substituted for PHT 100 for a total of 3 credit hours.

‡Each internship requires 150 hours of on-the-job training for a total of 300 hours.

Illinois and Indiana students must be licensed by the State of Illinois and/or State of Indiana prior to the onset of internship.

## Pharmacy Technician Program

### Suggested Sequence for Part-Time Students

<b>Prerequisite Courses</b>		<b>Credits</b>
BIO 115	Human Body Structure	4
MDR 102	Fundamentals of Med. Terminology	1
Proficiency in Elementary Algebra (or higher) a grade of "B" is preferred. Proficiency in Typing/Computers at 25 wpm		
<b>Semester 1</b>		<b>Credits</b>
PHT 100	Pharmacy Technician Orientation†	3
PHT 101	Pharmaceutical Mathematics*	3
PHT 102	Pharmacy Operations I	3
<b>Semester 2</b>		
PHT 108	Pharmacy Operations II	3
PHT 103	Sterile Products	3
<b>Semester 3</b>		
SPE 108	Oral Communication <i>Or</i>	
COM 106	Interpersonal Communication	3
<b>Semester 4</b>		
PHT 104	Pharmacology I	3
PHT 105	Pharmacy Technician Internship I	1
BUS 221	Human Relations in Organizations <i>Or</i>	
SPN 115	Spanish for Health Care Providers I	3
<b>Semester 5</b>		
PHT 106	Pharmacy Technician Internship II‡	2
PHT 109	Pharmacology II	3
PHT 107	Pharmacy Law	1
<b>Minimum for Certificate (including prerequisites) 36</b>		
Students must complete all PHT program and general education course requirements with a grade of "C" or better.		
<b>Short Course Option</b>		
PHT 115	Fund. of Pharmacy Technician Practice	6

\*PHT Students cannot register for the pharmacy math course more than two times.

†Successful completion of PHT 115 can be substituted for PHT 100 for a total of 3 credit hours.

‡Each internship requires 150 hours of on-the-job training for a total of 300 hours.

Illinois and Indiana students must be licensed by the State of Illinois and/or State of Indiana prior to the onset of internship.

# Phlebotomy

## Basic Certificate

### Phlebotomy Certificate (PHB.CERT)

As a member of the health care delivery team, the phlebotomist generally works in a clinical laboratory under the supervision of a clinical laboratory technologist. The phlebotomist is primarily responsible for collecting blood specimens from patients/clients for the purpose of laboratory analysis. The phlebotomy courses are designed to provide students with information about the health care delivery system; collection of materials and equipment; venipuncture and capillary puncture techniques; specimen transport and processing techniques; quality assurance and safety techniques; basic concepts of communications, and medical and legal implications of blood collection. Students will be required to complete 72 hours of classroom and 120 hours of clinical experience in a health care environment. Effective Fall 2007, a criminal background from a designated agent and/or a drug screen may be required to complete the internship course.

### Accreditation/Approval Process

The phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd, Suite 720; Rosemont, IL 60618-5119; telephone (847) 939-3597. Upon successful completion of this course, students are eligible to take the national certification examinations given by either the National Certification Agency for Medical Laboratory Personnel (NCA) or the American Society of Clinical Pathologists (ASCP), Board of Registry.

### Admission Process

1. Submit an SSC Application form and forward all high school, as well as other college transcripts directly to the Office of Admissions.
2. Submit the Phlebotomy Program Admission Application form to the Program no later than October 1 for Spring admission, or June 1 for Fall admission.
3. Priority for admission will be given to applicants who meet the published deadline date. Admission to the College does not guarantee admission to the program.

### Admission Criteria

Students must earn a minimum grade of "C" or better in BIO 115-Human Body Structure\* or an equivalent human anatomy course. No student will be considered for admission to the Phlebotomy Program unless they have a minimum cumulative grade point average (GPA) of 2.00 (A=4.00).

<b>Program Prerequisites</b>		<b>Credits</b>
MDR 102	Fundamentals of Med. Terminology	1
BIO 115	Human Body Structure	4
<b>Fall or Spring (Admission twice a year)</b>		<b>Credits</b>
PHB 101	Phlebotomy/Health	4
PHB 102	Phlebotomy Internship	2
<b>Total for Certificate</b>		<b>11</b>

### **Specific Admission Requirements**

- PHB 101 and PHB 102 will be offered consecutively during a single semester. Both PHB 101 and 102 must be completed with a grade of "C" or better while maintaining a cumulative grade point average of 2.0.
- Students accepted for PHB 101 and PHB 102 must:
  - Possess a valid basic CPR certification card
  - Submit a completed health-physical form PROVIDED by South Suburban College that documents immunity for mumps, measles, varicella, diphtheria, tetanus, tuberculosis and hepatitis B (waiver.)
  - Show proof of health insurance coverage or waiver.
- Due to the nature of the clinical rotations, most assignments are for the daytime shifts. Clinical rotation assignments are at the discretion of the program coordinator.
- Students are responsible for transportation to and from the clinical affiliate.

For an application or for additional information, please contact Kinasha Brown, Coordinator, 708-596-2000, ext. 2421.

## **Radiologic Technology**

### **Radiologic Technology (RAD.AAS)**

The Radiologic Technology Program is approved by ICCB and the Illinois Board of Higher Education. In addition, the program is Accredited by the Higher Learning Commission (HLC). This full-time accredited program prepares men and women to function effectively as entry level staff radiographers. The program includes both theoretical and practical courses as well as clinical education experiences in hospitals assigned by the program coordinator.

### **Admission to the Program**

- Submit an SSC Application/Registration form and forward all high school as well as other college transcripts directly to the Office of Admissions and Evaluation no later than March 1.

- Submit the Radiologic Technology Program Admission Application form to the Program by mail or in person (Room 4453) no later than March 1 prior to the Fall semester wishing admission.
- Admission to the Radiologic Technology Program will be determined by a ranking of the grade point average (GPA) of the program prerequisite courses only. No student will be considered for admission to the Radiologic Technology Program unless they have received at least a grade of "C" in all the program prerequisites and minimum cumulative GPA of 2.5 (A=4.00). **Students must finish all prerequisite courses by December prior to the summer semester of the year you are seeking admission.**

- Score of 75% or better on admissions test. If students are planning to transfer credit from another institution for a currently enrolled course(s), they are responsible for providing the mid-term grade to the Program Coordinator.

Although priority for admission will be given to applicants who meet the published application deadline date, application forms will be accepted throughout the entire academic cycle. Admission to the College does not guarantee admission to the program.

- You will be notified in writing of your admission status no later than April 15.

Admission to the program will be determined by a ranking of the grade point average (GPA) based on the program prerequisite courses only.

Prior to enrolling in the Radiologic Technology program, students are advised to review the applicable licensure/certification procedures and requirements and state laws of the profession to ensure that they are eligible to receive a license/certification following completion of the Radiologic Technology program at South Suburban College. Eligibility for licensure may be limited by the results of a criminal background investigation.

NOTE: This is only a full-time program.

Prerequisites MUST be completed prior to the start of the Radiologic Technology program. Physics and Biology should not be more than five years old, but with appropriate documentation this may be reviewed.

<b>Program Prerequisites</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy and Physiology I*	4
FAD 205	Emergency Care and Safety	2
PHY 115	Topics in Applied Physics†	3

### **Summer**

RAD 100	Foundations Of Rad. Technology	1
---------	--------------------------------	---

**Fall**

RAD 101	Radiographic Fundamentals	3
RAD 104	Radiographic Procedures 1	3
RAD 106	Radiographic Principles 1	3
RAD 125	Introduction to Clinical Practice	2
BIO 186	Human Anatomy and Physiology II	4

**Spring**

RAD 105	Radiographic Procedures 2	3
RAD 107	Radiographic Principles 2	3
RAD 126	Clinical Education 1	3
SPE 108	Oral Communication*	3

**Summer**

RAD 127	Clinical Education 2	3
PSY 101	Introduction to Psychology	3

**Fall**

RAD 204	Radiographic Procedures 3	3
RAD 205	Radiographic Physics	3
RAD 207	Radiobiology	3
RAD 225	Clinical Education 3	4

**Spring**

RAD 208	Radiographic Pathology	3
RAD 226	Clinical Education 4	4
RAD 235	Radiographic Seminar	3
GROUP II	Humanities Elective	3

**Total Credit Hours (including prerequisites) 72**

**Recommended Elective:**

MIS 101	Computer Literacy & Applications	3
---------	----------------------------------	---

**Students must finish all prerequisite courses by December prior to the summer semester of the year you are seeking admission.**

Students must complete all RAD program and general education course requirements with a grade of "C" or better.

\*Prerequisite to BIO 185 is either BIO 102 or 105.

†Prerequisite to PHY 115 is MTH 100.

For additional information, please contact the Radiologic Technology Program coordinator at 708-596-2000, ext. 2634 or Kathi Eberhardt, Career Advisor for Allied Health at 708-596-2000, ext. 2306.

**MRI (Magnetic Resonance Imaging) Program (MRI.BASIC)**

A magnetic resonance imaging technologist is a highly-skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. MRI technologists have extensive, direct patient contact and may inject the patient with a contrast agent that assists in visualizing various anatomic structures. They must be able to interact compassionately and effectively with people who

range from healthy to critically ill. Technologists employed in these specialty areas will be supervised by board certified radiologists, but will be afforded a greater amount of responsibility and independence in the performance of their duties.

The MRI Program at South Suburban College is a 4 semester program starting with the summer semester and ending the following summer semester. The program provides didactic classroom and clinical instruction. The clinical portion of the program consists of an orientation to the clinical aspects of MRI, demonstration of the use of the equipment, and an opportunity to participate under close supervision in actual MRI procedures. Although the program is offered as an evening option, the clinical rotation will be scheduled during the day at most of the clinical sites.

**Admissions**

Students applying to the Magnetic Resonance Imaging Program must be registered as a RT(R) in good standing with the American Registry of Radiologic Technology (ARRT) and must possess either an AAS or BA/BS degree in Radiologic Technology. Graduates of AMA approved hospital-based radiologic technology programs will be evaluated on an individual basis. Candidates pursuing certification in Magnetic Resonance Imaging must be registered with the ARRT in Radiography, Nuclear Medicine Technology (registration through NMTCB is also accepted), Radiation Therapy, or Sonography (registration through ARDMS is also accepted). No students will be considered for admission to the Magnetic Resonance Imaging Program unless they possess a minimum cumulative GPA of 2.50 (where A=4.0). Please note: You must have worked as a Radiology Technologist for at least one, preferably two years.

Registered radiographers who possess the ARRT certification for at least one year and who meet the clinical requirements in MRI set forth by the ARRT are eligible to sit for the American Registry for Radiologic Technologist Board-Advanced Level Examination in Medical Resonance Imaging. Admission to the College does not guarantee admission to the program. Successful candidates are certified as RT(R)MR.

**Admission Process**

1. Submit an SSC Application Form and high school and college transcripts directly to the SSC Admissions Office no later than January 15.
2. Submit the completed MRI Admission Application form to the Magnetic Resonance Imaging Program by mail or in person (Room 4453) no later than January 15.

- Admission will be given to the most qualified candidates as determined by their cumulative grade point average (GPA) ranking.
- Applicants will be notified in writing of their admission status no later than April 30.

---

<b>Summer</b>	<b>Credits</b>
---------------	----------------

---

MRI 200	Patient Care and Safety	3
---------	-------------------------	---

---

**Fall**


---

RAD 237	Sectional Imaging Anatomy	3
---------	---------------------------	---

MRI 201	MRI Principles I	3
---------	------------------	---

MRI 202	MRI Clinical Education I	3
---------	--------------------------	---

---

**Spring**


---

MRI 203	MRI Principles II	3
---------	-------------------	---

MRI 204	MRI Imaging Applications	3
---------	--------------------------	---

MRI 205	MRI Clinical Education II	3
---------	---------------------------	---

---

**Summer**


---

MRI 206	MRI Clinical Education III	3
---------	----------------------------	---

---

<b>Total Credit Hours:</b>	<b>24</b>
----------------------------	-----------

---

For additional information, please contact the Radiologic Technology Program Coordinator at 708-596-2000, ext. 2364 or Melynie Durham, Magnetic Resonance Program Coordinator at 708-596-2000, ext. 2261.

## Real Estate

---



---

**Basic Certificate**


---

South Suburban College offers a variety of basic certificates designed to provide specialized training in specific areas. The following basic certificate is now available. For further information, please contact your academic advisor or counselor.

---

**Real Estate (BUS.BASIC.REALESTATE)**


---

This certificate is designed to prepare students to take the Illinois State Real Estate Licensing Examination and to learn sales techniques.

---

	<b>Credits</b>
--	----------------

---

BUS 245	Real Estate Transactions	3
---------	--------------------------	---

BUS 210	Principle of Sales	3
---------	--------------------	---

MIS 101	Computer Literacy & Applications	3
---------	----------------------------------	---

---

<b>Total Credit Hours</b>	<b>9</b>
---------------------------	----------

---

## Speech Language Pathology Assistant

---



---

**Speech Language Pathology Assistant (SPA.AAS)**


---

This full time Speech Language Pathology Assistant educational program prepares individuals to work in a health or educational setting under a registered speech pathologist with at least two years of professional experience. Assistants generally work with equipment maintenance, patient assessment, paperwork and execution of speech pathologist treatment plans. Courses in this program are structured to provide students with background information, theories, principles and techniques for implementation of treatment plans and goals of speech, language, and hearing disordered individuals. The program supplements classroom instruction with required supervised clinical observation and practicum experiences in speech language pathology and audiology. Students will be assigned to off campus practicum sites for observation of clinical experiences and involvement in interdisciplinary team approaches to case management.

Accreditation through the Higher Learning Commission, the Illinois Community College Board, Illinois Board of Higher Education and the Illinois State Board of Education.

Upon successful completion of all academic and fieldwork requirements, students receive an Associate in Applied Science (AAS) Degree.

Prior to enrolling in the Speech Language Pathology program, students are advised to review the applicable licensure / certification procedures and requirements and state laws of the professions to ensure that they are eligible to receive a license / certification following completion of the Speech Language Pathology Assistant Program at South Suburban College. Eligibility for licensure may be limited by the results of a criminal background investigation. Individuals who have been charged with or convicted of a felony and/or have had any other professional license revoked or suspended or has been found by any court to have committed malpractice, negligence or recklessness is advised to seek an EARLY DETERMINATION REVIEW from Illinois Department of Financial and Professional Regulations to determine their eligibility for licensure/certification.

NOTE: Criminal background checks are required for all admitted students for fieldwork. Additionally, students may be subjected to fingerprinting and/or drug screening for specific fieldwork sites.

### Admission Process

Note: By admission process, all students must complete all SPA program prerequisites and general education course requirements with a grade of "C" or better before entering the program.

1. Prospective students should submit an SSC Application form and forward all high school (or GED) transcripts, as well as official college transcripts to the Office of Admissions and Records for credit evaluation. General education course transcripts must be submitted prior to the start of the summer semester.
2. Students that have completed the necessary prerequisite courses can submit the Speech Language Pathology Assistant Program Application form by mail or in person to The Health Professions Office in Room 4453. Please contact the Health Professions Office in room 4453 for application deadline. Late applications will not be accepted.
3. Students are required to pass a health professions entrance examination with a minimum score of 75%. Information, scheduling and payment for the examination will be made available after January 1st.

Admission to the Speech Language Pathology Assistant Program will be determined on a ranking of the grade point average (GPA) determined on the program prerequisites.

**Priority for admission will be given to applicants who meet the application deadline. Program prerequisites must also be completed before the deadline to be considered for admissions. Application deadline will be posted outside of room 4453. Be advised that BIO 185 and BIO 186 must be completed within the last 5 years to satisfy program requirements.**

### Program Placement

The SLP program has a selective admissions process. Specific eligibility criteria are used to evaluate each applicant to admit those students with highest likelihood of success. Admissions to the Speech Language Pathology Assistant Program will be determined by the following criteria:

1. Cumulative grade point average of 3.0 or better for program prerequisites.
2. Score on the admission test with minimum of 75% proficiency in all areas. (Reading Comprehension, Grammar, Anatomy and Physiology)
3. Consideration will be given for individuals with college degrees in other areas as well as military and /or related work experience.
4. Completion of general education courses with a "C" or better.

Admission to the College does not guarantee admission to the program.

Students will be notified of status by mail after April 30th.

All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement as well as complete all general education and SLPA Program coursework with a "C" or better to progress to successive semesters, including fieldwork.

Prior to enrollment student will need to complete the following program prerequisites:

Once admitted, students must present proof of CPR certification and maintain certification through the entire educational program, as well as complete a physical and submit to a criminal background check.

#### Prerequisites for Admission to the SLPA Program:

		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy and Physiology I	4
MDR 102	Fundamentals of Medical Terminology	1
SPA 101	Introduction to SLPA	3
SPE 108	Oral Communication	3
		<b>14</b>

<b>Fall</b>			<b>Credits</b>
PSY 101	Introduction to Psychology	<b>Or</b>	
SOC 101	Introduction to Sociology		3
BIO 186	Human Anatomy and Physiology II		4
SPA 121	Anatomy and Physiology of SLPA		4
<i>Prerequisite: BIO 185</i>			
SPA 131	Language Development in Children		3
<i>Prerequisite: SPA 101</i>			

<b>Spring</b>			<b>Credits</b>
HFA 201	General Humanities		3
SPA 141	SLPA Voice and Diction		3
<i>Prerequisite: SPA 121; SPA 131</i>			
SPA 151	Communication Disorders in Children		3
<i>Prerequisite: SPA 121, SPA 131</i>			
Elective: CHW 100, CHW 120, CHW 125			

<b>Summer</b>			<b>Credits</b>
SPA 161	SLPA Introduction to Phonetics		3
<i>Prerequisite: SPA 141, SPA 151</i>			
SPA 171	SLPA Clinical Observations		2
<i>Prerequisite: SPA-141, SPA-151</i>			

<b>Fall</b>			<b>Credits</b>
SPA 201	SLPA Screening and Interventions		4
<i>Prerequisite: SPA 161</i>			
SPA 211	SLPA Clinical Fieldwork I		3
<i>Prerequisite: SPA 171, SPA 151, SPA 131 and Instructor Consent</i>			
SPA 221	Communication Disorders in Adults		3
<i>Prerequisite: SPA 171</i>			
Elective: CHW 100, CHW 120, CHW 125			

<b>Spring</b>		<b>Credits</b>
SPA 231	Case Study Management for SLPA <i>Prerequisite: SPA-211</i>	4
SPA 241	Clinical Fieldwork II <i>Prerequisite: SPA-211</i>	2
MTH 100	Intermediate Algebra <b>Or</b>	
MTH 165	College Algebra	4
<b>Total Credits</b>		<b>68</b>

For additional information, please contact Blessing Balmiro, Speech Language Pathology Assistant Coordinator, at 708-596-2000, ext. 2364 or Kathryn Melin Eberhardt, Career Advisor for Health Professions, at 708-596-2000, ext. 2306.

## Teacher Aide

### **Teacher Aide/Child Development (CHD. AAS)**

The Child Development Program is designed to prepare paraprofessionals for a career in child care. The curriculum includes the cognitive areas of theory, history of child development, psychology and sociology as they relate to the developing infant. Additionally, training will include practical areas of internships, functioning with a variety of appropriate media, constructing lesson plans and materials and planning activities appropriate to the age levels designated. The program is designed to satisfy state requirements for positions as child care aide, teacher assistant and child care director. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information.

NOTE: All students who intend to be an elementary or secondary school teacher must plan their programs at South Suburban College very carefully in order to ensure that:

1. they transfer without loss of credit to the senior institution of their choice.
2. they fulfill the new General Education requirements for teacher certification by the State of Illinois.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
PSY 101	Introduction to Psychology	3
CHD 101	Principles of Educational Practice	3
CHD 105	Intro to Early Childhood Education	3
EDU 110	Foundations of American Education	3

<b>Cluster 2</b>		
CHD 104	Child Growth & Development	3
SOC 101	Introduction to Sociology	3
CHD 203	The Exceptional Child	3
CHD 208	Techniques of Child Care	3
CHD 211	Internship I	3
SPE 108	Oral Communication	3

<b>Cluster 3</b>		
CHD 215	Admin. & Superv. of Child Care Centers	3
EDU 204	Introduction to Special Education	3
CHD 205	The Culturally Different Child	3
CHD 202	Language Arts for Young Children <b>Or</b>	
EDU 111	Lang. Arts in Elementary Schools	3
CHD 108	Child Health, Safety & Nutrition	3

<b>Cluster 4</b>		
CHD 212	Internship II	3
CHD 209	Classroom Management	3
CHD 106	Cultural Arts for Young Children	3
MTH 103	Fundamentals of Mathematics <b>Or</b>	
MTH 145	Math Concepts & Structures	3-4
GROUP II	Humanities Elective	3

**Minimum for Degree 63**

<b>Suggested Electives</b>		
CHD 103	Introduction to Nanny Profession	3
CHD 107	Music for Early Childhood	3
CHD 204	Home Child Care Providers	3
CHD 207	Infant and Toddler Care	3
MIS 101	Computer Literacy and Applications	3

<b>Suggested Humanities Electives</b>		
ENG 103	American Literature to 1865	3
ENG 104	American Literature 1865-Present	3
ENG 203	Introduction to British Literature	3
ENG 204	Shakespeare	3

Please refer to Education in the College Transfer section, page 54, for specific transfer Math requirements.

For additional information, please contact Dr. Donna Walker, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2659.

### **Teacher Aide/Child Development Professional Nanny (CHD.AAS.NANNY)**

The professional nanny program prepares students for a career as an in-home child care provider. The curriculum includes cognitive areas of history, psychology, theory, techniques and includes internships for a practical application of methods and materials. This program has been articulated with some area high schools. Recent high school graduates may have earned credit in this program through high school coursework. Refer to page 31 for more information. NOTE: All students who intend to be an elementary or secondary school teacher must plan their programs at South Suburban College very carefully in order to ensure that:

1. they transfer without loss of credit to the senior institution of their choice.
2. they fulfill the new General Education requirements for teacher certification by the State of Illinois.

<b>Cluster 1</b>	<b>Credit</b>
ENG 101 Composition and Rhetoric	3
CHD 103 Introduction to Nanny Profession	3
MTH 103 Fundamentals of Mathematics <b>Or</b>	
MTH 145 Math Concepts & Structures	3-4
PSY 101 Introduction to Psychology	3
CHD 104 Child Growth & Development	3

<b>Cluster 2</b>	<b>Credit</b>
CHD 204 Home Child Care Provider	3
CHD 106 Cultural Arts for Children <b>Or</b>	
CHD 107 Music for Early Childhood	3
SPE 108 Oral Communication	3
CHD 101 Principles of Educational Practice	3
CHD 211 Internship I	3
CHD 207 Infant and Toddler Care	3

<b>Cluster 3</b>	<b>Credit</b>
EDU 110 Foundations of American Education	3
CHD 208 Techniques of Child Care	3
CHD 105 Intro to Early Childhood Education	3
CHD 212 Internship II	3
SOC 101 Introduction to Sociology	3

<b>Cluster 4</b>	<b>Credit</b>
CHD 202 Language Arts for Young Children <b>Or</b>	
EDU 111 Lang. Arts in Elementary Schools	3
EDU 204 Introduction to Special Education	3
GROUP II Humanities Elective	3
CHD 215 Admin. & Super. of Child Care Centers	3
CHD 108 Child Health, Safety & Nutrition	3

**Minimum for Degree 63**

### **Suggested Humanities Electives**

ENG 103 American Literature to 1865	3
ENG 104 American Literature 1865-Present	3
ENG 203 Introduction to British Literature	3
ENG 204 Shakespeare	3

Please refer to Education in the College Transfer section, page 54, for specific transfer Math requirements.

For additional information, please contact Dr. Donna Walker, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2659.

### **Teacher Aide Special Education Associate (CHD.AAS.SPED)**

The program meets the needs of the developmentally disabled by exploring the problems, skills, and current trends in special education theory in the classroom through internships and in facilities especially staffed to educate the individual as having special needs.

<b>Cluster 1</b>	<b>Credits</b>
ENG 101 Composition and Rhetoric	3
EDU 204 Introduction to Special Education	3
CHD 101 Principles of Educational Practice	3
PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3

<b>Cluster 2</b>	<b>Credits</b>
CHD 104 Child Growth & Development	3
CHD 205 The Culturally Different Child	3
BIO 115 Human Body Structure*	4
CHD 211 Internship I	3
PSY 206 Abnormal Psychology	3

<b>Cluster 3</b>	<b>Credits</b>
CHD 203 The Exceptional Child	3
HSA 213 Intervention in Human Services	3
MTH 103 Fundamentals of Mathematics <b>Or</b>	
MTH 145 Math Concepts & Structures	3-4
HSA 110 Sign Language I	3
SPE 108 Oral Communication	3

<b>Cluster 4</b>	<b>Credits</b>
CHD 206 Family & Comm. in Exceptionality	3
CHD 212 Internship II	3
EDU 110 Foundations of American Education	3
HSA 111 Sign Language II	3
CHD 108 Child Health, Safety & Nutrition	3
GROUP II Humanities Elective	3

**Minimum for Degree 64**

**Suggested Humanities Electives**

ENG 103	American Literature to 1865	3
ENG 104	American Literature 1865-Present	3
HIS 271	History of Modern Africa	3

\*Formerly BIO 111

Please refer to Education in the College Transfer section, page 54, for specific transfer Math requirements.

For additional information, please contact Dr. Donna Walker, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2659.

**Teacher Aide Certificate (CHD.CERT)**

		<b>Credits</b>
ENG 101	Composition & Rhetoric	3
CHD 101	Principles of Educational Practice	3
PSY 101	Introduction to Psychology	3
MTH 103	Fundamentals of Math <b>Or</b>	
MTH 145	Math Concepts & Structures	3-4
EDU 110	Foundations of American Education	3
CHD 211	Internship I	3
CHD 104	Child Growth & Development	3
EDU 111	Lang. Arts in Elementary Schools <b>Or</b>	
CHD 202	Language Arts for Young Children	3
CHD 212	Internship II	3
	CHD or EDU Electives	9

**Minimum for Certificate 36**

**Suggested Electives:**

CHD 103	Introduction to Nanny Profession	3
CHD 105	Intro to Early Childhood Education	3
CHD 106	Cultural Arts for Young Children	3
CHD 108	Child Health, Safety & Nutrition	3
CHD 203	The Exceptional Child	3
CHD 207	Infant and Toddler Care	3
CHD 209	Classroom Management	3
EDU 204	Introduction to Special Education	3
MIS 101	Computer Literacy and Applications	3

Please refer to Education in the College Transfer section, page 54, for specific transfer Math requirements.

For additional information, please contact Dr. Donna Walker, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2659.

**Basic Certificate**

**Professional Child Care Certificate (CHD.BASIC)**

The professional child care certificate consists of any 18 credit hours in child development courses which fulfills the requirements of the Department of Children and Family Services (DCFS). The courses listed below are suggested courses for the acquisition of the necessary skills but any child development course can be substituted for a suggested course, depending on student career need.

		<b>Credits</b>
CHD 104	Child Growth and Development	3
CHD 105	Intro to Early Childhood Education	3
CHD 106	Cultural Arts for Young Children	3
CHD 208	Techniques of Child Care	3
CHD 209	Classroom Management	3
CHD 215	Admin. & Super. of Child Care Centers	3

**Total Credit Hours 18**

Please refer to Education in the College Transfer section, page 35, for specific transfer MATH requirements.

For additional information, please contact Dr. Donna Walker, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2659.

---

## Transfer Opportunities For A.A.S. Graduates

---

The following colleges and universities offer special transfer opportunities for Associate of Applied Science Degree (A.A.S.) candidates. A.A.S. students who intend to transfer are encouraged to contact the College's Transfer Center for assistance in course selection and for a copy of the Career Program Transfer Guide.

---

### ***University of St. Francis***

---

The Bachelor of Science Professional Arts degree is designed to build professional skills and challenge the adult learner as well as accommodate the busy schedules of working students.

Students may take either seven-week accelerated classes or traditional 16-week courses. With careful planning of course schedules, students may finish their degree in 24 to 30 months.

Day, evening and weekend courses are offered at four convenient locations including South Suburban College's University & College Center in Oak Forest.

A transfer coordinator will meet with you personally to help you determine which courses are needed to complete your degree. The Office of Adult and Continuing Education is also available to provide support services to adult learners.

The Prior Learning Assessment Program (PLAP) provides opportunities to earn college credit for learning done outside of the classroom.

***For more information about transfer opportunities at the University of St. Francis, contact a Transfer Coordinator at (815) 740-3400 or (800) 735-7500.***

---

### ***Southern Illinois University Carbondale***

---

Southern Illinois University Carbondale (SIUC) offers a Capstone Option to graduates from two-year occupational programs (A.A.S. degree programs) with at least a 2.25 grade point average, as calculated by SIUC, on all accredited work completed prior to the awarding of the degree. This unique program recognizes the value of the A.A.S. degree by designing a baccalaureate curriculum of no more than 60 additional semester hours of course work beyond the associate degree.

Twenty-one majors and specializations offer a Capstone option, including:

- Agribusiness Economics
- Agriculture, General
  - Agriculture Education
  - Agriculture Information
  - Agriculture Mechanization
  - Agriculture Production
- Administration of Justice
- Advanced Technical Studies
- Animal Science
- Aviation Management
- Consumer Economics and Family Management
- Early Childhood Education
- Electronics Management
- Fire Science Management (off-campus program)
- Health Care Management
- Industrial Technology
- Paralegal Studies for Legal Assistants
- Plant and Soil Science
- Vocational Education Studies
  - Clothing and Textiles
  - Business Education
  - Education, Training and Development

***For more information about the Capstone option at Southern Illinois University Carbondale, please contact New Student Admissions at (618) 536-4405.***

## ***Comprehensive Agreement Regarding The Expansion Of Educational Resources***

(C. A. R. E. E. R.)

Through the Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.), South Suburban College has entered into agreements with the following community colleges.

**These agreements allow students who reside in South Suburban College's district to take career educational programs, NOT offered by South Suburban College, at the participating college's in-district tuition rate. Please refer to the Cooperative Agreements & Chargebacks section in the catalog for specific procedures to be followed when applying for Cooperative Agreements & Chargebacks.**

### **Blackhawk College**

6600 34th Avenue  
Moline, IL 61265-5899  
(309) 796-5000  
(800) 344-1311

### **Carl Sandburg College**

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
(309) 341-5230

### **Danville Area Community College**

2000 East Main Street  
Danville, IL 61832-5199  
(217) 443-8800

### **Elgin Community College**

1700 Spartan Drive,  
Elgin IL. 60123-7193  
847-214-7226

### **Heartland Community College**

1500 W. Raab Road  
Normal, IL 61761  
(309) 268-8000

### **Highland Community College**

606 W. Main  
Highland, KS 66035  
(785) 442-6000

### **Illinois Central College**

1 College Drive  
East Peoria, IL 61635-0001  
(309) 694-5100

### **Illinois Valley Community College**

815 North Orlando Smith Avenue  
Oglesby, IL 61348  
(815) 224-2720

### **John Wood Community College**

1301 S. 48th Street  
Quincy, IL 62305  
(217) 224-6500

### **Joliet Junior College**

1215 Houbolt Road  
Joliet, IL 60431  
(815) 729-9020

### **Kankakee Community College**

P.O. Box 888, River Road  
Kankakee, IL 60901  
(815) 933-0345

### **Kaskaskia College**

27210 College Road,  
Centralia, IL. 62801  
618-545-3030

### **Kishwaukee Community College**

21993 Malta Road  
Malta, IL 60150-9699  
(815) 825-2086

### **Lake Land College**

5250 Shepard Road,  
Springfield, IL.  
217-786-2243

### **Lewis and Clark Community College**

5800 Godfrey Rd.,  
Godfrey, IL. 62036  
618-468-5001

### **Lincoln Land Community College**

5250 Shepard Road Box 19256  
Springfield, IL 62794-9256  
(800) 727-4161  
(217) 786-2200  
TDD (217) 786-2798

### **McHenry County College**

8900 U.S. Highway 14  
Crystal Lake, IL 60012-2761  
(815) 455-8530

### **Moraine Valley Community College**

10900 South 88th Avenue  
Palos Hills, IL 60465  
(708) 974-4300

### **Morton College**

3801 South Central Avenue  
Cicero, IL 60804  
(708) 656-8000

### **Prairie State College**

202 South Halsted Street  
Chicago Heights, IL 60411  
(708) 709-3500

### **Rend Lake College**

468 North Ken Grey Parkway,  
Ina, IL. 62846  
618-437-5321

### **Richland Community College**

1 College Park  
Decatur, IL 62521-8513  
(217) 875-7200

### **Rock Valley College**

3301 N. Mulford Road  
Rockford, IL 61114  
(815) 921-7821  
(800) 973-7821

### **Sauk Valley Community College**

173 IL. Rt. 2  
Dixon, IL 61021  
(815) 288-5511  
Fax (815) 288-1880

### **Southwestern Illinois College**

2500 Carlyle Avenue,  
Belleville, IL. 62221  
618-222-5246

### **Spoon River College**

23235 North County Rd. 22  
Canton, IL 61520  
(309) 647-4645  
(800) 334-7337

### **Waubensee Community College**

Route 47 at Waubensee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

**For more information on any of these programs, call the college offering the program in which you are interested, or call South Suburban College (708) 596-2000, extension 2262.**

# Course Descriptions

On the following pages are descriptions of the courses offered by the College.

The "Code for Transfer Courses," that are part of the Illinois Articulation Initiative (IAI), are located directly after the course title.

"Credit Hours," the first number in parenthesis to the utmost right on the course title line, refers to the number of hours of credit per semester.

"Contact Hours," the second number after the comma in the parenthesis, refers to the actual number of hours per week spent in classrooms, laboratories, field work, internships, etc.

After the description is a notation on offerings: F=fall term; Sp=spring term, S=summer term; "odd" refers to classes offered only in odd numbered years; "even" refers to classes offered in even numbered years; "on demand" indicates that courses will be scheduled upon sufficient student request.

Where special course fees are required in addition to tuition, the word fee is noted at the end of the description. The fee amount for each course can be found within the actual schedule that is available for each semester. These fees are subject to change without prior notice.



# Accounting

## **ACC 100— Personal Income Tax (3,3)**

Federal and State tax laws as they apply to the individual are studied. Form #1040 and related schedules are completed. Sp

## **ACC 110— Financial Accounting, Part 1 (2,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Prior or concurrent enrollment in BUS 105 recommended

This course and ACC 111 are designed for students who wish to take Accounting 120 over two semesters instead of one, at a slower but more thorough pace. The fundamentals of accounting are developed for different forms of business organizations. Emphasis is on the accounting cycle, analysis and recording of transactions, and on the meaning and preparation of financial statements, voucher systems, short-term investments and inventory control. This course is suggested for non-accounting majors. F, Sp, S

## **ACC 111— Financial Accounting, Part 2 (2,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ACC 110

This is a sequel to ACC 110. Emphasis is placed on depreciation and disposal of fixed assets and payroll. Accounting for current and long-term liabilities, partnership, and corporate transactions will be covered. Topics include using cash flows in decision making and analyzing financial statements. This course is suggested for non-accounting majors. F, Sp, S

## **ACC 120— Financial Accounting (IAI: BUS 903) (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* None. Prior or concurrent enrollment in BUS 105 recommended

Presents accounting as an information system that produces summary financial statements primarily for users external to a business or other enterprise. Emphasis is on the accounting cycle, analysis and recording of transactions and on the meaning, preparation, and interpretation of financial statements, the voucher system, payroll procedures, stock and bond transactions, and corporate cash flow statements. F, Sp, S

## **ACC 121— Managerial Accounting (IAI: BUS 904) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ACC 111 or ACC 120

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. F, Sp, S

## **ACC 130— Computerized Accounting [QuickBooks] (3,4)**

*Prerequisite:* ACC 120 or equivalent

Use of computers will be applied in the accounting process including general ledger accounting, accounts receivable/payable, payroll, financial statements and spreadsheet applications. QuickBooks software is used. Lab fee. F, Sp

## **ACC 200— Cost Accounting (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ACC 121

This course emphasizes job and process cost accounting systems and decisions from the managerial point of view. Topics include: budgets, stores control, payroll, processing overhead distribution, cost of production reports, standards, variance analysis, break-even analysis, contribution margin and direct costing. Sp

## **ACC 230— Information Management (3,3)**

*Prerequisite:* MIS 205

Ways in which data and information are used and processed by computer systems in an organization are studied. The course uses a problem-solving orientation to develop management decision-making skills in a systems environment. Sp

## **ACC 250— Accounting Internship (3, arranged)**

*Prerequisite:* Concurrent enrollment or completion of ACC 200 and ACC 261, and written consent of program coordinator

This course provides students an opportunity to receive college credit by being employed at a business establishment and receiving on-the-job accounting training, working a minimum of 15 hours weekly. The student is responsible for finding and maintaining coordinator approved accounting work-site. One hour specialized seminars are held once a week to provide students with needed information to help them prepare for a successful accounting career. On demand.

## **ACC 260— Intermediate Accounting I (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ACC 121 with grade of "C" or better

Emphasis of the course is on accounting theory, concepts, current financial accounting functions and decision making using accounting data. It includes a thorough review of basic accounting concepts and alternative procedures. Major topics include: (1) Review, (2) Introduction to Accounting Theory, Balance Sheet and Retained Earnings Statement, (3) Present and Future Values, (4) Current Assets and Current Liabilities and (5) Plant Assets and Intangible Assets. F

**ACC 261— Intermediate Accounting II (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ACC 260

As a continuation of ACC 260, the focus is on the use of accounting information as a basis for decision making by management, accountants, stockholders, creditors and investors. Achievement by students in handling professional-level problems is a major objective. Major topics include: (1) Long Term Liabilities, (2) Stockholder Equity, Dilutive Securities and Short- and Long-Term Investments, (3) Analysis of Financial Statements, (4) Pensions, (5) Leases, (6) Accounting Changes and Error Analysis, (7) Cash Flow Analysis, (8) Accounting for Income Taxes, and (9) Revenue Recognition. Sp

**ACC 290— Federal Taxes (3,3)**

*Prerequisites:* ACC 120 or 110 & 111

Surveys the Internal Revenue Code and practical application of tax rules in preparation of returns, applying accounting principles of tax matters. Relationship of accounting and law is considered. F

**ACC 291— Advanced Federal and Illinois Taxes (3,3)**

*Prerequisite:* ACC 290

To introduce the student to the more advanced study of taxation, including corporate, partnership, estate, trust and state taxation. This is to be done through reading of the class materials and solving the problems in the materials. Sp

## Anthropology

**ANT 101— Anthropology (IAI: S1901N) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Introduction to cultural and social anthropology (with a brief introduction to physical anthropology). Man's cultural organization and behavior studied in terms of institution of kinship, politics, religion and economics. Emphasis is placed on comparative sociology of primitive tribal people living today. F, Sp

## Applied Engineering Technology

**AET 101— Audio/Video & Smart Home (4,6)**

The course introduces basic concepts of audio and video signals and discusses the devices and components that constitute home entertainment systems. Students learn how to plan, design, install, and troubleshoot entertainment systems. Fee.

**AET 102— Networking Technology (4,6)**

*Prerequisites:* AET 101

The course provides students the knowledge and skills required for designing, implementing, and maintaining a home network. They learn about networking protocols, network operating systems, network addressing, and security issues to be managed when setting up a home network. Fee.

**AET 105— Communications Security & Technology (4,6)**

*Prerequisites:* AET 101

The course introduces students to the fundamentals of telecommunication systems. Students are instructed on the design, installation, and configuration of home telecommunication systems, including advanced wired and wireless systems. They learn to install in-house services, such as voice mail, intercom, and call conferencing. Fee.

**AET 190— Systems Integration & Future Technology (4,6)**

*Prerequisites:* AET 101

This course covers tools, products, and services and presents the major commercial participants, common practices, and prevalent consumer perception of Home Technology Integration (HTI) benefits. Students design and build Integrated Home Network (IHN) and the tools, equipment, and expertise required to build it. Fee.

## Art

Students in studio ART are required to schedule one hour per week in the studio (in addition to class time) for each one hour of credit.

**ART 101— Drawing I (3,6)**

A college transfer course; consult the Transfer Center for more details.

An introduction to drawing with emphasis on representation, perceptual growth and individual expression. Control in line, value and spatial illusion is developed through the use of a variety of art media and tools. Fee. F, Sp

**ART 102— Drawing II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 101 or consent of instructor

A continuation of Drawing I with compositional elements and color investigated for their expressive possibilities within the general framework of "realistic space." Conceptual skills stressed to realize drawing as a visual statement and initiate the development of visual ideas on a continuing basis throughout the semester. Emphasis on developing drawing skills in various media and mixed media. Fee. Sp

**ART 105— Art History, Survey I (IAI: F2 901) (3,3)**

A college transfer course; consult the Transfer Center for more details.

A chronological survey of Prehistoric, Primitive, Ancient European, and Near Eastern art through the Gothic Period in Europe.

**ART 106— History of Art, Survey II (IAI: F2 902) (3,3)**

A college transfer course; consult the Transfer Center for more details.

A chronological survey of Western European art, beginning with the Renaissance and continuing through World War II.

**ART 107— Art Appreciation (IAI: F2 900) (3,3)**

A college transfer course; consult the Transfer Center for more details.

A general introductory course investigating the visual arts with an emphasis placed on developing an aesthetic and cross cultural awareness of and appreciation for various visual forms of expression: i.e., painting, sculpture, architecture, cinematography and video. Fee. F, Sp, S

**ART 109— Ceramics I (3,6)**

A college transfer course; consult the Transfer Center for more details.

Introduction to ceramic clay-forming techniques with emphasis placed on wheel throwing and hand building combined with procedures on glazing, surface decorations and clay and glaze theory. Fee. F, Sp, S

**ART 110— Metals and Jewelry I (3,6)**

A college transfer course; consult the Transfer Center for more details.

An introduction to jewelry with emphasis placed on the techniques, tools, materials, and fabrication methods of metals used in designing and creating small-scale forms. Fee. F, Sp

**ART 111— Two-Dimensional Design (3,6)**

A college transfer course; consult the Transfer Center for more details.

An exploration of the elements, principles and concepts of design applied to the two-dimensional surface; students will manually and digitally practice the elements uses in various media and become visually aware of two-dimensional design's aesthetic possibilities for communication and expression. Silver fee extra per market value. Fee. F, Sp

**ART 112— Three-Dimensional Design (3,6)**

A college transfer course; consult the Transfer Center for more details.

An introduction to spatial three-dimensional principles, elements, concepts and materials used in sculptural form. Various processes will be used including carving, modeling, assembling and fabricating. Appropriate materials and tools are used to realize solutions to assigned projects. Fee. F, Sp

**ART 113— Color Theory and Practice (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 111 or consent of instructor

The study of color systems, color properties and the development of personal color sensitivity will be explored by the student through a variety of projects. The effects of color in art and design will be emphasized. Fee. F, Sp

**ART 130— Computer Art I [Adobe Photoshop, Illustrator] (3,6)**

A college transfer course; consult the Transfer Center for more details.

A beginning digital computer-based introduction to raster and vector visual image generation, manipulation and output. Students will use Adobe Illustrator and Photoshop on Macintosh computers along with cameras, scanners and printers to create, manipulate and output images. No previous computer experience is required. Fee. F, Sp, S

**ART 140— Photography I Digital (3,6)**

A college transfer course; consult the Transfer Center for more details.

A basic introductory photography course that covers the principles and fine art aesthetics of black and white photography in a digital format including: composition, equipment selection and use; image processing, manipulation, correction and output in the digital darkroom; lenses, aperture shutter speed, focal plane. A brief history of photography is covered. Fee, 35mm manual SLR camera or digital camera with full manual controls; tripod.

**ART 141— Photography II Digital (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 140

This course covers principles and fine art aesthetics of color photography in the digital format. Including advanced black and white skills and Photoshop effects, digital manipulation, special effects, use of color, color correction, and the finished print. The history of photography is covered as content, commercial medium and form of artistic expression. Fee, 35mm manual SLR camera or digital camera with full manual controls; tripod.

**ART 201— Painting (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 101 or consent of instructor

An introduction to the technical and aesthetic problems of oil painting through the solution of various projects dealing with media, the visual elements, composition and design, subject matter and expressive content with an emphasis placed on encouraging creative and imaginative thinking. Fee. F, Sp

**ART 202— Painting II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 201 or consent of instructor

A further in depth introduction to the technical and aesthetic problems of oil painting through the solution of various projects dealing with a practical application of selected historical stylistic prototypes with the intent of encouraging more personal creative and imaginative thinking. Fee. F, Sp

**ART 203— Life Drawing I (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 101 or consent of instructor

The aesthetics of the human figure is studied through direct observational drawing exercises in gesture, contour and volume drawings for an accurate anatomical representation. Developing drawings are from live models, an articulated skeleton and studying large muscle groups including the introduction of human anatomy. Various media used throughout the semester. Fee. Sp

**ART 204— Life Drawing II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 203 or consent of instructor

The human figure and anatomy is studied further in a greater variety of art media, with additional emphasis on composition, abstraction, expression and individual aesthetic interpretation. Fee. Sp

**ART 205— Sculpture I (3,6)**

A college transfer course; consult the Transfer Center for more details.

This course introduces basic sculpture-making methods, procedures and their relationship to the artist concepts, materials and tools. Processes used: modeling, moldmaking, carving, resin lamination, fabrication in wood and metal, welding and foundry practices. Lecture, demonstrations, slide presentations and discussions included. Fee. Sp

**ART 206— Printmaking I (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 101

The student explores planograph or relief printing techniques. Emphasis is placed either on color and reduction woodcuts and wood engravings or silk-screen process including: stencils, crayons, touche, glue, photo and other stop-out techniques. Fee. Sp

**ART 209— Ceramics II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 109

Emphasizing in-depth exploration of the techniques and conceptual theories of pottery. Wheel-throwing and hand-building processes combined with procedures on glazing, surface decorations, clay and glaze theory. Fee. F, Sp, S

**ART 210— Metals and Jewelry II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 110

Continuation of Metals and Jewelry 110 emphasizing three-dimensionality with the introduction to construction, casting and electroforming. Silver fee extra per market value. Fee. F, Sp

**ART 211— Painting with New Media (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 202

Acrylic paints and mixed media are explored as a painting medium. Through experimentation in individually selected problems, the student will investigate the potential of acrylics. Fee. F, Sp

**ART 212— Painting Studio (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 202

This course offers opportunity for individual concentration in a thematic approach to developing a personal aesthetic for the advanced student. Projects will be developed as necessary for furthering the personal aesthetic. Fee. F, Sp

**ART 213— Watercolor I (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 101 or consent of instructor

An introduction to the technical and aesthetic problems of water-soluble media through the solution of various projects dealing with media, the visual elements, composition and design, subject matter and expressive content with an emphasis placed on encouraging creative and imaginative thinking. Fee.

**ART 215— Sculpture II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 205 or consent of instructor

A continuation of sculpture with emphasis directed toward developing the student's ideas, images and techniques. An open studio course specific problems are generated for individual concentration for developing a personal aesthetic for the advanced student. Discussions, lectures and critiques included. Fee. Sp

**ART 216— Printmaking II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 206

The student explores Intaglio or Lithographic techniques. Emphasis is placed either on etching, aquatint and engraving on copper plates or lithographic techniques including crayon and touche as well as opportunity for exploration in color and experimentation. Fee.

**ART 219— Non-Western Art (IAI: F2 903N) (3,3)**

A college transfer course; consult the Transfer Center for more details.

A survey of non-Western art forms that reflect alternative aesthetic views differing from the conventional European traditions. Sp

**ART 221— The History of Art in Architecture (3,3)**

A college transfer course; consult the Transfer Center for more details.

A cross cultural chronological survey of western and non-western architectural styles from ancient to modern times with an emphasis on western civilization and including post-modernism. Fee.

**ART 223— Watercolor II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 213

Personal skills developed in water-soluble media. Fee.

**ART 230— Web Design (3,4)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 130; concurrently or consent of instructor

This course provides an integrated approach to web design and development, focusing on establishing an effective online presence through design, development, and management of websites using HTML, Dreamweaver and Flash.

**ART 241— Art Internship (2, arranged)**

*Prerequisite:* Consultation with Graphic Design Coordinator

Work experience/college credit for those students who are presently employed part-time or full-time in an advertising house/studio, advertising agency and/ or public relations office. On demand.

**ART 251— Graphic Design I (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 111, ART 130; concurrently or consent of instructor

This studio course focuses on the aesthetics, fundamental concepts, and visual communication skills necessary for graphic design and an introduction to the design and production of printed materials using raster & vector image manipulation software, and manual illustration. Projects stress conceptual development, graphic form, aesthetic structure, typography and visual organizational methods to develop solutions for visual communication problems. Requires the creation of tabloid, single and multiple page documents in black & white and color. Will include integration of the Adobe Creative Suite of Software: Photoshop, InDesign, and Illustrator or other software as needed.

**ART 252— Graphic Design II (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 251

Graphic Design II explores problems dealing with text and image as they relate to graphic communication. Projects stress conceptual development, analysis, planning, client presentation and production of designs for advertising and other published materials. The course will include integration of the Adobe Creative Suite of software: Photoshop & InDesign and other software as needed.

**ART 260— Computer Assisted Illustration (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 130; concurrently or consent of instructor

The theory and practice of computer assisted illustration using Adobe Creative Suite. Students will create original illustrations for graphic design related topics. Fee.

**ART 265— Computer Art II [Photoshop] (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ART 130; concurrently or consent of instructor

Digital imaging focusing on the creative and aesthetic use of the computer in art and design. This course covers advanced methods and using Adobe Photoshop for a variety of digitizing methods for image production, color correction, digitized image manipulation, photographic image correction and image enhancement. Images are prepared for output to print, web and video. Art 130, or 140, or prior knowledge of Adobe Photoshop is highly recommended. Fee: F, Sp

**ART 270— Computer Animation (Flash) (3,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Computer experience required

This course is a software-based course designed for students to transfer art and design work into animation. Students will prepare images in both vector and bitmap programs. The course covers the animation of images, time sequencing, and the addition of sound. Animations will be prepared for placement on a website. Fee.

## Astronomy

---

**AST 101— Introduction to Astronomy (IAI: P1906L) (4,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 095 or equivalent

An overall view of modern astronomy with emphasis on an understanding of the structure and properties of the universe, from the earth to the most distant galaxies discernible. Includes a two-hour lab. Fee: F, Sp, S

# Biology

Note: Biology 111, 121 and 122 are now Biology 115, 185 and 186.

## **BIO 101— Concepts of Biology (IAI: L1900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

An introduction to the concepts of biology, including cells, energetics, genetics, evolution and ecology, with an emphasis on human applications. Non-laboratory course. F, Sp, S

## **BIO 102— Introductory Biology (IAI: L1900L) (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: MTH 095 with a grade of "C" or better or qualifying score on Placement test*

Introduction to the concepts of biology, including cells, energetics, genetics, evolution, and ecology, with an emphasis on human applications. A lab science course for students applying to allied health science programs and ADN programs to complete the Prerequisite for Biology 185. This course is also designed to complete the Group V (Physical & Life Sciences) requirements. Laboratory included. Fee. F, Sp, S

## **BIO 103— Environmental Biology (IAI: L1905L) (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

A study of ecological principles- populations, ecosystems, biomes, diversity of living organisms. Emphasis on how humans interact with their environment- natural resources, pollution, conservation. A lab science course for non-science majors or students with no previous experience in science. BIO 102 is not a Prerequisite for this class. Laboratory included. Fee. F, Sp

## **BIO 104— Microbes and Society (IAI: L1903) (3,3)**

An introduction to the basic concepts of biology, including cells, energetics, genetics, evolution, and ecology, using microorganisms as examples. Additional topics include a survey of microorganisms, their economic and ecological roles, and their roles in health, disease, and biotechnology. Non-laboratory course. F, Sp

## **BIO 105— General Biology I (IAI: L1900L) (IAI: BIO 910) (4,6)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: MTH 095 with a grade of "C" or better or qualifying score on Placement test, High school Biology or concurrent enrollment in chemistry recommended*

An introduction to the basic principles of biology with an emphasis on biochemistry, molecular biology, cell biology, genetics, reproduction and development. Intended for science majors. The BIO 105-106 sequence is recommended for students transferring to university programs requiring a full year of general biology. Laboratory included. Fee. F, Sp, S

## **BIO 106— General Biology II (IAI: BIO 910) (4,6)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: BIO 105 with a grade of "C" or better required; prior or concurrent coursework in chemistry recommended*

A continuation of Biology 105. Introduction to the basic principles of biology with an emphasis on the diversity of living organisms, plant and animal anatomy and physiology, evolution, ecology and behavior. Intended for science majors. Laboratory included. Fee. F, Sp

## **BIO 115— Human Body Structure (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: BIO 101 or BIO 102 recommended*

Organization, control, and integration of the human body systems. Covers cells, tissues, and the integumentary, skeletal, muscular, endocrine, nervous, respiratory, digestive, cardiovascular, urinary, and reproductive systems, with an emphasis on anatomy. For Pharm. Tech., Emer. Med. Tech., LPN, Biomed Elec. Tech., Medical Secy., Medical Transcriptionist and Human Services Associate students. Laboratory included. Fee. F, Sp, S

## **BIO 152— Man and His Environment (IAI: L1905) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of current environmental problems and issues, possible solutions, and future implications. Covers overpopulation, pollution, energy use, and the biodiversity crisis. Non-laboratory course. S and On demand.

## **BIO 185— Human Anatomy and Physiology I (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*BIO 102 or 105 is no longer a prerequisite for BIO 185. BIO 185 does not have any prerequisites, but BIO 102 or 105 is strongly recommended for anyone without a good background in biological chemistry, cell biology, and genetics, the topics covered in 102 and 105.*

Organization, control and integration of the human body systems. Covers the cell, tissues, skin, skeletal system, muscular system, nervous system and endocrine system. Laboratory included. Fee. F, Sp, S

## **BIO 186— Human Anatomy and Physiology II (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: BIO 185, grade of "C" or better required*

A continuation of BIO 185. Covers the cardiovascular system, lymphatic system, immune system, respiratory system, digestion and nutrition, the urinary system and fluids and electrolytes, and the reproductive system. Laboratory included. Fee. F, Sp, S

**BIO 224— Microbiology (4,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisites:* BIO 102, 105 or BIO 185, grade of "C" or better required

A study of life processes using microorganisms as a model. Covers protozoa, algae, fungi and viruses with an emphasis on bacteria. Provides a background for study in health-related professional fields, as well as a foundation for advanced courses in biology. Laboratory included. Fee. F, Sp, S

## Building Code Enforcement

**BCD 101— Introduction to Codes Enforcement (3,3)**

This course covers the principles of construction codes enforcement including legal authority, codes format, code fundamentals, plan review, permit processing and inspection procedures. Lab work is also included. Fee.

**BCD 103— Residential Concrete and Framing Inspections (3,4)**

This course covers the principles of construction code enforcement with an emphasis on single family concrete and framing inspections.

**BCD 104— Residential Plumbing Inspections (3,4)**

This course covers the principles of construction code enforcement with an emphasis on single family plumbing inspections. Fee.

**BCD 105— Residential Electrical Inspections (3,4)**

*Prerequisite:* BLD 206

This course covers the principles of construction code enforcement with an emphasis on single family electrical inspections.

**BCD 106— Mechanical Inspections (3,4)**

This course covers the principles of construction code enforcement with an emphasis on commercial and residential inspections.

**BCD 108— Building Construction Fire Science(3,3)**

Analysis of various methods of building design, construction and materials. Fire resistant features of materials and life safety methods of construction and an introduction to building codes. An in-depth study of automatic extinguishing and detection systems with emphasis on automatic sprinkler equipment. Included are water spray foam, carbon dioxide and dry chemical systems, stand pipe system and protection systems for special hazards.

**BCD 109— Property Maintenance (3,3)**

This course will help the student learn how to perform property maintenance inspection tasks and sub-tasks in order to determine code compliance for the maintenance of a residential single-family home, multi-family home and commercial properties. Covers the principles of construction code enforcement with an emphasis on light commercial and residential inspection.

**BCD 190— International Energy Conservation Code (3,3)**

This class will cover the International Energy Conservation Code as it applies to residential and light commercial construction.

**BCD 201— Decision-Making in Code Enforcement (3,3)**

Advanced-level course on the legal and ethical issues faced by professional code enforcers. Case studies will address practical situations inherent in public service and codes enforcement. Processes for evaluating alternate materials and methods under the equivalency concept will also be covered. Fee.

**BCD 202— Code Enforcement Plan Review (3,3)**

*Prerequisite:* BLD 105

Course will cover methods and procedures for reviewing construction drawings for codes compliance including plan review notations, calculations and reporting.

**BCD 225— Light Commercial Inspection (3,4)**

*Prerequisite:* BLD 105

This course covers the principles of Construction Code Enforcement with an emphasis on light commercial and residential inspection.

**BCD 230— Building Code Enforcement Internship (3,3)**

*Prerequisite:* BCD 101, 201, 202 and one of the following: BCD 103, 104, 105 or 106 and approval by coordinator

Supervised clinical experience at a local building inspection department. A minimum of 300 clock hours is required.

**BCD 239 Green Building - Residential Inspections (2,)**

Students will be instructed in the requirements for energy efficient green technology for residential homes from indoor air quality to efficient use of land and green technology.

**BCD 299— Special Topics in Code Enforcement (Variable,1-10)**

A class, seminar, or lab investigating a special topic or issue in code enforcement. Topics may not be offered more than two times in three years. This course may be repeated once for credit.

# Building Construction Technology

## BLD 100— How to General Contract a Green Home (2,2)

This introductory course provides a broad overview of the field of construction technology as applied to carpentry, masonry, electrical, plumbing, building rehabilitation and new construction. Emphasis is placed on construction techniques, materials, planning and building codes. F, Sp,S

## BLD 101— Construction Materials and Methods I, Wood (4,6)

*Prerequisite:* Qualifying score on the Placement test or completion of MTH 091 with a grade of "C" or higher

Course will cover structural footings, wall systems, physical properties of wood, building materials, and measurement grading. Hands-on projects allow students to thoroughly understand the principles and methods of rough residential carpentry by framing of a mock-up, scaled-down home. Actual house framing including floor, wall and roof construction with special emphasis placed on the framing square for stair stringers, gable and hip rafter layout. Fee. F, Sp

## BLD 102— Construction Materials and Methods II, Masonry (4,6)

Brick, concrete principles, theory, and practice; cementing materials; brick, block masonry; plain and reinforced concrete, footing, foundations; combined systems; windows; fire protection; retaining walls; specifications. Form design, control of mixes; water cement ratios, water cement-lime ratios; proper curing of cement mixtures tension, and compression tests. Fee. F, Sp

## BLD 103— Home Energy Dynamics (3,5,4)

Students will design a home that is safe, comfortable and energy efficient. Students will understand and identify various types of insulation materials, heating systems, windows, doors, solar heating systems and heat pumps, and be able to calculate heat gain and loss in a residence. Students will also be able to determine annual heating costs for any home. Fee. F, Sp

## BLD 105— Print Reading for Building Construction (3,3)

A course covering the basic types of drawings, symbols, building materials and construction techniques currently used in the building construction industry. Fee. F, Sp

## BLD 106— OSHA 30 HR Construction Safety (1,5,2)

Thirty hour OSHA construction safety training class. Topics to include introduction to OSHA, electrical, fall protection, tools ladders, scaffolding, excavation, stairway safety and other safety issues. Fee.

## BLD 107— Pre-Apprenticeship Training (3,4)

Class will focus on the basic skills required for acceptance in construction apprenticeship programs. Class will focus on math, physics, basic electricity, spatial and use of the construction master calculator.

## BLD 110— Surveying I (4,6)

*Prerequisite:* Qualifying score on Placement test or one of the following: MTH 167, 190 or 106

An elementary course in surveying includes the fundamentals of plans, surveying and the use of surveying equipment. The measuring of distance, theory and practice of leveling, angles and bearing principles, use of the transit, stadia, contour, topographic surveying and construction survey problems are studied in class and laboratory assignments. Fee.

## BLD 111— Soil Mechanics (3,4)

A course designed to prepare the student to analyze soil types, conditions and their ability to support loads. Fee.

## BLD 140— HVACR I (4, 6)

This Heating, Ventilation, Air Conditioning, and Refrigeration course prepares the student to work on systems that control the temperature, humidity and air quality of enclosed environments. Students learn to assemble, install, maintain and service climate control equipment. Fee.

## BLD 141— HVACR 2 (4,6)

*Prerequisite:* BLD 140

This is the second half of the HVACR core classes. The student will learn advanced techniques in the installation and repair of HVACR equipment. Fee.

## BLD 142— Duct Fabrication and Installation (3,3)

Course covers the basic components, equipment and operation for sheet metal layout and fabrication. Fee.

## BLD 150— Intro To "Green" Building Science (2,3)

An introduction to building science, topics to be studied include conductive and infiltration heat transfer, moisture migration, building sustainability and durability, energy efficient and "green" construction techniques. This course is a requirement for the "Home Energy Raters" certificate.

## BLD 160— Residential Energy Auditing (2,3)

*Prerequisites:* BLD 150

An introduction to residential energy auditing, topics to be studied include conductive and infiltration heat transfer, heat transfer multipliers, climate data and heat loss calculations. Emphasis on heat loss calculations, furnace sizing, energy usage and BCRs. Course work on how to incorporate energy efficient and green construction techniques into a proposed or existing home. This course is a requirement for the "Home Energy Raters" certificate. Fee.

**BLD 203— Estimating (3,5,4)**

Material, labor quantity surveys from working drawings, specifications. Quantity survey, estimating procedures; approximate detailed methods; office procedures related to estimating. Fee. F, Sp

**BLD 205— Project Supervision and Management (3,3)**

A course designed to offer the student some insight to and preparation for the responsibilities of project supervision and management. Fee. F, Sp

**BLD 206— Construction Materials and Methods IV, Electrical (4,5)**

*Prerequisite:* MTH 091 or higher

Course will cover basic design principles of electrical and lighting systems as well as electrical circuit fundamentals, distribution systems, power requirements, wiring layout and electrical building codes for residential and commercial buildings. Fee. F, Sp

**BLD 208— Modern Cabinetmaking I (4,6)**

*Prerequisites:* Qualifying score on the Placement test or MTH 091 with a grade of "C" or above required

This course is designed to provide the student with a basic understanding of cabinetmaking and fine woodworking. Topics of this course include: design, wood characteristics, working plans, estimation of materials, joint making and a variety of woodworking techniques. Upon the completion of this course, the student will have completed one of four class projects which is theirs to keep.

**BLD 210— Renovate Energy Efficient Green Home (5,9)**

*Prerequisites:* BLD 101

Study of the aspects of building technology as applied to rehabilitation; knowledge and application of building codes; preparation and reading of plans. Skill development in carpentry, masonry, electrical and plumbing. Students will rehabilitate an existing structure. May be repeated once for credit. Fee.

**BLD 215— Pre-Plan Energy Efficient Green Home (3,3)**

All steps needed to prepare for the construction of a new home. Topics include permits, site selection, site layout, surveys, blueprints, specification writing and proposal reviews for the following: excavating, concrete, carpentry, plumbing, HVAC, electrical, masonry, insulation, drywall, cabinetry, floor coverings, siding, and overall planning. S

**BLD 220— Build Energy Efficient Green Home I (6,10)**

*Prerequisite:* BLD 101

Advanced aspects of construction technology as applied to new residential construction; knowledge and application of building codes; material estimation and planning. Advanced skill development in the field of carpentry (rough framing). The class will frame the shell of a new home. May be repeated once for credit. F

**BLD 221— Build Energy Efficient Green Home II (6,10)**

*Prerequisite:* BLD 101

Continuation of BLD 220 or BLD 210 with an emphasis on finish carpentry, electrical, plumbing, and insulation. The class will complete the construction on a new home, if BLD 220 ran the previous semester. The class will complete the rehabilitation of an existing home if BLD 210 ran the previous semester. Fee. Sp

**BLD 225— Residential Home Inspections (3,4)**

Students will learn to perform a home inspection. Topics will include foundations, framing, plumbing, electrical, HVAC, roofing, kitchens, bathrooms and building codes. F, Sp

**BLD 250—RESNET Home Energy Rater Training (3,4)**

*Prerequisites:* BLD 150, BLD 160

RESNET Home Energy Rater training will prepare one for the national RESNET Rater's exam. Topics to be studied include conductive and infiltration heat transfer, climate data and heat loss calculations, energy usage, inspection techniques, blower door and duct blaster testing, RemRate auditing software and energy efficient material options. Fee.

**BLD 299— Topics in Building Construction (Variable,1-10)**

A class, seminar, or lab investigating a special topic or issue in building construction. Topics may not be offered more than two times in three years. This course may be repeated once for credit.

## Business

---

**BUS 105— Business Mathematics (3,3)**

*Prerequisite:* MTH 095 or exempt by Placement test

Math skills are used in solving a variety of business transactions including such topics as banking and credit card transactions, markups and markdowns, payroll, structure of promissory notes, simple and compound interest, annuities, sinking funds, stocks and bonds, inventory, trade and cash discounts, depreciation, life, fire and auto insurance, sales, excise and property tax, cost of home ownership, etc. F, Sp, S

**BUS 108— Introduction to Business (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

This is a basic course designed to give the student a background of the principles, policies, problems and functions to aid the student in understanding business concepts. Business is viewed as a total system with an orientation to the general relationships which exist among the various subsystems. These subsystems are viewed as economics, types of ownership, organization, management, finance, marketing, personnel, controls, legal and regulatory laws. F, Sp, S

**BUS 111— Fashion Merchandising I (3,3)**

This course introduces the student to the fundamentals of retail fashion merchandising including fashion history, textiles, manufacturing/distribution, inventory, management, budgeting, and visual display. F

**BUS 112— Fashion Merchandising II (3,3)**

This course provides an in-depth understanding of the fundamentals of retail fashion and non-fashion merchandising. Course instruction also addresses current career opportunities. Sp

**BUS 123— How To Start Your Own Small Business (1,1)**

The fundamentals of organization and operation of a small business with special attention given to goal setting, market identification and financial planning. F, Sp, S

**BUS 133— Organization for Small Business (1,1)**

This course is designed to provide the small business owner with the managerial principles of planning, organizing, influencing, and controlling. Included is building a business plan with an organizational plan for combining and allocating resources. F, Sp

**BUS 134— Marketing for Small Business (1,1)**

This course is designed to introduce the small business owner or proprietor to the Principles of Marketing. Included is a marketing plan that will detail marketing strategy, pricing, sales tactics, service and warranty policies, promotion, distribution, desirability of product, market research and an ongoing market evaluation. F, Sp

**BUS 135— Accounting & Finance for Small Business (1,1)**

This course is intended to introduce the small business owner or proprietor to the basic records necessary for small business accounting and finance. How to establish and interpret small business accounting by utilizing budgets, aging receivables and payables, and preparing financial statements will be covered. F, Sp

**BUS 136— Building Your Business Plan (3,3)**

This course is designed to put together the Business Plan into three distinct sections to consist of the introduction of the Business Plan, the body of the Business Plan, and the supporting documents of the Business Plan. This will entail writing the narrative which will include the title page, table of contents, vision and mission, business overview, product or service strategy, marketing analysis, marketing plan, completing the financial plan and assembling the plan with supporting documents. F, Sp

**BUS 137— International Business Practice Firm (3,5)**

Using an international business model, the students work as team members in a simulated business firm in a state-of-the-art facility. The students have the opportunity to perform various business functions (i.e. purchasing, accounting, marketing, human resources) as the firm transacts business with students in other simulated companies in the U.S. and in other countries. Students are involved in decision-making, critical thinking, and team activities. F, Sp

**BUS 203— Principles of Marketing (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Surveys the field of marketing and is designed to give a basic understanding of the principles of marketing and the operation of our marketing system. Included is a study of the buying motives, habits and demands of consumers, marketing research, product development, channels of distribution, franchising, marketing functions and policies, product costing and pricing and promotional techniques. F, Sp

**BUS 204— Principles of Retailing (3,3)**

*Prerequisite: BUS 108, or 203, or consent of instructor*

An introduction to the field of retailing is presented. The underlying principles of retail institutions, store location, organization, retail advertising and sales promotion, buying and merchandising techniques and the career opportunities available in retailing and retail management are emphasized. F

**BUS 205— Introduction to Direct Marketing (3,3)**

*Prerequisite: BUS 203 and/or BUS 211 is strongly recommended, but not required*

This course is designed to teach practical, how-to procedures for directing ad messages through newspapers, magazines, direct mail, television, radio, and telephone, in a manner which secures direct response from present or prospective customers.

**BUS 206— Direct Marketing Methods (3,3)**

*Prerequisite: BUS 205 or equivalent or permission of instructor*

This course provides practical techniques for creating and producing direct marketing packages, including copy strategies, format and layout. It further offers guidance on the setup and management of direct marketing operations.

**BUS 207— Principles of Internet Marketing (3,3)**

*Prerequisite: BUS 203 or consent of instructor*

This course is designed to provide a framework for how to use marketing on the Internet. Sample topics include E-commerce, online marketing planning, pricing, quality improvement, generating traffic, and customer support as they relate to technology. F, Sp

**BUS 210— Principles of Sales (3,3)**

Advantages and disadvantages of being a salesperson are discussed with various opportunities available to those students interested in selling as a career possibility. Man's physical and psychological needs used in influencing the attitudes and considerations of the consumer are projected into the selling process. The presentation of elements important to selling culminate with the preparation of a complete sales manual used as the basis for the student's demonstration of sales techniques. Sp

**BUS 211— Principles of Advertising (3,3)**

A one-semester course designed to develop a basic understanding of advertising-its functions and uses. Consumer behavior, media, copy, layout, production, campaigns, the economic effects and social and ethical problems of advertising are studied. F, Sp

**BUS 220— Principles of Management (3,3)**

*Prerequisite: BUS 108 or consent of instructor*

As an introductory course to the general field of management, emphasis is given to the process of management (planning, organizing, staffing, actuating and control). The behavioral approach, utilizing case studies, current problems and discussions is used to develop understandings of management problems, principles and resources. F, Sp, S

**BUS 221— Human Relations in Organizations (3,3)**

*Prerequisite: PSY 101*

This course is designed to provide students with a wide range of interpersonal skills needed in today's workplace. The foundation for contemporary human relations will include seven themes: Communication, Self-Awareness, Self-Acceptance, Motivation, Trust, Self-Disclosure, and Conflict Management. F, Sp

**BUS 224— Supervisory Management (3,3)**

The problems of the supervisor are discussed within the framework of a hypothetical, but lifelike organization. Management and behavioral concepts are combined to provide pragmatic approaches to the solutions of management problems. Sp

**BUS 227— Human Resources Administration (3,3)**

*Prerequisite: BUS 220 or consent of instructor or advisor*

The objectives, history and foundation of personnel management as well as motivation and supervision are studied; also includes study of personnel selection, training and placement; union-management relations; personnel research; wage and salary administration. A behavioral approach to personnel is emphasized. Sp

**BUS 245— Real Estate Transactions (4,6)**

This course is designed to meet the 75-hour pre-licensing curriculum requirements for real estate brokers, set forth by the State of Illinois. The course covers topic areas such as Illinois license law, agency, state and federal law, relationships with employing brokers, working with sellers and buyers, real property, fair housing, ownership, contracts, real estate valuation, environmental issues, construction, real estate closings, advertising, property management, and commercial real estate. The course mixes presentation of facts, concepts, and key terms with real-life scenarios to illustrate the topics being taught; as well as opportunities for assessment to help you apply your new knowledge. F, Sp, S

**BUS 247— Brokerage Administration (3,3)**

*Prerequisite: BUS 246 or consent of instructor*

Real Estate License Act 2000, listings, title search, fiduciary relationship of broker with client, performance to earn a commission, broker-salesperson and broker-to-broker relationships, forms of closing. This course fulfills 15 hours of the 120 hours required for taking the Illinois real estate broker license. F

**BUS 248— Contracts and Conveyances (3,3)**

*Prerequisite: BUS 247 or consent of instructor*

Obligations, effects of legal documents in listing, selling, conveying, leasing, financing real estate. Legal forms used. This course fulfills 15 hours of the 120-hour state requirement for taking broker's exam. See your advisor for detailed regulations. Sp

**BUS 249— Real Estate Appraisal (3,3)**

*Prerequisite: BUS 248 or consent of instructor*

Purposes of appraisal, nature of real property value, functions and methods of estimating value with emphasis on residential market. This course fulfills 15 hours of the 120-hour state requirement for taking broker's exam. See your advisor for detailed regulations. F

**BUS 252— Operations Management (3,3)**

*Prerequisites: BUS 108*

This course will provide students with a broad understanding and knowledge of several operations management concepts. Such concepts include (but are not limited to) operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Emphasis will be placed on the application of these concepts to actual business situations.

**BUS 253— Marketing Management Internship I (3, arranged)***Prerequisite: Consent of instructor, BUS 108*

For students in marketing, business management and other business-related curriculums. Students work a minimum of 15 hours weekly in an approved business establishment earning credits for satisfactory achievement of chosen job objectives. Class meets with instructor coordinator each week for a one-hour seminar session designed to aid the executive-bound student in defining and clarifying out-of-class work experiences. Topics are intended to personally aid student in planning and handling career advancement effectively. Fee. F, Sp

**BUS 254— Marketing Management Internship II (3, arranged)***Prerequisite: Consent of instructor, BUS 108*

Student receives Internship Certificate upon completion of both semesters. Fee. F, Sp

**BUS 255— Real Estate Investment (3, 3)***Prerequisites: BUS 245 or Consent of the Instructor*

This course is designed to introduce students to fundamental concepts of real estate investment and finance and how these concepts can be applied to the careers in the real estate industry. Such concepts include investing, development financing, appraising, consulting, managing real estate portfolios, leasing, managing property, analyzing site locations, managing corporate real estate, personal investment and financing decisions.

**BUS 260— Total Quality Management (3,3)**

This course is designed to provide students with the essentials of Total Quality Management, including the history, theory, and the applications. Examples from well-known companies and their experiences with TQM are included. Also included will be an examination of the traditional roles of management versus the management practices of TQM, i.e., paradigm shift. F, Sp, S

**BUS 271— Principles of Finance (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of the major areas of the science of finance to include corporate finance, monetary and fiscal policy and money and capital markets. This course provides students with an understanding of the financial mechanisms in the economy and the roles played by private corporations, the Federal Reserve System and the public sector in shaping those structures and functions. Sp

**BUS 296— Topics in Business (Variable,1-3)**

This course addresses the rapid changes in the Business field (BUS) by presenting leading edge subjects. The subject matter or topics will vary depending on changes in the industry.

**Business Accounting— see Accounting**  
**Business Data Processing— see Management Information Systems**

**Business Medical Records— see Medical Records**  
**Business Shorthand, Business Typewriting, Secretarial and Technology— see Office Administration & Technology**

## Business Law

**BLW 201— Introduction to Business Law (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Introduction to the legal system as it affects business activity. Areas of concentration include formation and nature of contacts, the agency relationships and the Uniform Commercial Code Law of Sales and Commercial Paper. F, Sp, S on campus. F, Sp, S online.

**BLW 202— Intermediate Business Law (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: BLW 201 with grade of "C" or above*

Forms of business organization with emphasis on the formation, operations and dissolution of partnerships and corporations. Secured transactions as governed by the Uniform Commercial Code. Basic laws of real and personal property, estates and trusts, bailments and insurance. F, Sp, S on campus. F, Sp, S online.

**BLW 203— Legal Environment of Business (IAI: BUS 913) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of the legal and social environment of business, with emphasis 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. S on campus. F, Sp, S online.

**BLW 204— Cyberlaw, Legal Issues in Cyberspace (3,3)**

This is an introduction to the field of Cyberlaw. Areas of concentration include Introduction to Cyberlaw (including cyberlaw technology and jurisdiction), Intellectual Property Issues in Cyberspace (including trademarks and copyrights), and Social Issues in Cyberspace (including privacy, obscenity, defamation, and information security). F online.

**BLW 205— Cyberlaw for Small Business (1,1)**

This is an introduction to the field of Cyberlaw. Areas of concentration include Introduction to Cyberlaw (including cyberlaw technology), Intellectual Property Issues in Cyberspace (including copyrights), and Social Issues in Cyberspace (including privacy, defamation, and information security). F, Sp, on campus. F, Sp, online.

# Chemistry

## CHM 099—Math Survival Skills for Science (1,1)

*Prerequisite:* MTH 095 or qualifying score on the Placement test

Arithmetical and algebraic operations as used in general chemistry, physics and health-related fields. Problem solving techniques will be emphasized for a variety of applications in the science and health related fields; such as dimensional analysis, measurement conversions and stoichiometric calculations. Basic atomic structure and nomenclature will be introduced. May be taken concurrent with CHM 111. If a student is repeating CHM 111 or 113, it is strongly recommended to co-enroll in this course.

## CHM 101— Chemistry and Society (IAI: P 1903) (3,3)

*Prerequisite:* MTH 095 or qualifying score on the Placement test

An introductory chemistry course designed for non-science majors. This course introduces the concepts of chemistry as they relate to everyday life. Topics will include but not be limited to air and water quality, energy resources and nutrition. The course will also emphasize an individual's ability to assess risk.

## CHM 111— Introductory Chemistry I (IAI: CHM 911) (IAI: P 1902L) (4,6)

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 095 or qualifying score on Placement test

Covers fundamentals of general chemistry less quantitatively than CHM 113. Emphasis on elements, compounds, chemical reactions, stoichiometry, atomic structure, the periodic table, chemical bonding, states of matter, acids and bases, nuclear reactions and elementary organic chemistry. For non-science majors. Laboratory included. Fee. F, Sp, S

## CHM 113— General Chemistry I (IAI: CHM 911) (IAI: P1902L) (5,7)

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 100 or qualifying score on Placement test and CHM 111 or high school chemistry

Introduction to basic principles of general chemistry with emphasis on stoichiometry, thermochemistry, atomic structure, chemical bonding, molecular structure, properties of gases, states of matter, and solutions. For science and engineering majors. Laboratory included. Fee. F, Sp, S

## CHM 114— General Chemistry II (IAI: CHM 912) (5,7)

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* CHM 113 with grade of "C" or above

Continuation of CHM 113. Studies rates of chemical reactions, chemical equilibria, acid-base reactions, solubility equilibria, elementary qualitative analysis, free energy and entropy, electrochemistry, nuclear chemistry and introductory descriptive chemistry. Laboratory included. Fee. Sp, S

## CHM 203— Organic Chemistry I (IAI: CHM 913) (5,7)

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* CHM 114 with grade of "C" or above

Preparation and study of representative compounds of aliphatic and aromatic series including organic synthesis, reaction mechanisms, and structural theory. Laboratory included. Fee. F

## CHM 204— Organic Chemistry II (IAI: CHM 914) (5,7)

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* CHM 203 with grade of "C" or above

Continuation of CHM 203. The course will focus on interpretation of NMR, IR and mass spectra, heterocyclic compounds, polymers, carbohydrates and proteins. Laboratory included. Fee. Sp

## CHM 205— Intro to Organic and Biochemistry(5,6)

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* CHM 111 or 113 with grade of "C" or better

An overview of the properties, reactions and nomenclature of organic compounds. The role of these molecules will be studied in relationship to biochemistry and the various metabolic pathways. Primarily for Allied Health Majors. Laboratory included. Fee. Sp, S

# Child Development

## **CHD 101— Principles of Educational Practice (3,3)**

An introduction to methods, procedures, laws, and competing social demands found in an educational setting. Emphasis will be on curriculum, program planning, role of teacher aide, techniques of classroom management and individualized instruction and school organizations.

## **CHD 103— Introduction to the Nanny Profession (3,3)**

Introduces the student to the in-home day care profession. Content includes the principles and practices of in-home day care, strategies for the development of professional and interpersonal skills, and the identification and application of developmentally appropriate learning and play activities for young children. Standards for DCFS licensing for in-home day care are also discussed.

## **CHD 104— Child Growth and Development (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of the physical, psychological, social and intellectual growth of the child with emphasis on prenatal, infancy, early childhood, latency and adolescence periods. Theory and practice will be combined to provide a varied experience.

## **CHD 105— Introduction to Early Childhood Education (3,3)**

An overview of the methods and procedures used in early childhood programs, dealing with curriculum, program planning, role of the teacher and teacher aide, use of materials and equipment, techniques of classroom management, and meeting the needs of individual children.

## **CHD 106— Cultural Arts for Young Children (3,3)**

An analysis of methods for integrating art, recreation and creative dramatics into the early childhood education curriculum. Methods for teaching skills and developing appreciation of the fine arts.

## **CHD 107— Music for Early Childhood (3,3)**

Designed for those who work with young children. Emphasis on appropriate early childhood song materials and music activities.

## **CHD 108— Child Health, Safety and Nutrition (3,3)**

This course examines principles and practices of health, safety and nutrition for the young child, and explores their effect upon observable behaviors and areas of child development. Methods and materials for proper nutrition, feeding habits, clothing habits, sound health and hygiene habits, identification of childhood diseases and preventive techniques, exploration of positive mental health strategies, and identification of a safe and challenging learning and play environment are included. This course also leads to First Aid and CPR certification.

## **CHD 202— Language Arts for Young Children (3,3)**

Overview of language skills and activities to encourage language development for young children in areas of listening, speaking, prewriting and prereading. Children's literature is introduced. Recent trends and practice are presented. Practical application for using language skills with children is provided.

## **CHD 203— The Exceptional Child (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

This course provides an overview of children with exceptional cognitive, physical, social and emotional characteristics; analyzes the developmental and educational needs imposed by exceptionality; identifies intervention strategies, methods and programs designed to meet their needs. Current issues, including educational implications related to special needs children, birth through age 21, and their families are explored. Study of applicable Federal and State laws and requirements.

## **CHD 204— Home Child Care Provider (3,3)**

This course examines the role of the home child care provider as a valuable member of the early childhood profession. The various legal and ethical rights and responsibilities of the home child care provider when working with children, families and the community are discussed. In addition, an overview of normal development for infants and young children and how it relates to effective group management and the planning of a safe and healthy environment are covered.

## **CHD 205— The Culturally Different Child (3,3)**

**A college transfer course; consult Transfer Center for more details.**

Explores the social, economic, legal and psychological factors impacting individuals who are culturally different from mainstream society, as these influence the educational process and system.

## **CHD 206— Family and Community Involvement in Exceptionality (3,3)**

**A college transfer course; consult Transfer Center for more details.**

Examines the techniques of working with parents and community organizations serving exceptional populations. Explores the process of networking between family, school and social agencies to best meet the needs of individual clients.

## **CHD 207— Infant and Toddler Care (3,3)**

Studies patterns of growth and development of children from birth to age three; examines needs of infants and toddlers in various child care settings; develops skills in managing a safe environment and planning stimulating age-appropriate activities.

**CHD 208— Techniques of Child Care (3,3)**

An analysis of methods, materials and program planning in a child care setting. Exploring and creating curricular projects, appropriate to a child care setting. Classroom management and techniques for controlling, instructing and socializing with the small child.

**CHD 209— Classroom Management (3,3)**

*Prerequisites:* CHD 101 or approval by coordinator

A study of classroom management techniques and principles. Addresses behavior problems, discipline, individual differences, communicating and listening skills, and the building of a positive self-concept.

**CHD 211— Internship I (3,11)**

*Prerequisite:* 9 credit hours in child development courses

One hundred forty-four hours of supervised teacher aide work experience in a local school; plus 16 hours of seminar pre-equivalent work coordinated with students in other internship settings. The problems, skills, etc., of teacher aides are explored. One class hour and nine work experience hours per week. Proof of a negative TB test and negative fingerprinting test must be submitted on the first day of class.

**CHD 212— Internship II (3,11)**

*Prerequisite:* 9 credit hours in child development courses

One hundred forty-four hours of supervised teacher aide work experience in a local school, plus 16 hours of seminar work coordinated with students in other internship settings. The problems, skills, etc., of teacher aides are explored. One class hour and nine work experience hours per week. Proof of a negative TB test and negative fingerprinting test must be submitted on the first day of class.

**CHD 215— Administration and Supervision of Child Care Centers (3,3)**

This course is designed for students in child care as well as experienced teachers in this area who wish to improve their skills in administering a child care facility. Program planning, principles of supervision, use of staff, facilities management and program evaluation are stressed. Community resources and in-service training of personnel are also included.

## Communication

---

**COM 105— Mass Communication (IAI: MC 911) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Provides a survey of the role and function, historical perspective, and responsibilities of mass communication industries and professions in a global environment. Emphasis on the role of media in American society and the social importance of mass communication on contemporary culture. Stresses critical skills in listening, reading, thinking, and writing. F

**COM 106— Interpersonal Communication (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Focuses on face to face interaction through experience, theory, and skills application. Communication in family, work and social contexts will be examined. Includes verbal, non-verbal, listening, feedback and conflict management. Sp

**COM 107— Intercultural Communication (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Examination of values, beliefs, customs and attitudes that affect intercultural communication. Identifies factors that impede effective intercultural understanding and practical approaches to communicating more effectively. Includes both verbal and nonverbal communication. F

**COM 200— Audio Production (IAI: MC915) (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

Introduction to audio production techniques, equipment operation, and terminology. Includes basic script writing, studio and field production, and editing. Fee. F

**COM 201— Television Production I (IAI: MC916) (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

Introduction to the terminology, technology and craft of multi camera studio production. Includes conceptualization, basic script writing, and audio, video, and lighting equipment operation. Fee. F, Sp

**COM 202— Television Production II (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* COM 201 or consent of instructor

Introduction to remote field production, computer graphics, and nonlinear videotape editing. Advanced study in the terminology, technology, and craft of television production. Advanced techniques in television engineering, producing and directing, lighting, camera usage, and audio production. Fee. Sp

**COM 209— Radio & TV Writing (IAI: MC917) (3,3)**

Development of writing skills necessary for broadcast media. Includes script writing for news, interviews, continuity, dramas, sitcoms, documentaries, treatments, public service, political and commercial announcements. Study and practice in selecting, organizing, and adapting program materials. Sp

**COM 220— Multimedia Production (3,4)**

This course examines the basic skill, software and hardware knowledge needed to create hands-on multimedia projects. Additionally, students will explore various modes of media distribution and packaging. F, Sp

# Computer-Aided Design

## **CAD 100— Introduction to CADD (1.5,2)**

Students will analyze the field of Computer Aided Design and Drafting (CADD). Discussions to include uses and advantages/disadvantages of CADD. Midterm project includes a pro/con debate, or CADD reporting teams. Students are introduced to the AutoCAD 2013 package on PCS during lab portion of course and are also introduced to the World Wide Web. Students will complete a series of structured exercises, followed by a student project. Fee. F, Sp

## **CAD 101— Basic Drawing and Design (IAI: IND 911) (2,3)**

*Prerequisites: CAD 100*

Students will learn basic drawing and design techniques using Computer-Aided Design and Drafting software (AutoCAD 2013). Discussions will include graphics as a language, applied geometry, views, and basic dimensioning. Students will become familiar with the new user interface and gain proficiency in the use of CAD as a problem-solving tool. A student project will complete the course. Fee.

## **CAD 105— Special Applications (4,7)**

*Prerequisite: CAD 101, DRF 101, and DRF 111*

Students will study and learn unique techniques, using Computer-Aided Design and Drafting software (AutoCAD 2013), which are used in special fields of drafting and design. These special areas include electricity and electronics, jigs and fixtures, structural drafting, pipe drawings and surface developments/intersections. Discussions will include new techniques, applications and problem solving ideas. Students will gain proficiency with the tool, and develop additional skills in its usage. Fee.

## **CAD 109— Architectural Design and Drafting I (4,7)**

*Prerequisite: CAD 101 and DRF 101 or instructor's approval*

This course is one of two in a series designed to help students learn and communicate basic principles of architectural design and construction systems. Besides the basics of residential design and drafting (on AutoCAD 2013), topics include today's design issues (such as environmental design factors), access for people with disabilities, and disaster prevention design. In addition to structural systems, students also learn about the many support services required in the field of architectural design and construction. Fee.

## **CAD 111— Mechanical Design I (4,7)**

*Prerequisite: CAD 105*

This is the first of a series of three courses centered around the discipline of mechanical engineering technology. In addition to strengthening drawing and design skills, emphasis is placed upon threaded and other types of fasteners, manufacturing materials, and forming processes. Students will gain additional proficiency in the use of symbol libraries, and advanced dimensioning. AutoCAD Revit is used extensively, and discussions will include advanced editing techniques and applications. Fee.

## **CAD 209— Architectural Applications II (4,7)**

*Prerequisites: CAD 109*

This course is a continuation of CAD 109. The students will focus on advanced techniques to reproduce 3-D drawings for residential and commercial buildings. There will be an introduction to perspective views, roof design and shading. Fee.

## **CAD 212— Mechanical Design II (4,7)**

*Prerequisite: CAD 111*

This is the second of a series of three courses centered around the discipline of mechanical engineering technology. In addition to strengthening drawing and design skills, emphasis is placed upon detail and assembly drawings, pictorial drawings, geometric dimensioning and tolerancing, drawings for numerical control, welding drawings, and the process of conceptual design. Students will gain additional proficiency in the use of AutoCAD Revit as a design and drafting tool. Fee.

## **CAD 214— Mechanical Design III (4,7)**

*Prerequisite: CAD 212*

This is the third of a series of three courses centered around the discipline of mechanical engineering technology. In addition to further strengthening drawing and design skills, emphasis is placed upon power transmission systems, including belts, gears and chains, couplings, bearings and seals, and cams, linkages, and actuators. Students will learn to maximize efficiency in the use of AutoCAD Inventor as a design and drafting tool. Fee.

## **CAD 260— Solid Modeling (4,7)**

*Prerequisite: CAD 214*

Students will study and learn advanced conceptual and design techniques, using the integrated tool known as Mechanical Desktop. In addition to AutoCAD 2013, this package includes Autosurf (for surface modeling), and AutoCAD Designer, for 3-D solid and assembly modeling. Students learn how to use constraints and parametrics, and become familiar with mass properties such as mass, moments of inertia, and radii of gyration. Group projects allow student to gain a feel for the team concept, and to become familiar with "real world" design techniques. Fee.

**CAD 269— Technical Publications (3,5,6)***Prerequisite: CAD 101 and OAT 172*

Students will be introduced to and will gain experience in the proper use of integrating technical publishing software with CADD software to generate various "technical" documents including product specification sheets and technical guides. Fee.

**CAD 299— Topics in Computer Aided Design (Variable,1-10)**

A class, seminar, or lab investigating a special topic or issue in computer aided design. Topics may not be offered more than two times in three years. This course may be repeated once for credit.

## Computer Information Sciences

**CIS 112— Computer Math (3,3)***Prerequisites: MTH 095 or Exempt by Placement Test*

This course is designed to teach students problem solving skills needed for information technology professionals as well as mathematical topics. The course will cover the problem-solving, computer logic, algorithm creation and design, modular design, exponents, numbering systems, unit analysis, beginning algebra graphing.

**CIS 120— Cisco CCNA Exploration- Network Fundamentals (3,4)***Prerequisite: CIS 180 or equivalent*

The Cisco CCNA Exploration curriculum helps students prepare for entry-level career opportunities, continuing education, and the globally recognized CCNA certification. CCNA Exploration teaches networking. This is the first of a 4 module series. The following classes are CIS 125, CIS 220, and CIS 225. At the completion of CIS 120 students have the option of taking the Cisco CCENT Certification exam. Test vouchers available.

**CIS 125— Cisco CCNA Exploration - Routing Protocols & Concepts (3,4)***Prerequisite: CIS 120*

The course will provide a hands-on learning experience in support, optimizing, managing, and troubleshooting and organization's Web-site. Students will be introduced to advanced Web-site design and integration. Multiple Web-servers using different operating systems will be used. Students will learn to integrate various Web applications across multiple servers into a single point of access. This course prepares the student for the second Cisco certification test. Lab Fee. \$p

**CIS 130—Voice, Data, Video, Fiber Cabling (3,4)**

The Cisco Voice, Data, Fiber Optics and Entertainment Cabling class is designed to give students hands-on experience for the physical aspects of voice and data network cabling. The course will focus on industry standards for types of media and cabling, physical and logical networks and signal transmission. Students will develop skills in pulling cable, mounting and wire management, identifying wiring closets, patch panel installation and termination, installation of jacks and testing cables. Fee.

**CIS 132— Cisco IT Essentials v5 A+ Certification (4,6)***Prerequisite: MIS 101 or equivalent*

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. New topics included in this version include the Microsoft Windows 7 operating system and mobile devices, while the networking and troubleshooting topics have been expanded.

Hands-on lab activities will continue to be an essential element of the course. In support of this, virtual learning tools are integrated into this course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive "hands-on" experience in learning environments with limited physical equipment.

Packet Tracer activities will be designed for use with Packet Tracer 5.3.x. The inclusion of Packet Tracer will allow alignment to new CompTIA networking certification objectives without requiring academies to purchase extra networking equipment. Test vouchers available.

**CIS 180— Network+ (3,4)***Prerequisite: MIS 110 or equivalent*

The Network+ certification ensures that the successful candidate has the important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have experience in network support or administration or adequate academic training, along with a CompTIA A+ certification.

The Network+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. The CompTIA Network+ and A+ exams can be applied together toward both the Microsoft Certified Systems Administrator (MCSA) and Cisco CCNA Certified programs. Test vouchers available. Fee. F, Sp

**CIS 220— Cisco CCNA Exploration - LANS Switching & Wireless (3,4)***Prerequisite: CIS 125*

The course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-protocol routers and switches. The class will include an introduction to switched Ethernet networks, Virtual LAN technology, spanning-tree protocols and configuration of Cisco switching devices. The class will also include advanced router concepts including access list management, IPX and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. This course prepares the student for the third Cisco certification test. Fee. F, Sp

**CIS 225— Cisco CCNA Exploration - Access the WAN (3,4)***Prerequisite: CIS 220*

This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The second part of the class involves the design, implementation, configuration, and demonstration of a fully functional enterprise Intranet including HTTP, FTP, NNTP and email services. This course prepares the student for the Cisco certification test. Fee. F

**CIS 227— Wireless Certification (3,4)***Prerequisites CIS 120, CIS 125 or equivalent*

Introduction to the design, implementation and maintenance of wireless networks. Topics include 802.11 standards, wireless radio technology, wireless topologies, access points, bridges, wireless security, site surveys, troubleshooting and antenna systems. This course helps the student achieve the CWNA certification.. This course has extensive laboratory components.

**CIS 296— Topics in Computer Technology (Variable,1-12)**

This course addresses the rapid changes in Computer Technology field by presenting leading edge subjects. The subject matter or topics will vary depending on changes in the industry. Fee.

## Computer Science

**CS 105— Computers and Society (3,4)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: MTH 095 or qualifying score on the Placement test*

An exploration of how the computer impacts all aspects of society. Course content includes an overview of computer hardware and software, management information systems, programming languages, word processing, spreadsheets, databases, presentation graphics, and the Internet. Previous keyboarding or typing instruction is highly recommended. This course is taught on Macintosh computers. It is especially appropriate for students intending to major in art, graphic design/communications, journalism, printing and/ or publishing. Fee. On demand.

**CS 121— Computer Programming (4,5)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: MTH 190 with a grade of "C" or above, or qualifying score on the Placement test*

Fundamental principles, concepts, and methods of computing, with emphasis on applications in the physical sciences, engineering and mathematics. Basic problem solving and programming techniques, fundamental algorithms, and data structures. Use of computers in solving engineering and scientific problems. Programming language is C++. Fee. On demand.

**CS 221— Computer Science II (4,5)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: CS 121 or prior experience in a structured programming language, and MTH 190*

This course will cover data types and operations, expressions, control structures, data structures and their representation, recursion, string processing, searching and sorting techniques. Emphasis on structured programming and design. Programming language is C++. Fee. On Demand.

# Court Reporting / Verbatim Technology

## **COR 100— Introduction to Machine Theory (6,5)**

*Prerequisite:* Placement into English 101 on Placement test and typing speed of forty-five words per minute.

Introduction of basic theory compatible with computerized transcription and speedbuilding with live dictation practice and recorded audio available to develop theory competency to a minimum average of 86 percent on theory tests. Course also builds writing speed to a minimum goal of 70 words per minute for five minutes on new material with 95 percent accuracy. Machines may be rented or purchased from College Bookstore. Course may be repeated one time to meet minimum requirements. Fee.

## **COR 103— Two-Voice 20 (1.5,5)**

*Prerequisite:* COR 100 and Admission into the Court Reporting Program

Live dictation practice on machine by instructor with recorded audio practice to build writing skills from 60 to 100 words per minute. Goal of course is to reach 80 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

## **COR 104— Transcription and Punctuation (2,2)**

*Prerequisite:* COR 100 and Admission into the Court Reporting Program.

Advanced court reporting transcription course with emphasis on transcribing multi-voice dictation and producing properly formatted and punctuated deposition and trial transcripts; also focuses on increasing transcription speed. Fee.

## **COR 106—Theory Reinforcement & Speed (1.5,5)**

*Prerequisite:* COR 100 or placement by proficiency test before registration and Admission into the Court Reporting Program

Continuation of basic computer-compatible theory, live dictation by instructor with audio practice available to develop theory competency to a minimum of 86 percent on theory tests. Speedbuilding on writing principles will be reinforced. Course may be repeated one time to meet minimum requirements. Fee.

## **COR 108— Computer-Aided Transcription (2,2)**

*Prerequisite:* COR 103

This course provides the theory and applications used in producing computer-aided transcription of stenographic notes using CaseCatalyst software. This course includes litigation support, advanced editing functions, and real-time applications. Fee.

## **COR 109— Introduction to Jury Charge Dictation 90 (1.5,5)**

*Prerequisite:* COR 100 or placement by proficiency test prior to registration and Admission into the Court Reporting Program.

Introduction to basic jury charge material. Live dictation practice on machine by instructor with recorded audio

practice to build writing skills. Course will develop speeds to 70 to 110 on jury charge material. The goal of the course is to develop speed to 90 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

## **COR 113— Two-Voice 100 (1.5,5)**

*Prerequisite:* COR 103 or placement by proficiency test prior to registration and Admission into the Court Reporting Program.

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. from 80 to 120 words per minute. Goal of course is to reach 100 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

## **COR 115— Jury Charge 110 (1.5,5)**

*Prerequisite:* COR 109 or placement by proficiency test prior to registration and Admission into the Court Reporting Program.

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will develop speeds to 90 to 130 on jury charge materials. The goal of the course is to develop speed to 110 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

## **COR 117— Two-Voice 115 (1.5,5)**

*Prerequisite:* COR 113 or placement by proficiency test prior to registration and Admission into the Court Reporting Program

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will build speed to between 100 and 130 wpm; course strives to build skills to a minimum of 115 wpm for five minutes of testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

## **COR 119— Jury Charge 130 (1.5,5)**

*Prerequisite:* COR 115 or placement by proficiency test prior to registration and Admission into the Court Reporting Program.

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will develop speeds to 110 to 150 on jury charge materials. The goal of the course is to develop speed to 130 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

## **COR 121— Two-Voice 130 (1.5,5)**

*Prerequisite:* COR 117 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Develops speed to 110 and 150 wpm range and testimony material; course strives to build skill at 130 wpm for five minute on new testimony material with a minimum 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 123— Jury Charge 145 (1.5, 5)**

*Prerequisite:* COR 119 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will develop speeds to 130 to 170 on jury charge materials. The goal of the course is to develop speed to 145 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

**COR 127— Two-Voice 145 (1.5, 5)**

*Prerequisite:* COR 121 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. from 130 to 160 words per minute. Goal of course is to reach 145 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 131— Jury Charge 160 (1.5, 5)**

*Prerequisite:* COR 123 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will develop speeds to 140 to 180 on jury charge materials. The goal of the course is to develop speed to 160 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 133— Literary 120 (1.5, 5)**

*Prerequisite:* COR 123 and COR 127 or placement by proficiency test prior to registration

Course will develop speeds to 100 to 140 on literary materials. The goal of the course is to develop speed to 120 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 137— Two-Voice 160 (1.5, 5)**

*Prerequisite:* COR 127 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. from 140 to 180 words per minute. Goal of course is to reach 160 words per minute for five minutes on new testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 139— Jury Charge 175 (1.5, 5)**

*Prerequisite:* COR 131 or placement by proficiency test prior to registration

Live dictation practice on machine by instructor with recorded audio practice to build writing skills. Course will develop speeds to 160 to 200 on jury charge materials.

The goal of the course is to develop speed to 175 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 141— Literary 135 (1.5, 5)**

*Prerequisite:* COR 133 or placement by proficiency test prior to registration

Course will develop speeds to 120 to 150 on literary materials. The goal of the course is to develop speed to 135 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 171— Legal Terminology and Documents (3,3)**

This course covers the legal vocabulary necessary for a career as a court reporter or legal secretary. Emphasis is on civil and criminal procedures as well as client and court documents. Latin and other foreign legal terminology and legal research are also covered.

**COR 201— Two-Voice 175 (1.5, 5)**

*Prerequisite:* COR 137 or placement by proficiency test prior to registration

Course will develop speed from 160 to 190 wpm on testimony material and 100 to 120 words per minute on medical material. Course strives to build speed to 110 wpm for three minutes on new medical material, and 175 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 203— Jury Charge 190 (1.5, 5)**

*Prerequisite:* COR 139 or placement by proficiency test prior to registration

Course will develop speeds to 170 to 210 on jury charge materials. The goal of the course is to develop speed to 190 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 205— Literary 150 (1.5, 5)**

*Prerequisite:* COR 141 or placement by proficiency test prior to registration

Course will develop speeds to 130 to 170 on literary materials. The goal of the course is to develop speed to 150 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 206— Court Practicum (1, 5)**

*Prerequisite:* Passing one 180 wpm Testimony test at 95 percent accuracy.

This required internship provides 40 hours of on-the-job experience in an assigned general reporting office and/or in official reporting locations under the guidance of experienced reporters. One-hour seminars are held once a week to provide students with guidance to help them prepare for the profession of court reporting.

**COR 207— Two-Voice 190 (1.5,5)**

*Prerequisite:* COR 201 or placement by proficiency test prior to registration

Course will develop speed from 170 to 210 wpm on testimony material and 140 to 170 words per minute on medical material. Course strives to build speed to 155 wpm for three minutes on new medical material, and 190 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 208— CSR Prep (1,1)**

*Prerequisite:* COR 139 and COR 201

The course is designed to prepare students to sit for the written portion of the Illinois Certified Shorthand Reporter (CSR) Examination and the Registered Professional Reporter (RPR) Examination and to present the duties and responsibilities of the professional court reporter. Preparation for the CSR and RPR written exams focuses on medical and legal terminology, spelling, vocabulary English grammar and usage, and practical aspects of reporting.

**COR 209— Jury Charge 200 (1.5,5)**

*Prerequisite:* COR 203 or placement by proficiency test prior to registration

Course will develop speeds to 180 to 220 on jury charge materials. The goal of the course is to develop speed to 200 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 213— Literary 165 (1.5,5)**

*Prerequisite:* COR 205 or placement by proficiency test prior to registration

Course will develop speeds to 150 to 180 on literary materials. The goal of the course is to develop speed to 165 words per minute for five minutes on new literary material all with 95% accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 215— Two-Voice 210 (1.5, 5)**

*Prerequisite:* COR 207 or placement by proficiency test prior to registration

Course will develop speed from 190 to 230 wpm on testimony material and 150 to 190 words per minute on medical material. Course strives to build speed to 170 wpm for three minutes on new medical material, and 210 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 217— Literary 180 (1.5,5)**

*Prerequisite:* COR 213 or placement by proficiency test prior to registration

Course will develop speeds to 165 to 200 on literary materials. The goal of the course is to develop speed to 180 words per minute for five minutes on new literary material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 219— Two-Voice 225 (1.5,5)**

*Prerequisite:* COR 215 or placement by proficiency test prior to registration

Course will develop speed from 210 to 250 wpm on testimony material. Course strives to build speed to 225 wpm for five minutes on new testimony material, all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 221— Jury Charge Elective (1.5,5)**

*Prerequisite:* COR 209 or placement by proficiency test prior to registration

Course will develop speeds to 200 to 250 on jury charge materials. The goal of the course is to develop speed to 225 words per minute for five minutes on new jury charge material all with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements.

## Criminal Justice System

---

**CJS 101— Introduction to the Criminal Justice System (IAI: CRJ 901) (3,3)**

Administration of justice in the U.S. with a general overview of the total system; functional areas of the criminal justice system; role of police, courts and corrections; nature of law; interrelation of various components that form the system.

**CJS 102— Police Administration (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

The identification of constitutional and statutory mandates of a police department and their translation into operational objectives. The construction of an organizational apparatus necessary to accomplish criminal justice goals. The development of a pattern of dynamic practices to ensure an administrative state of maximum output in terms of quality and quantity per unit of taxpayers' financial investment.

**CJS 103— Police Operations (3,3)**

Line activities of law enforcement agencies. Emphasis on patrol function, prevention of crime, traffic, investigative, juvenile, vice, and other specialized operational units.

**CJS 104— Criminology (IAI: CRJ 912) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Deviant behavior, criminology theories, synthesis, police applications, crime prevention and the phenomenon of crime.

**CJS 105— Criminal Law (3,3)**

A college transfer course; consult the Transfer Center for more details.

Designed for both criminal justice personnel and for students aspiring to a career in criminal justice or a greater knowledge of criminal laws. Current interpretation and applications of local, state and federal laws. This is not to be construed as a basic or theory course in criminal law.

**CJS 106— Introduction to Corrections (3,3)**

This is an introductory course examining correctional history, processes, structures, and ideologies in the United States.

**CJS 171— Security Administration (3,3)**

Historical, philosophical and legal framework for security operations. Specific security processes and programs currently and historically used. Protection of governmental and proprietary systems and installations. Programs for factories, railroads, retail stores. Security education and training. Environmental, political, financial, and legal ramifications of security.

**CJS 201— Security/Loss Prevention (3,3)**

Functional operation of all components of the security industry including legal issues, security systems, community relations, and policies and procedures for loss prevention.

**CJS 206— Criminal Investigation (3,3)**

Fundamentals of criminal investigation including investigative techniques and procedures. Applications of the philosophical principles of deductive and inductive reasoning to criminal investigation. Emphasis placed on the investigation of major crimes.

**CJS 207— Evidence and Criminal Procedure (3,3)**

Study of the rules of evidence as they apply to judicial proceedings and administrative hearings relative to the criminal process. Development of the underlying rationale of the rules. Emphasis placed on collection and admissibility of evidence.

**CJS 208— Forensic Science (3,3)**

Introduction to the theories and practices of scientific techniques as applied to crime detection. The course will include crime scene processing, the potential of physical evidence, the examination and evaluation of evidence and laboratory procedures.

**CJS 209— Community Policing (3,3)**

Examines issues in community policing with emphasis on the concept of public and community relations as well as police involvement in community problems. Emphasis on police achieving and maintaining public support, human relations and public information.

**CJS 210— Traffic Law & Investigation (3,3)**

Illinois traffic laws, regulations and enforcement. Administration, development, duties of agencies responsible for highway traffic law enforcement and accident investigation.

**CJS 211— Criminal Justice Field Work I (3,11)**

*Prerequisite: Consent of coordinator, see coordinator semester prior to registration*

Field work assignment with a law enforcement agency within the College community area. Ten hours per week at the agency plus one hour per week in seminar session at the College.

**CJS 212— Constitutional Law (3,3)**

A college transfer course; consult the Transfer Center for more details.

Constitutional provisions and principles with emphasis upon the First, Fourth, Fifth, Sixth, Eighth, and Fourteenth amendments as they apply to the criminal justice system.

**CJS 213— Police Supervision & Leadership (3,3)**

Fundamentals of interpersonal relations and supervising techniques, theories of supervision, morale, employee motivation and discipline, modes of communication, authority and control, work distribution and professional ethics. Focus on practical supervisory problems within a police organization.

**CJS 214— International Criminal Justice (3,3)**

This course provides an international perspective on crime, causation, treatment, tactics, and theory. A cross-cultural approach will be used which recognizes cultural, religious, ethnic and racial differences and their impact on the Criminal Justice System.

**CJS 215— Police Report Writing (3,3)**

Enhances the writing skills to prepare a legally sound report which includes elements of probable cause, production of negative evidence, use of legal language of the court system and use of proper grammar and punctuation. Emphasis on the use of research to develop crime patterns and court cases dealing with the sufficiency of police reports.

**CJS 220— Topics in Criminal Justice (3,3)**

Contemporary critical issues and trends related to crime and society. Analysis and evaluation of recent studies and documents. Methods of implementing research findings. The topic may vary each semester and include areas such as drug abuse, the crisis in corrections, human issues in policing, officer survival, terrorism, organized crime, and careers in criminal justice, etc. This course may be repeated up to a maximum of 9 credit hours.

**CJS 222— Criminal Justice Field Work II (3,11)**

*Prerequisite:* Consent of coordinator, see coordinator semester prior to registration

Field work assignment in a juvenile setting, court setting, corrections environment or criminal justice-related agency. Ten hours per week in the agency plus one hour per week in seminar at the College.

**CJS 227— State Police Physical Agility ED (3,4)**

This course will provide police, court services and corrections recruits with the required skills and education necessary to meet the State of Illinois Police Guidelines for Physical Agility. This is a requirement for all recruits to become a police officer or deputy sheriff in the state of Illinois. Fee.

**Data Processing— See Computer Information Sciences**

**Digital Art— See Art 130, 230, 251, 265, 270**

## Diagnostic Medical Sonography

---

**DMS 201— Fundamentals of Sonography (3, 4)**

*Prerequisite:* Admission into the DMS Program

Orientation to basic scanning techniques, instrumentation, acoustic energy, anatomy and image identification. Students will learn to identify sonographic anatomy and acceptable image parameters and to correlate this information to specific procedures. Students will practice scan to achieve basic skills needed in the clinical setting.

**DMS 203— Principles of Ultrasound Physics (4,5)**

*Prerequisites:* Acceptance into the program or consent of program coordinator.

Introduction and study of the fundamental principles of diagnostic ultrasound physics. Study of various diagnostic ultrasound equipment along with instrumentation and quality control.

**DMS 204— Abdominal Sonography (4,6)**

*Prerequisites:* Acceptance into the program; concurrent with DMS 205

Study of normal anatomy and sonographic appearances of abdominal structures and superficial structures. Normal variants, congenital anomalies, physiology and related laboratory tests are covered. Sonographic methods used to visualize adult and pediatric abdomen are discussed. Includes laboratory section on basic scanning techniques.

**DMS 205— Clinical Education I (2,17)**

*Prerequisites:* Acceptance into the program; concurrent with DMS 204

Application of the principles of ultrasound in a hospital setting under the supervision of a qualified registered diagnostic sonographer. Emphasis on liver, pancreas, gallbladder, superficial parts, and pelvic areas. Seminars are a regular component of the course. Pass/Fail grading.

**DMS 206— Obstetrical/Gynecological Sonography (4,5)**

*Prerequisites:* DMS 204 and DMS 205, concurrent with DMS 209

Study of obstetrical and gynecological anatomy. Clinical applications and sonographic methods used to visualize pelvic organs, pregnant uterus and related structures. Discussion of embryogenesis and the reproductive cycle. Study of normal sonographic patterns.

**DMS 207— Ultrasound Image Critique (1,1)**

*Prerequisites:* DMS 204, 206, 210; concurrent with DMS 212

Study of image critique, technical factors, and sonographic interpretation. Review of sonographic terminology, image quality factors, scanning protocols and techniques, and normal sonographic appearances of abdominal, OB-GYN, and vascular structures. Discussion of abnormal sonographic images and correlation of clinical data to develop diagnostic criteria. Integration of clinical history and sonographic images in the interpretation of vascular imaging and Doppler data.

**DMS 208— Obstetrical/Gynecological Pathology (3,3)**

*Prerequisites:* DMS 206; concurrent with DMS 213

Study of obstetrical and gynecological pathology. Instrumentation and techniques for optimization of sonographic obstetrical and gynecological images are reviewed. Comparison of normal sonographic patterns with pathology appearances, physiology, differentials, and correlation with lab tests and related organ involvement. Discussion and correlation of congenital abnormalities, causes, and sonographic appearances.

**DMS 209— Clinical Education II (3,17)**

*Prerequisites:* DMS 205

This course emphasizes clinical experience progression under the supervision of faculty, sonography staff and clinical instructor. Emphasis placed on male and female pelvis and obstetrical applications. Continued practicum in the clinical applications of abdominal sonography. Effective communication, operation of equipment, patient care and technical skills development receive special attention. Seminars are a regular component of the course. Pass/Fail grading.

**DMS 210— Abdominal Pathology (3,3)**

*Prerequisites:* DMS 204; concurrent with DMS 209

Study of abdominal anatomy, breast, and thyroid pathologies and sonographic patterns. Comparison of normal sonographic patterns with pathology appearances, physiology, differentials, and related organ involvement. Correlation of relevant laboratory data, clinical symptoms with pathologies. Discussion of pediatric pathologies.

**DMS 211— Special Sonographic Procedures (2,2)**

*Prerequisites:* DMS 204; concurrent with DMS 209 and DMS 210  
Study of abdominal and superficial parts pathology, including neonatal procedures, echocardiography, GI tract, soft tissues, vascular, and invasive procedures. Presentation of pathologic processes, sonographic appearances, and clinical history. Discussion of how to administrate a diagnostic ultrasound facility.

**DMS 212— Clinical Education III (4,13)**

*Prerequisite:* DMS 209

The student continues to improve scanning skills under the supervision of faculty, sonography staff and clinical instructor. Emphasis on abdominal, small parts, and obstetrical-gynecological sonography. The student will have an opportunity to refine skills and increase self-confidence through progressively more independent scanning. Introduction to peripheral vascular exams under direct supervision. Seminars are a regular component of this course. Pass/Fail grading.

**DMS 213— Clinical Education IV (4,33)**

*Prerequisite:* DMS 212

In this final period of clinical study, the student demonstrates full competency and progresses to full independence under the supervision of sonography staff, clinical instructor and clinical coordinator. Emphasis on abdominal, small parts, obstetrical-gynecological sonography, and pathology identification. Rotations in the practice of peripheral vascular exams and other specialties within the field may be arranged. Seminars are a regular component of this course. Pass/Fail grading.

## Drafting

**DRF 101— Architectural Drafting I (3,6)**

*Prerequisite:* MTH 091

Graphic language of architecture and building construction. Basic drawing techniques, orthographic projection applied to plans, elevation, freehand sketching, auxiliary projection, sections of construction details, pictorial drawing, sketching, dimensioning, interpretation of design standards, construction systems and residence specifications. Fee. F

**DRF 111— Technical Drafting I (3,6)**

Fundamentals of drafting. Course includes use of drafting equipment, orthographic projection, multiview drawings, sectional views, pictorial drawings and auxiliary views. Fee.

## Drama

**DRM 120— Stagecraft (IAI: TA911) (3,4)**

A college transfer course; consult the Transfer Center for more details.

This basic hands-on course focuses on learning and experiencing the individual crafts of the theatre (set design and building, make-up, lighting, sound, costumes), and understanding how they work together in production. Students will be experimenting with each of the stage crafts. Fee. Sp

**DRM 151— Theatre Appreciation (IAI: F1907) (3,3)**

A general education requirement course; consult the Transfer Center for more details.

The focus of this course is the theatre experience as seen through its history, plays, major movements, and conventions. Students will survey genres (comedy, tragedy, farce, melodrama, musical theatre), read select plays, identify what makes theatre different than film, and discuss the theatricality of stage elements (script, set, lights, actors, etc.), both individually and together as they form a whole. Attendance at a live theatre production is included. Fee. F.Sp

**DRM 152— Plays and Playwrights (IAI: H3902) (3,3)**

A general education requirement course; consult the Transfer Center for more details.

This analytical approach to reading and interpreting plays enables students to trace the development of drama as it fits into history and life's bigger questions. Students will read plays from the canon of dramatic literature, starting with radical, present-day drama and stepping back to ancient Greece to explore answers to questions about humankind. F

**DRM 155— Ethnic Traditions in American Theatre (IAI: F1909D) (3,3)**

A general education requirement course; consult the Transfer Center for more details.

This course examines the various dramatic expressions that reflect the experience and construction of racial or cultural minority identity in the United States. Students will explore ethnic identity from the Civil War era to the present day by focusing on specific stock-character types, performers, and playwrights and their creations as well as circumstances of the day that incited such expression. Sp

**DRM 157— Acting I (IAI: TA914) (3,4)**

A college transfer course; consult the Transfer Center for more details.

This course will introduce the beginner to some basics of stage acting, improvisation, theatre terminology for the actor (objective, action, obstacle, beat), and speech and movement as they pertain to acting. Focused theatre exercises and games will generate creative ideas as actors prepare scenes and monologues. Tenets of acting structure are taught, including those of theorists Constantin Stanislavski and Sanford Meisner. F

**DRM 160— Directing I (3,4)**

A college transfer course; consult the Transfer Center for more details.

The beginner will learn why and how directors analyze, interpret, and dissect play scripts for the purpose of putting the pieces back together and bringing them to life. Students will learn elements of stage directing, how to "mark" a script, and how to make a promptbook. Each student will also direct a scene as a final project. F, Sp

**DRM 167— Acting II (3,4)**

The actor is taken deeper into technique and characterization in order to uncover the magic of the character's role in a play. Advanced exercises and advanced games of skill will hone techniques that will enable the actor to repeat the magic of their performance. This class will teach strategies for preparedness, for auditioning, and for getting the job. Students will build a portfolio of monologues (4) that can be handed out as easily as their headshot and resume. Sp

**DRM 199— Theatre Practicum (1-3, 1-3)**

In order to increase proficiency in the preparation and presentation of major theatre productions, this course enables students involved in major college performances to gain credit for practical work in acting, directing, and theatre management, and in the design and construction, of scenery, lighting, sound, properties, costumes, and makeup. Thirty-two hours of production activity to be arranged for each credit hour, credit hours to vary from 1 to 3. May be repeated for up to 9 hours of credit. Sp

## Echocardiography

**ECG 100— Patient Care Skill (4,4)**

*Prerequisites: ENG 101, BIO 185, FAD 205, PHY 115 & Approval by the Coordinator*

Overview of the profession of echocardiography with an emphasis on its history, philosophy, and the nature of the profession. Explore the role of the cardiac technician.

**ECG 101— Echocardio Fundamentals (4,5)**

*Prerequisites: Approval of the Coordinator*

A study of clinical medicine pertinent to sonography including obtaining the clinical history and related clinical signs and symptoms form the patient chart or interview. Diagnostic testing pertinent to the ultrasound diagnosis and specialized medical terminology are discussed and defined. Medication terminology, classification, and administration will be introduced. Ultrasound equipment controls, laboratory setup, and the beginning physical principles associated with diagnostic medical sonography are discussed.

**ECG 104— Echo Anatomy (4,5)**

*Prerequisites: Approval of the Coordinator*

The course is a study of the cardiac and vascular Anatomy and physiology in the normal and abnormal patient. The hemodynamic, pathology, and pathophysiology of the cardiac system are discussed and analyzed. The pathology, clinical signs and symptoms, diagnostic testing, and treatment of various cardiac diseases are discussed.

**ECG 126— Echo Clinical I (4,7)**

*Prerequisites: Approval of the Coordinator*

This course is a supervised clinical experience, which will cover basic cardiac scanning techniques and protocols with emphasis on observation of two-dimensional and M-Mode scanning of the normal heart. This course is designed for the student to observe applications of the principles and concepts taught in Cardiac Ultrasound imaging and observe a functioning ultrasound department.

**ECG 127— Echo Clinical 2 (4,6)**

*Prerequisites: Approval of the Coordinator*

The clinical component of Echo Clinical II, this course is a supervised clinical experience which will cover cardiac scanning techniques and protocols with emphasis on color flow, cardiac Doppler, and two-dimensional and M-mode ultrasound scanning of the normal heart. This course is designed for the students to practice cardiac ultrasound techniques and observe a functioning ultrasound department.

**ECG 200— Echo Physics (4,5)**

*Prerequisites: Approval of the Coordinator*

This course will cover ultrasound instrumentation and the physical principles of sound, ultrasound, and Doppler pertinent to sonography. Emphasis will be placed on propagation principles, transducer parameters, interactive properties of ultrasound with human tissues and quality control procedures.

**ECG 204— Echo Imaging I (4,6)**

*Prerequisites: Approval of the Coordinator*

This course will cover the basic terminology, anatomy, instrumentation, and physical principles necessary for the student to begin two-dimensional and M-mode ultrasound scanning of the normal heart. In addition, students will practice applications of basic scanning techniques and protocols with emphasis on the normal heart.

**ECG 205— Echo Imaging II (4,5)**

*Prerequisites: Approval of the Coordinator*

Ultrasound Imaging Lab II will cover scanning techniques and protocols with emphasis on color flow, cardiac Doppler and two-dimensional and M-Mode ultrasound scanning of the abnormal heart. This course also provides the students the opportunity to practice scanning techniques and protocols.

**ECG 210— PACS (2,3)***Prerequisites: Approval of the Coordinator*

As today's digital imaging modalities become integrated into a Picture Archiving and Communications System (PACS), technicians must maintain networks as well as imaging systems. This course is a hand on course designed to teach the technician the skills necessary to service the PACS system.

**ECG 226— Echo Clinical III (4,6)***Prerequisites: Approval of the Coordinator*

This course is a continuation of the clinical component of echo clinical II, and is a supervised clinical experience covering cardiac-scanning techniques and protocols with emphasis on two-dimensional, M-modes, color flow, and cardiac Doppler ultrasound scanning of the normal and abnormal heart. The course is designed for the students to practice cardiac ultrasound techniques and observe a functioning ultrasound department.

**ECG 230— Echo Seminar (3,3)***Prerequisites: Approval of the Coordinator*

Advanced study of cardiac ultrasound physics and echocardiography in preparation for the certifying examinations. A review of case studies and "mock" examinations will help students to focus on his/her individual areas.

## Economics

---

**ECO 201— Principles of Economics, Macro (IAI: S3901) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Supply and demand, national income accounting, fiscal policy, modern employment theory, money, banking, institutional material, comparative systems. F, Sp, S

**ECO 202— Principles of Economics, Micro (IAI: S3902) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Theory of the firm; labor, monopoly, special needs, agriculture; poverty; foreign trade. F, Sp, S

## Education

---

**EDU 110— Foundations of American Education (3,3)**

A college transfer course; consult the Transfer Center for more details.

Focuses upon the historical and philosophical roots of our educational system and its place in the social, economic, legal, political and cultural milieu of America. Meets Illinois certification requirements.

**EDU 111— Language Arts in Elementary Schools (3,3)**

A college transfer course; consult the Transfer Center for more details.

A course in the teaching of reading and writing in elementary school. Students learn philosophies, principles and approaches for teaching language arts. Course content includes strategies for teaching and assessing reading and writing in both narrative and expository formats.

**EDU 150— Educational Technology (3,3)**

*Prerequisites: EDU 111 and either successful completion of MIS 101 or instructor's permission*

This course will provide information on how to use technological tools and the pedagogical rationale for these activities. Fee.

**EDU 204— Introduction to Special Education (3,3)**

A college transfer course; consult the Transfer Center for more details.

Various forms of exceptionalities are explored as they impact the individual, family and society. A life span approach is utilized, with emphasis on educational interventions. Considers developing abilities of those with exceptionalities, as well as dealing with their limitations.

See also Child Development/Teacher Aide

## Electronics Engineering Technology

---

**ELC 101— Electrical Circuits I (4,6)**

*Prerequisite: Qualifying Placement score in reading and pre- or co-requisite with one of the following: MTH 100, 106*

A study of DC electrical circuits, OHM's Law, Kirchoff's Law, series and parallel circuits, power and DC circuit analysis, including theorems such as Thevenin's Theorem and Norton's Theorem. Proper use of test equipment is stressed throughout the lab sessions as students are taught to measure voltage, current resistance, power and other circuit parameters. The transient and steady state response of RC, RL, and RLC circuits is studied. An introduction to alternating voltages, currents and circuit parameters concludes this course. Fee. F, Sp

**ELC 102— Digital Electronics (4,6)**

*Prerequisite: MTH 093 or Placement test*

An introduction to digital logic circuits and number systems. Beginning with basic gate theory, asynchronous and synchronous digital systems using SSI, MSI, and LSI integrated circuits are studied in counter, register, multiplexer and de-multiplexer, arithmetic circuits and other applications. Binary, decimal, hexadecimal, BCD and Gray Code number systems are also studied. Fee. Sp

**ELC 105— Electrical Circuits II (4,6)***Prerequisites: ELC 101, MTH 106*

A study of AC electrical circuits and theorems, phasors, reactances, impedances, phase relationships, power, resonance, J-operator and transformer characteristics. The oscilloscope is used extensively in the laboratory. Pulse circuits, wave forms, and transients are introduced using RC and RL circuits. The course is concluded with a study of passive filters and resonant circuits. Fee. F, Sp

**ELC 110— Electronic Circuits (4,6)***Prerequisite: ELC 101 and pre- or co-requisite with ELC 105*

Semiconductor devices and circuitry including diode, transistor, and op amps used in power supplies, filters, amplifiers, and oscillator circuits. Also covers amplifier frequency response, antennas, transmitters, receivers and construction of circuitry from schematic diagrams. Fee.

**ELC 190— Industrial Electronics I (4,6)***Prerequisite: ELC 105 and ELC 110*

A study of the characteristics and applications of thyristor devices including silicon controlled rectifiers and triacs. Also, an introduction to programmable logic controllers. Fee. F

**ELC 215— Digital Electronics II (4,6)***Prerequisites: ELC 102, ELC 110*

An introduction to microprocessor based digital computer systems and programming, the internal architecture of the microprocessor is discussed along with its instruction set. The interface between the microprocessor and various types of memory devices is discussed; including address, data and control bus systems and their timing. Assembly language programs utilizing the various addressing, data manipulation, and arithmetic operating modes are developed. Fee. F

**ELC 225— PC Systems Servicing (4,5,6)***Pre- or co-requisite: CIS 110 or consent of instructor*

This course covers the disassembly and reassembly of a Pentium microprocessor-based personal computer. Includes troubleshooting techniques to identify a malfunctioning component, module, or circuit boards. Also preventive maintenance procedures and identification of I/O addresses, interrupt request lines, and direct memory access. Fee. Sp

**ELC 230— Electrical Drafting (3,5)***Prerequisite: CAD 100*

Application of computer-aided drafting principles to electricity, electronics, and industrial applications. Use of electrical and electronics symbols, schematic diagrams, block diagrams, wiring diagrams and installation drawings required in circuit design as well as printed circuit board layouts and artwork masters. Fee. F, Sp

**ELC 270— Industrial Instrumentation (4,6)***Prerequisite: PHY 210*

Operational principles of equipment and systems used to translate measurements of pressure, temperature, flow, quantity for direct readout or for feedback control systems using proportional, PI, PD, and PID control techniques. Fee. F, Sp

**ELC 298— ETA Certification Preparation (3,3)***Prerequisite: ELC 190, ELC 205*

A seminar course to prepare students for certification testing by the Electronic Technician Assoc. Practice ETA test will be administered after a period of interactively assessing the depth of the student's knowledge of industrial electronics.

**ELC 299— Special Topics in Electronics Engineering Technology (Variable,1-10)***Prerequisite: Completion of all 100 level ELC courses (except ELC 132)*

Designed to be a third or fourth semester course to accommodate students with special needs, interests and requirements. Course subject matter will be taken from specific areas in electronics such as robotics, computers and communications, with the specific area selected, directed and scheduled by a faculty member in cooperation with the student. Fee. F, Sp

## Emergency Medical Services— Paramedic

**EMS 210— EMS Paramedic Foundations (3,4)***Prerequisite: EMT-B licensure and admission to the program requires sponsorship by an approved ALS Agency*

This course provides an overview of basic life support skills and knowledge. Introduces the student to prehospital laws, ethics, and role responsibilities Also includes basic pathophysiology, fluid replacement and pharmacology.

**EMS 212— EMS Paramedic Respiratory (5,6)***Prerequisite: EMS 210*

This course provides an overview of various airway emergencies. Introduces the student to assessment and history taking skills. Also includes basic radio communications. Skill acquisition will be integrated in the course of study.

**EMS 214— EMS Paramedic Trauma (5,6)***Prerequisite: EMS 210 & EMS 212*

This course provides an in-depth study of trauma related injuries. Treatment for trauma patients will be learned. Pre-Hospital Trauma Life Support (PHTLS) certification will be obtained upon successful completion of a written and practical examination.

**EMS 216— EMS Paramedic Cardiovascular (5,6)***Prerequisite:* EMS 210, EMS 212, & EMS 214

This course provides an in-depth study of cardiovascular emergencies. Treatment for cardiac patients will be learned. Electrocardiogram (EKG) interpretation will be introduced. Advanced Cardiac Life Support (ACLS) certification will be obtained following successful completion of a written and practical exam.

**EMS 218— EMS Paramedic Medical/Maternal Child (5,6)***Prerequisite:* EMS 210, EMS 212, EMS 214 & EMS 216

This course provides a comprehensive study of the gynecological and obstetric patient. Introduction to the care of the pediatric patient. Management of gynecological emergencies, pregnant patients and pediatric emergencies will be a primary focus.

**EMS 220— EMS Paramedic Medical (4,4)***Prerequisite:* EMS 210, EMS 212, EMS 214, EMS 216 & EMS 218

This course provides a comprehensive study of patients with medical, psychiatric, and environmental emergencies. Disaster management and assessment based management are covered. Care of individuals with special challenges will be introduced.

**EMS 222— EMS Paramedic Field Internship (4,5)***Prerequisite:* EMS 210, EMS 212, EMS 214, EMS 216, EMS 218 & EMS 220

This course provides for study in medical incident command, hazardous and rescue awareness and ambulance operations. This course will allow students to utilize concepts and skills learned in the class and apply them in the prehospital setting. They will work supervised by licensed paramedics. Internship requires 280 contact hours.

## Emergency Medical Technician

---

**EMT 215— Emergency Medical Training (6,6)**

Basics provide pre-hospital emergency care under medical appropriate emergency vehicle.

**EMT 217— EMT Refresher (1,1)***Prerequisite:* EMT 215 or consent of coordinator

This class is a review and update of concepts learned in basic emergency rescue technician (EMT) courses. Students will have an opportunity to identify and correct weaknesses in theory and practice as well as discuss field experiences.

## Engineering

---

**EGR 101— Engineering Graphics (IAI: EGR 941) (3,6)***Pre- or co-requisite:* One of the following: MTH 100, 106, 165, 167, 190

This course is designed to give the student the basics of engineering graphics as required by the profession. The primary tool of the course is Auto Desk Inventor, and students learn how to create orthographic, sectional and auxiliary views of various parts and components. Students are introduced to the software as a tool through a "problem solving" approach and are taught CAD commands needed to solve various drawing problems. Emphasis is placed upon proper drawing techniques, views and dimensioning. Fee: F, Sp

**EGR 201— Electrical Circuits (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 203; MTH 205 concurrent

Introductory circuit analysis including Kirchoff's Laws, nodal and loop analysis, equivalent circuits, operational amplifiers and magnetically coupled circuits. Transient and steady state analysis of R, L, and C networks with DC, sinusoidal, and non-sinusoidal forcing functions under zero and non-zero initial conditions. Frequency response of networks, Bode plots, and polyphase circuits are also studied, along with computer based circuit simulation. Lab fee.

**EGR 205— Engineering: Statics and Dynamics (IAI: EGR 944) (5,5)**

**A college transfer course; consult the Transfer Center for more details.**

Topics to be studied include particle statics, general principles and force vectors, rigid body equilibrium, moments of inertia, distributed forces and centroids, analysis of structures, virtual work, friction, particle kinematics (rectilinear and curvilinear); Newton's laws; energy, work, and momentum methods; planar dynamics and rigid bodies' rigid body kinematics; impulse and momentum; and vibrations.

# English

To assure correct placement in the proper introductory English course, new students are required to take the Placement test prior to registration. Note: all English 101 and English 102 and some English 98 and 99 classes use computers as a tool to facilitate writing. It is highly recommended that students who lack basic keyboarding skills enroll in OAT 100.

## **ENG 097— Writer's Workshop I (3,3)**

*Prerequisite:* Qualifying score on Compass/ASSET

Offers intensive instruction on articulating thought clearly and succinctly in a basic sentence, with particular emphasis on sentence boundaries, common verb tense errors, subject/verb agreement, word choice, word order, and spelling. Students will develop and organize paragraphs, often in response to class readings and discussions. The writing process and critical thinking skills are emphasized. F, Sp, S

## **ENG 098— Writer's Workshop II (3,3)**

*Prerequisite:* Qualifying score on Compass/ASSET or ENG 097 with a grade of "C" or above

Utilizing a process-oriented approach, students develop and organize paragraphs and multi-paragraph writings, often in response to class readings. Particular attention is paid to basic punctuation, verb tenses, subject/verb agreement, and sentence clarity and complexity. Students are also introduced to basic structural and rhetorical elements of academic essay writing. F, Sp, S

## **ENG 099— Writer's Workshop III (3,3)**

*Prerequisite:* Qualifying score on Compass/ASSET or ENG 098 with a grade of "C" or above

Utilizing a process-oriented approach, students work on writing clear, well-developed academic essays, often in response to readings. Students are encouraged to develop a thoughtful, personal voice using Standard English sentences, with special attention to word choice and sentence variety. This class also addresses lingering punctuation and grammar errors. F, Sp, S

## **ENG 101— Composition and Rhetoric (IAI: C1900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Qualifying score on the Placement test or ENG 099 with a grade of "C" or above

Theory, practice of narrative, descriptive, expository and argumentative writing. Thematic/rhetorical method. Sentence development, paragraphs, compositions, diction, mechanics, analysis, interpretation of prose models. Also offered as Honors.Fee. F, Sp, S

## **ENG 102— Composition and Research (IAI: C1901R) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ENG 101 with a grade of "C" or above

Continuation of ENG 101. Research; writing of complex materials using conventions of standard academic English and documentation format(s); critical reading and analysis of varied texts. Also offered as Honors. F, Sp, S

## **ENG 103— Introduction to American Literature I, Colonial Period-1860 (IAI: H3914) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ENG 101 with a grade of "C" or above

Historical survey of American cultural and literary movements through study of major writers from the Exploration and Colonial period through the Civil War. Also offered as Honors. F, Sp, S

## **ENG 104— Introduction to American Literature II, 1860 to Present (IAI: H3915) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ENG 101 with a grade of "C" or above

Historical survey of American cultural and literary movements through the study of writers from 1860 to the present. F, Sp, S

## **ENG 105— Creative Writing: Fiction (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ENG 101 with a grade of "C" or above

The structure and elements of fiction and the writing process will be studied with students producing fully-developed works of fiction. Sp

## **ENG 108— Creative Writing: Poetry (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ENG 101 with a grade of "C" or above

The structure and elements of poetry and the writing process will be studied with students producing fully-developed works of poetry. F

## **ENG 111— Introduction to Literature I (IAI: H3900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* ENG 101 with a grade of "C" or above

Analytical approach to literature. Literature may include the novel, short story, poetry and drama. Also offered as Honors. F, Sp, S

**ENG 113— Introduction to Children’s Literature (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Historical and genre approach to children’s literature. Evaluating and selecting literature for children. Involving children in fiction and nonfiction literature. F, Sp, S

**ENG 121— Technical and Business Writing (3,3)**

*Prerequisites:* ENG 101 with a grade of “C” or above; basic keyboarding recommended

Technical report writing, business communications, special reports, proposals. Attention given to integration of charts, drawings, and tables into expository prose. Taught on the microcomputer. Fee.

**ENG 123— African American Literature (3,3)**

A college transfer course; consult the Transfer center for more details.

*Prerequisite:* ENG 101 with grade of C or above  
Examination of literary works by African American authors. A survey of genres, including narratives, drama, essays and poetry. FS

**ENG 124— Introduction to Linguistics, Structure and Function of American English (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Methods of linguistic analysis integrated with study of languages in general and American English in particular. Language levels as well as dialects are studied. Also offered as Honors. Sp

**ENG 202— Introduction to British Literature I (IAI: H3912) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Survey of literature movements from the Old English Period to the Enlightenment period of the 18th century, including Beowulf, Chaucer, Spenser, Shakespeare, Swift and Milton. Also offered as Honors. F, Sp

**ENG 203— Introduction to British Literature II (IAI: H3913) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Continuation of English 202. Survey of literature movements from the Romantic Period of the 18th century through the 20th century, including the major Romantic and Victorian writers as well as the modern short story writers. Also offered as Honors. F, Sp

**ENG 204— Shakespeare (IAI: H3905) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Study of Shakespeare’s plays, including selections from the following: Henry V, Hamlet, Midsummer Night’s Dream, Macbeth, Twelfth Night, All’s Well That Ends Well, King Lear, Merchant of Venice, Anthony and Cleopatra, Othello and The Tempest. Emphasizes Shakespeare as a practical man of the theater. F, Sp

**ENG 206— World Literature I (IAI: H3906) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Survey of Western and non-Western literature from the earliest texts up to Cervantes. Also offered as Honors. F

**ENG 207— World Literature II (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
Survey of major Western and non-Western literature from 1500’s to the present. Sp

**ENG 208— Introduction to Women’s Literature (IAI: H3911D) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* ENG 101 with a grade of “C” or above  
This course examines various types of literary works by women authors reflecting women’s experiences, attitudes, and the many roles women create for themselves. Also offered as Honors. F, Sp, S

---

## First Aid

**FAD 205— Emergency Care and Safety (2,2)**

A college transfer course; consult the Transfer Center for more details.

This course is designed for the general public, to prepare people by providing them with the knowledge and skills to meet the needs of most situations when emergency first aid and/or cardiopulmonary resuscitation is required and medical assistance is not excessively delayed. It incorporates personal safety and accident prevention information to acquaint individuals with the causes of many accidents so that action can be taken to eliminate or minimize such causes. Fee. F, Sp, S

## Forensic Science Technology

---

### FOS 101— Forensic Orientation (3,3)

*Prerequisites:* RDG 082 with minimum grade of "C"

Students will be exposed to careers, ethical issues, and other resources available on the internet in several sections of the crime lab and the affects it has on the analysts' approach to casework. Noteworthy cases and popular techniques will also be important in understanding the evolution of the forensic community nationally and internationally.

### FOS 205— Forensic Biology/DNA (4,5)

*Prerequisites:* BIO 105 with minimum grade of "C" and approval of department chair

This course provides instruction in forensic biology including the identification of biological materials as well as historical and present-day techniques used in DNA typing.

### FOS 210— Forensic Chemistry (5,7)

*Prerequisites:* CHM 114 with minimum grade of "C" and approval of department chair, previous or concurrent enrollment in CHM 205

This course will explore the applications of chemistry to the analysis of physical evidence. Included among the topics will be the analysis of drugs, papers and inks, hairs and fibers, paints, arson debris, and explosive residues.

## Geography

---

### GEO 103— Geography of the Developed World (IAI: S4901) (3,3)

A college transfer course; consult the Transfer Center for more details.

Examines the geographic problems and prospects associated with urban and industrial development in Europe, North America and other economically advanced areas of the world. F

### GEO 104— Geography of the Emerging World (IAI: S4902N) (3,3)

A college transfer course; consult the Transfer Center for more details.

Examines the ways in which location, climates, resources, and cultural factors promote and inhibit change in the developing areas of Asia, Africa and Latin America. Sp

### GEO 205— Geography of Oceania (3,3)

A college transfer course; consult the Transfer Center for more details.

A spatial analysis of the physical environments of Oceania, as they relate to the resulting, yet influencing, Pacific cultures. A major emphasis is on the unique tropical biota, volcanism, the Polynesian cultures and the Hawaiian archipelago. The above will be presented utilizing the multi-topical approach. A Hawaiian field trip is optional for additional credit. Sp

## Geology

---

### GLG 101— Physical Geology (IAI: P1907L) (4,5)

A college transfer course; consult the Transfer Center for more details.

An introduction to the dynamic processes of the earth for the non-science as well as science major. Emphasis is placed on integrating basic Earth Science concepts with the excitement of modern geology. Laboratory included. Fee. F, Sp, S

**Graphic Art— See Art 130, 230, 251, 265, 270**

## Health and Wellness

---

### HLT 101— Health and Wellness (2,2)

A college transfer course; consult the Transfer Center for more details.

This course deals with the basic factors which influence the health of the individual. Includes: physical and mental outlook on life, intelligent use of foods, living with others, sexual adjustment, disease prevention, choosing health services and protecting our environment. Fulfills state teacher certification requirement. F, Sp, S

## History

---

### HIS 101— History of Modern Eastern Asian Civilization (3,3)

A college transfer course; consult the Transfer Center for more details.

Focus on China and Japan, secondarily upon Korea and Vietnam. Emphasis on contrast between development of westernized, capitalistic Japan versus Communist China. On demand.

### HIS 109— Europe to the 19th Century (IAI: S2903) (3,3)

A college transfer course; consult the Transfer Center for more details.

Classical cultures of Greece, Rome, Medieval Europe, the Renaissance, Reformation and the Age of Kings. F

**HIS 110— History of Modern Europe (19th and 20th Centuries) (IAI: S2903) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Emphasis upon people and events with worldwide impact; Bismarck and German unification; Karl Marx and Socialism, Lenin, Communism and Russian Revolution; Hitler, Nazism, and WW II; Cold War. Sp

**HIS 151— African-American History (3,3)**

A college transfer course; consult the Transfer Center for more details.

History of the African American from 17th century to present. Sp, F

**HIS 203— Early American History (IAI: S2900) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Survey of American History-Discovery through Civil War. F, Sp, S

**HIS 204— Later American History (IAI: S2901) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Survey of American History-Reconstruction to present. F, Sp, S

**HIS 220— Topics in History (3,3)**

*Prerequisites: A required core history course or permission of the instructor*

Historical issues and trends. Analysis and evaluation of historical eras, movements, ideologies and personages. The topic may vary each semester and include areas such as Jacksonian Democracy, The Civil War, military History, The Civil Rights Movement, history of individual countries and cultures, etc.

**HIS 271— History of Modern African Civilization (IAI: S2907N) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Major societies of the past, with present problems in areas south of the Sahara. Africa's attempts to overthrow neocolonialism, problems of consolidation with countries; African unity; other present-day African affairs. F, Sp, S

## Human Services

**HSA 101— Introduction to Human Services (3,3)**

This course provides a foundation for exploring the fields of social work, counseling and human services as well as information on practicum, fieldwork, and internship. It is strongly advised for any student interested in the fields of professional helping. This is a web-hybrid course that requires use of the internet. F

**HSA 102— Interviewing Principles and Techniques (3,3)**

Use of interview in gathering and imparting information pertinent to making diagnostic assessments for the purpose of advocating, referring and/or establishing treatment plans; learning the skills and techniques necessary for effective interviewing. This is a web-hybrid course that requires use of the internet. Sp

**HSA 107— Psychoactive Drugs (3,3)**

The pharmacology of psychoactive drugs and their effect on the body systems is presented. Signs and symptoms of drug use, withdrawal, overdose/toxicity and effects of multiple drug use are discussed. S Online

**HSA 108— Introduction to Addiction Counseling (3,3)**

An introductory course, focusing on the issue of substance abuse/chemical dependency. Emphasis will be on the pharmacology of psychoactive drugs, and signs and symptoms of psychoactive chemical use/abuse. Various theories of drug use in today's society will be studied, as well as types of treatment available, and the effectiveness of each. Legal considerations associated with the psychoactive substance are also discussed. F, Online

**HSA 109— Addiction Treatment (3,3)**

Examines current treatment modalities and strategies utilized in working with individuals who are chemically dependent. Focus is on the general management of substance abuse disorders, as well as exploring treatment issues for special population groups. A holistic approach to treatment, incorporating bio-psycho-social-spiritual aspects, is emphasized. Sp Online

**HSA 110— Sign Language I (3,3)**

An introduction to sign language with emphasis on vocabulary building, sign principles and the development of expressive and receptive sign skills. Brief history of sign language and deaf education, manual and oral. Focus will be on ASL (American Sign Language) principles. F

**HSA 111— Sign Language II (3,3)**

*Prerequisites: HSA 110 or consent of instructor*

Continuation of HSA 110 at the intermediate level. Course focuses on vocabulary building, conceptual accuracy, and expressive and receptive skill building. Some discussion of job opportunities in areas of deafness and of the culture of the deaf. Sp

**HSA 112— Sign Language III (3,3)**

*Prerequisites: HSA 111 or consent of instructor*

This is an introduction to sign language interpreting with emphasis on expressive and receptive skill building. It is an advanced course that focuses on vocabulary building and increasing conceptual accuracy of hearing and deaf idioms. S

**HSA 113— Issues of Diversity (3,3)**

This course focuses on cultural diversity as a positive force in a global world. The students will examine the influence of culture in their own lives, and on the lives of others. Through understanding of the importance of cultural differences, human service personnel will be better prepared to bring sensitivity and objectivity to the helping process. Cross-cultural intervention skills are emphasized. F, Sp

**HSA 209— Social Implications of Addictions (3,3)**

Explores the effect of alcoholism and substance abuse on the individual, the family, peer group, employer and community in general. Examine theories and techniques of working with individuals and groups impacted by substance abuse. F, Sp Online

**HSA 212— Intro to Intergroup Relationships (3,3)**

Examines principles of working with others in groups. Explores the group process techniques to enhance group function, and development of basic leadership skills. Sp

**HSA 213— Human Services Interventions (3,3)**

Introduction to the principles, practices and guidelines used in human services with emphasis on ethical practice. S

**HSA 231— Human Services Internship I (3,11)**

*Prerequisite: Consent of coordinator*

Ten hours per week of supervised experiences in facilities such as schools, health care centers, public welfare agencies, family and child welfare agencies that provide human service interventions. A weekly one hour seminar to discuss internship experience is included. This is a course with one hundred and fifty hours of supervised experience in social service agencies with a two hour weekly seminar. Malpractice Insurance Fee. S

**HSA 233— Addictions Studies Internship I (3,17)**

*Prerequisites: Consent of coordinator*

Two hundred and fifty hours of supervised experiences in human services agencies that deal with prevention, intervention and counseling of individual and groups affected by substance abuse. A weekly one hour seminar to discuss internship experiences included. Scheduled synchronized sessions are included for the seminar part of the course. Fee. F online

**HSA 234— Addictions Studies Internship II (3,17)**

*Prerequisites: HSA 233 or consent of coordinator*

This second internship course encompasses the knowledge, skills and values gained in the first substance abuse internship. Additionally, the internship provides opportunities for the student to integrate the varied dimensions of substance abuse counseling. The course includes two hundred and fifty hours of supervised experiences in human services and a weekly one hour seminar. Schedule synchronized sessions are included for the seminar part of the course. Sp online

## Humanities

**HUM 205— Introduction to Rock 'n Roll (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of contemporary pop music and its background from the early 1900's to today. Course shows the influence of earlier pop music, jazz, blues, and rock on today's music through style (jazz, rock, soul, disco); medium (concerts, film, television, recordings); sociological implications (poverty, prejudice, drugs); and through the message conveyed (lyrics, literature, art). Fee. F, Sp

**HUM 206— Introduction To Jazz (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

This course will introduce students to the history and fundamental characteristics of jazz. Emphasis will be placed on the contributions of performers and their individual styles. F, Sp

**HUM 210— World Mythology (IAI: H9 901) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

An introductory, interdisciplinary, cross-cultural examination of myth from the ancients to the present. Students will study the role of myth in human culture and the role myth plays in daily life. The course is divided into four units: Cosmic Myths, Myths of the Gods, Hero Myths, and Place and Object Myths. F, Sp

**HUM 220— Special Topics in the Arts (1-3, 1-3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: A required core humanities course or permission of the instructor*

A class or seminar investigating a special topic or issue in the visual and performing arts (art, music, theatre and dance). This course may be repeated once for credit. S

## Humanities & Fine Art

**HFA 108— Introduction to Film Appreciation (IAI: F2908) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A survey of film as an art form, emphasizing the elements of visual story telling, aesthetics, differences among genres, and criticism. Examines techniques such as pictorial composition, movement, sound, lighting, editing, mise-en-scene, form and narrative. Also offered as Honors. F,S

**HFA 109— Introduction to Film History (IAI: F2909) (3,3)**

A college transfer course; consult the Transfer Center for more details.

A survey of film history, emphasizing social, economic and political aspects and their effects on the cinema and society. Examines major national and international movements, studio and independent filmmaking, documentary, experimental and animated cinema. Also offered as Honors. Sp

**HFA 120— Music Appreciation (IAI: F1900) (3,3)**

A college transfer course; consult the Transfer Center for more details.

An introduction to the aural elements and structures of music through a historical survey of Western Art Music from the Middle Ages through the twentieth century. Through recordings and live performances emphasis is placed on aural perception of musical stylistic characteristics of significant works by composers of Western Art Music. Fee. F, Sp, S

**HFA 158— Drama into Film (IAI: HF908) (3,3)**

This course focuses on drama as it moves from on-the-page-play format to on-the-screen film format. Emphasis is placed on visual perception of theatrical devices and characteristics of significant works by playwrights and filmmakers of the Western theatre in this interdisciplinary examination of theatre art. F,S

**HFA 201— General Humanities I (IAI: HF902) (3,3)**

A college transfer course; consult the Transfer Center for more details.

An introductory course which explores culture's attempts to understand humans and their world through important works of art, literature, music, philosophy and religion. The focus is upon key cultural concepts expressed through various creative forms from ancient times through the Renaissance era. No previous knowledge of art or music is required. Also offered as Honors. F, Sp, S

**HFA 202— General Humanities II (IAI: HF903)(3,3)**

A college transfer course; consult the Transfer Center for more details.

An introductory course which explores culture's attempts to understand humans and their world through important works of art, literature, music, philosophy and religion. The focus is upon key cultural concepts expressed through various creative forms from the seventeenth century to the contemporary world. No previous knowledge of art or music required. HFA 201 is not a Prerequisite. Also offered as Honors. F, Sp, S

**HFA 203— Humanities of Eastern Asia (IAI: HF904N) (3,3)**

A college transfer course; consult the Transfer Center for more details.

An exploration of man's attempts to express his understanding of his nature and the world in which he lives through his art, music, literature and philosophy. Focus centers on Asian cultures including China, Japan, India and Indonesia. Fee. On demand.

**HFA 210— Introduction to African American Music (IAI: F1905D) (3,3)**

A college transfer course; consult the Transfer Center for more details.

This course will introduce students to the history and fundamental characteristics of African American music. Emphasis will be placed on the stylistic characteristics, performers, and the social influences of each time period and/or style. F,Sp,S

See also: ART 105-History of Art Survey I, ART 106-History of Art Survey II, ART 107-Art Appreciation, ART 219-Non-Western Art

Law Enforcement— See Criminal Justice System

## Magnetic Resonance Imaging

**MRI 200-Patient Care and Safety (3,3)**

*Prerequisites:* Admission to the MRI program.

This course provides an introduction to the main magnetic field, health effects and safety of static magnetic fields as well as patient handling, screening, implants, projectiles, claustrophobia, and monitoring.

**MRI 201— MRI Principles I (3,3)**

*Prerequisites:* MRI 200, concurrent with MRI 202, RAD 237

This course provides an introduction to the history, theories, and concepts of magnetic resonance properties, the types of magnets utilized, and the NMR signal generation. MR terminology, pulse sequencing, and basic principles of magnet safety will be introduced.

**MRI 202— MRI Clinical Education I (3,16)**

*Prerequisites:* MRI 200, concurrent with MRI 201, RAD 237

This course provides an introduction to practical clinical experience of the MRI department. A weekly seminar is included. Clinical assignment is by Program Coordinator. A total of 128 clinical hours required. No longer Pass/Fail. Students are awarded a letter grade.

**MRI 203— MRI Principles II (3,3)**

*Prerequisites:* MRI 200, 201, 202, RAD 237. Concurrent with MRI 204, 205

Digital imaging, spin echo imaging, gradient echo imaging, and echo planar imaging and MR angiography will be presented in this course. Imaging parameters and artifact techniques will be introduced, as well as the biological effects of MRI.

**MRI 204— MRI Imaging Applications (3,3)**

*Prerequisites:* MRI 200, 201, 202, RAD 237. Concurrent with MRI 203, 205

This course provides the student with the correlation between various regions of the body and the associated MR tissue characteristics. Various imaging techniques, as well as specialized receiver coils, will be discussed. Pathology of each region will be discussed.

**MRI 205— MRI Clinical Education II (3,16)**

*Prerequisites:* MRI 200, 201, 202, RAD 237. Concurrent with MRI 203, 204

This course provides an advanced clinical experience in the MRI department. A weekly seminar is included. Completion of 256 clinical hours. Clinical assignment is by Program Coordinator. No longer Pass/Fail. Students are awarded a letter grade.

**MRI 206— Clinical Education III (3,16)**

*Prerequisites:* MRI 200, 201, 202, 204, 205, and RAD 237.

The seminar will include a review and discussion of MRI principles, sequences and methods. Emphasis is placed on the interdependence of theory and principles in preparation of the ARRT examination. 128 hours (16 hours per week for 8 weeks) of advanced clinical experience in assigned MRI department. Clinical assignment is by Program Coordinator. No longer Pass/Fail. Students are awarded a letter grade.

**RAD 237— Sectional Imaging Anatomy (3,3)**

Study of human anatomy in the transverse, longitudinal, and coronal planes. Emphasis on the organs in the abdomen, pelvis, thorax, and head. Demonstration of how these structures appear on ultrasound scans, computerized tomography, and MRI.

## Management Information Systems

**MIS 101— Computer Literacy and Applications (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

An exploration of how the computer impacts all aspects of society: the home, job place, and business, scientific and allied health careers. Course content includes an overview of operating systems software and computer hardware, an overview of management information systems and programming languages; hands-on computer problem-solving experiences using word processing, spreadsheet, database management, presentation graphics; and communication including the Internet. To facilitate your success in this course, previous keyboarding or typing instruction is highly recommended to create and manipulate files on the microcomputer. Fee. MIS 101 is also offered as an online course. Students considering the online format must have Internet access and familiarity with the Internet and email, as

well as attaching files to email messages. The hands-on portion of the course uses the latest version of Microsoft Office; therefore students taking this course via the Internet must have the latest version of Office software available as well. Fee. Sp, S, Internet

**MIS 102— Computer Logic (3,4)**

*Prerequisite:* MIS 101 or equivalent

Computer Logic is intended to provide students with in-depth practice in techniques used to analyze and solve problems which avail themselves to computerization. This class does not teach a specific programming language, but instead focuses on methods common with all languages. Topics will include flowcharting, decision tables, pseudocode, files and arrays. F, Sp

**MIS 104— BASIC/Visual Basic Programming (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MIS 102 or equivalent

Computer programming in BASIC/Visual BASIC. Students learn the basic elements of programming including: source code preparation and program flow. Students will learn the fundamental syntax requirements of this very popular language; write elementary programs; and progress to more advanced topics: input-output, using disk files, menu writing, creating user friendly programs. Fee. F, Sp

**MIS 110— Windows Operating System (3,4)**

*Prerequisite:* MIS 101 or equivalent

A study of the fundamentals of Microsoft Windows operating system environment for microcomputers. The student will explore the unique hardware of microcomputers that is controlled by the operating system and the commands that control the Windows environment. The student will customize and manage the Windows system. Fee. F, Sp, S

**MIS 111— Linux Operating System (3,4)**

*Prerequisite:* MIS 101 or equivalent

Manipulation of the UNIX/Linux operating system and the many utilities contained within it will be covered in this course as well as an overview of the UNIX/Linux shell. Fee. F, Sp

**MIS 131— Computing Fundamentals (1,2)**

An exploration of how the computer impacts all aspects of society: the home, job place, and business, scientific and allied health careers. Course content includes an overview of operating systems software and computer hardware. Fee.

**MIS 133— Computer Applications As Tools (1,2)**

This course is an exploration of essential computer applications. The student will review basic operating system functions that are necessary to use applications. Data management will be stressed. Simple Word processing and spreadsheets will be used by the student as tools to communicate ideas and information. Fee.

**MIS 135— Internet Fundamentals (1,2)**

This course is an exploration of the many uses of the internet. The student will learn the basic network skills that drive the Internet as well as its many uses. Emphasis will be placed on learning to uses the Internet's many tools and wise use of the information received. Students will learn to protect their computer and themselves from many of the hazards found on the Internet. Fee.

**MIS 178— Data Communication Networking (4,4)**

*Prerequisite: MIS 101 or equivalent*

This course will teach students about the transmission of data, voice and video. The course also covers Networking and Network applications. The topics of Local Area Network, Wide Area Network and Wireless Transmission will be covered. Sp

**MIS 185— Windows Server Administration (3,4)**

*Prerequisites: MIS 101, CIS 180, and MIS 110 or equivalent*

This course will provide a strong foundation for the server portion of the Microsoft certification test requirements. The student who completes this course will have a full utility belt of resources with which to tackle everyday Windows networking administration problems. This course will not include a Microsoft Certification exam. Fee. Sp

**MIS 190— Windows Workstation Certification(3,4)**

*Prerequisites: MIS 101 or equivalent*

This is an advanced course in Windows configuration and networking. The course will provide a strong foundation for the workstation portion of the Microsoft certification test requirements. The student will learn advanced Windows skills, and to use Windows as a network workstation. This course will not include a Microsoft Certification exam. Fee. F

**MIS 205— Computer Systems Development (3,4)**

*Prerequisite: MIS 101 or equivalent*

The design of business information systems and their integration into an overall computer-based total quality management information system (TQM). Study of basic approaches and methods used in the development of integrated business information systems. Topics include: systems study and analysis, system flowcharting, data collection techniques, performance specifications, file design and management, determination of processing and equipment requirements, and calculation of network charts. The concepts of Total Quality Management will be stressed throughout the course. A continuing comprehensive case study, which covers the entire scope of a systems development project, will be utilized. F

**MIS 206— Field Project I (3,arranged)**

*Prerequisite: An interview with the instructor is required. Written permission will then be provided for eligible students.*

Upon successful completion of data processing courses offered in the freshman year, the student is afforded an opportunity to spend a minimum of 15 hours per week of practical experience in the field of data processing. Students will take the ACP Examination from the Institute for Certification of Computing Professionals. F, Sp

**MIS 210— Information Systems Administration (3,3)**

*Prerequisite: MIS 101 or equivalent*

This course explores the application of management techniques to all facets of the information processing function. Each student will be required to create a complete project demonstrating the practice of management within the information systems area. Sp online, F online (Note: This is offered as an online course and Web CT orientation is required.)

**MIS 212— Visual C# Programming (3,4)**

*Prerequisites: MIS 102 or equivalent*

C++ Programming is offered for students who have a good working knowledge of C language. It is designed to teach the extensions of C and to introduce the concepts of object oriented programming emphasizing the ideas of class, objects, and inheritance. Fee. Sp

**MIS 213— Computer Information Security (4,4)**

This course will teach students about the aspects of Computer and Information Security. The course will cover security issues affecting hardware, software and information. The topics of Cyber Crime, Network Security, Internet Security, Malware, Denial Of Service Attacks, Security Management, Encryption And Cryptography will also be covered.

**MIS 214— Advanced Visual BASIC (3,4)**

*Prerequisite: MIS 104*

A study of the essentials of the object oriented language "Visual BASIC". The concepts of object oriented programming will be the foundation of the course. The use of Visual BASIC command structures as well as visual programming environment will be taught. Students will create programs to run in the Windows environment. Fee. F.

**MIS 215— IT Project Management (3,4)**

*Prerequisite: MIS 205 or equivalent*

This course will study the principles necessary to determine the feasibility and costs of undertaking an IT systems development project, as well as techniques to manage and control systems project. Fee. Sp

**MIS 216— JAVA Programming Introduction (3,4)***Prerequisite: MIS 102*

An introduction to programming for the Internet World Wide Web, using the Java compiler. Language basics, creating screen forms using interactive objects, scripts, as well as graphics, and hyperlinks will be taught. Sp, F Online

**MIS 221— Data Base Processing (3,4)***Prerequisite: MIS 101 or equivalent*

An introduction to data base processing covering the primary data base structures, including their definition, creation and manipulation. The design, implementation and administration of a database will also be considered. Fee. Sp.

**MIS 226—Field Project II (3, arranged)***Prerequisite: An interview with the instructor is required. Written permission will then be provided for eligible students.*

A practicum allowing the student to spend a minimum of 15 hours per week to develop a background in commercial programming applications. Students will take the ACP Examination from the Institute for Certification of Computing Professionals. F, Sp

**MIS 230— Help Desk Concepts (3,4)***Prerequisite: MIS 101*

This course will teach students about Help Desk Concepts. The course will cover the problems solving process that is used to solve challenging computer problems and the tools of technologies that are used to determine the cause of the problem. Fee

**MIS 299—Special Topics in Computer Information Systems (Variable,1-6)***Prerequisite: Permission of Instructor*

A third or fourth semester course to meet the needs of advanced students. This course addresses the rapid change in computer technology by presenting leading-edge concepts. Topics will be determined and/or approved by the instructor. Fee. On demand.

## Mathematics

---

To assure correct initial placement into the proper math course, new students are required to take the COMPASS test prior to registration. An Internet component may be required for some sections of math. Contact the Math Department for more information.

**MTH 085— Basic Mathematics (2,2)**

This course is designed for students whose background is insufficient for General Mathematics. A major focus of the course is to develop number sense; therefore, calculators are not permitted. Topics include basic operations with whole numbers, place value and rounding, order of operations, prime and composite numbers, prime factorization, and applications. F, Sp, S

**MTH 091— General Mathematics (3,3)***Prerequisite: MTH 085 with a grade of "C" or above, or qualifying score on the Placement test*

This course is designed for students with little background in mathematics. A major focus of the course is to develop number sense; therefore, calculators are not permitted. Topics include a review of whole number arithmetic, fractions, decimals, ratio and proportion, and percent. An introduction to statistics will be covered if time permits. Solving word problems is emphasized. F, Sp, S

**MTH 093— Pre-Algebra (3,3)***Prerequisite: MTH 091 with a grade of "C" or above, or qualifying score on the Placement test*

Since a deep understanding of arithmetic is required to prepare students for algebra, calculators are not permitted. Topics include signed numbers, arithmetic and algebraic fractions, decimals, percents, exponents, polynomials, linear equations, and an introduction to graphing. This course is available online. F, Sp, S

**MTH 095— Elementary Algebra (4,4)***Prerequisite: MTH 093 with a grade of "C" or above, or qualifying score on the Placement test*

Elementary concepts of algebra will be covered, including linear and quadratic equations, inequalities, and linear systems; operations and polynomials; factoring; graphing linear equations; slope; introduction to functions; appropriate word problems. This course is available online. F, Sp, S

**MTH 096— Elementary Geometry (3,3)***Prerequisite: MTH 093 with a grade of "C" or above, or qualifying score with Placement into MTH 095 or higher*

An introductory course in geometry. Topics covered include Euclidean axioms and theorems, proofs, points and lines, quadrilaterals and other polygons, circles, area and perimeter, and similarity. F, Sp, S

**MTH 097 — Essential Intermediate Algebra (4, 4)***Prerequisite: One year of high school algebra and qualifying score on the Placement Test, or one year of high school algebra and a grade of A in MTH 093, OR MTH 095 with a grade of "C" or above.*

This course will provide students with the algebraic background necessary for MTH 115 or MTH 126. Qualifying students should have no other math requirements for their degree or major. This course is not a prerequisite for MTH 165 or MTH 145. Topics include fundamental algebraic properties; expressions, equations, and inequalities; linear, quadratic, radical, rational, and exponential functions; set theory; 2x2 linear systems; applications. Scientific calculator required. F, Sp, S

**MTH 100— Intermediate Algebra (4,4)**

**Not intended as a college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* One year of high school algebra and qualifying score on the Placement test or MTH 095 with a grade of "C" or above

This course is a continuation of elementary algebra. Topics include functions and graphs, rational expressions, radicals, quadratic equations and functions, complex numbers, inequalities, and appropriate applications. This course is available online. F, Sp, S

**MTH 103— Fundamentals of Mathematics (3,3)**

*Prerequisite:* MTH 095 with a grade of "C" or above, or qualifying score on the Placement test

Topics include numeration systems, sets, the real number system, variables, graphing, logic, probability, descriptive statistics, and geometry. F

**MTH 106— Technical Mathematics I, Algebra & Trigonometry (5,5)**

*Prerequisite:* Qualifying score on the Placement test, or MTH 096 and MTH 100 with grades of "C" or above

Applications to technologies stressed. Review of algebra and geometry; linear equations; graphs; exponents and radicals; exponential and logarithmic functions; study of trigonometry, including trigonometric functions, graphs of trigonometric functions, triangle solutions and vectors. A graphing calculator is required, model TI-83 or 84 preferred. On demand.

**MTH 111— Technical Mathematics II, Analytic Geometry and Calculus (5,5)**

*Prerequisites:* MTH 106 or MTH 165 and MTH 167 with grades of "C" or above

Theory and development of higher degree equations, determinants, sequences and series; analytic geometry fundamental with applications of coordinate systems; basic statistics; introduction to calculus; emphasis on application to different technologies. A graphing calculator is required. On demand.

**MTH 115— General Education Mathematics (IAI: M1904) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 100 or MTH 097 with a "C" or above or qualifying score on the Placement test, and successful completion of high school geometry or MTH 096

This course, for non-science majors, is designed to provide a strong background and an appreciation for advanced mathematics. Four of the following topics (geometry, counting techniques and probability, graph theory, logic/set theory, mathematics of finance, game theory, linear programming, and statistics) will be studied in depth. Problem solving skills will be developed; a scientific calculator will be required. This course is available online. F, Sp, S

**MTH 126— Fundamentals of Statistics (IAI: M1902) (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 100 or MTH 097 with a grade of "C" or above or qualifying score on the Placement test, and successful completion of high school geometry or MTH 096

An introductory course designed to provide students with an understanding of reasoning involved in a statistician's approach to a wide variety of problems. The student will be given hands-on experience with data collection and analysis. This course is intended as a general education mathematics course, and is not intended for business and mathematics majors. Graphing calculator is required, model TI-83 or 84 preferred. This course is available online. F, Sp, S

**MTH 145— Math Concepts & Structures I (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 100 with a grade of "C" or above or qualifying score on the Placement test, and successful completion of high school geometry or MTH 096

An introductory content-oriented course for elementary school teachers; not a methods course. Topics include problem solving, set theory, numeration systems, number theory, ratio and proportion, integers, rational numbers and the real number system, functions and their graphs. The understanding of algorithms is emphasized. A scientific calculator is required. F, Sp, S

**MTH 146— Math Concepts & Structures II (IAI: M1903) (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisites:* MTH 145 with a grade of "C" or above, and successful completion of high school geometry or MTH 096

A continuation of Math 145. Topics include probability, statistics, informal geometry, measurement, congruency and similarity, Euclidean constructions, and coordinate geometry. A scientific calculator is required. F, Sp, S

**MTH 161— Finite Mathematics (IAI: M1906) (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 165 with a grade of "C" or above, or qualifying score on the Placement test, and successful completion of high school geometry or MTH 096

Designed for students not majoring or minoring in mathematics, this course will present an introduction to mathematical topics with applications to business, economics, social science and biology. Functions and graphs, sets, matrix theory and operations, systems of linear equations and inequalities, linear programming, counting techniques, probability and mathematics of finance will be covered. Markov chains and game theory may be covered, time permitting. A graphing calculator is required, model TI-83 or 84 preferred. Sp, S

**MTH 165— College Algebra (4,4)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Qualifying score on the Placement test or MTH 100 with a grade of "C" or above and successful completion of high school geometry or MTH 096. (Grade of "B" in MTH 100 is recommended.)

This course emphasizes a graphical approach to college algebra. Topics include linear, polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; matrices. Applications and data analysis will be emphasized. Graphing calculator required, TI-83 or 84 preferred. This course is available online. F, Sp, S

**MTH 167— Plane Trigonometry (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisites:* Qualifying score on the Placement test or MTH 165 with a grade of "C" or above or MTH 100 with a grade of "B" and successful completion of high school geometry or MTH 096, and concurrent enrollment in MTH 165

This course is designed to prepare students for work in fields requiring trigonometry. The trigonometric functions are developed both geometrically and analytically. Topics include triangle solutions, vectors, identities, graphing, trigonometric equations, polar coordinates, and complex numbers. Emphasis is placed on applications of the trigonometric function. A graphing calculator is required, TI-83 or 84 preferred. On demand.

**MTH 169— Precalculus (5,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisites:* Qualifying score on the Placement test or MTH 165 with a grade of "C" or above. (Grade of "B" or above in MTH 165 is recommended.)

An intensive course designed to prepare students for calculus. Topics include a review of function theory; trigonometry; conic sections; sequences and series; parametric equations; introduction to limits. Graphing calculator required, TI-83 or 84 preferred. F, Sp, S

**MTH 170— Discrete Mathematics (IAI: CS 915) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 161, 165 or 169 with a grade of "C" or better  
This course is an introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. Topics include sets, counting, recursion, graph theory, trees, nets, Boolean algebra, automata and formal grammars and languages. On demand.

**MTH 180— Calculus for Business and Social Science (IAI: M1 900-B) (4,4)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisites:* MTH 165 with a grade of "C" or above

This course is designed specifically for students in business and the social sciences with emphasis on applications of basic concepts rather than proof. Differentiation and integration of algebraic, exponential and logarithmic functions, curve sketching, partial derivatives, Lagrange multipliers. Graphing calculator is required, TI-83 or 84 preferred. F, Sp, S

**MTH 190— Calculus and Analytic Geometry I (IAI: MTH 901) (IAI: M1 900-1) (5,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Qualifying score on the Placement test, or MTH 169 with a grade of "C" or above required. (Grade of "B" or above in MTH 169 recommended)

Basic terminology, limits, derivatives of algebraic and transcendental functions, antiderivatives, definite integrals, and applications. Graphing calculator required, TI-83 or 84 preferred. F, Sp, S

**MTH 200— Introduction to Linear Algebra (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 190 or MTH 180

Basic concepts of linear algebra and matrix theory. Emphasis on interpretation and development of computational tools. An introduction to abstract mathematical ideas. Topics include systems of linear equations, matrix operations, vectors and vector spaces, linear transformations, determinants and characteristic vectors. Graphing calculator required. On demand.

**MTH 203— Calculus and Analytic Geometry II (IAI: MTH 902) (IAI: M1 900-2) (5,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 190 with a grade of "C" or above

More applications of the definite integral, derivatives and integrals involving exponential, logarithmic and inverse trigonometric functions, techniques of integration, infinite series, and conic sections. Graphing calculator is required, TI-83 or 84 preferred. F, Sp, S

**MTH 204— Calculus and Analytic Geometry III (IAI: MTH 903) (IAI: M1 900-3) (5,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 203 with a grade of "C" or above

Polar coordinates, two and three dimensional vectors, solid analytical geometry, partial differentiation, moments, multiple integration, vector analysis including Green's Theorem and Stoke's Theorem. Graphing calculator is required, TI-83 or 84 preferred. F

**MTH 205— Differential Equations (IAI: MTH 912) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 203 with a grade of "C" or above

Methods for classifying and solving differential equations and systems of differential equations. Applications relevant to physics, engineering and mathematics. This course provides a foundation for further work in mathematics. Graphing calculator required, TI-83 or 84 preferred. Sp

**MTH 211— Introductory Statistics (IAI: BUS 901) (IAI: M1 902) (4,4)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MTH 165 or MTH 161 with grades of "C" or above, or qualifying score on the Placement test

Methods of collection, presentation and interpretation of quantitative general, business and economic data. Other topics include averages, measures of variation, probability, sampling, interval estimation, tests of significance, linear regression and correlation and computer application for the analysis of data. A graphing calculator is required, TI-83 or 84 preferred. Fee. F, Sp, S

## Medical Assistant

**MAS 100— Phlebotomy For Health Care Providers (2,3)**

*Prerequisite:* Current Nursing or Allied Health student

This course is designed to introduce health care providers to blood drawing experiences as well as basic skills to perform routine laboratory screening procedures. This course does not qualify students to take the National Boards/Certification Examinations.

**MAS 101— Pharmacology for Health Care Providers (2,3)**

*Prerequisites:* Admission to the program, BIO 115 or BIO 185/186, MIS 101, MAS 104 and MDR 103

The focus of this course is on pharmacological principles and the disease process. The student will be taught relationships between drugs, drug interaction and drug application for specific diseases.

**MAS 104— Medical Office Foundations (1,1)**

The course explores opportunities available for student's interested medical assistant, medical transcriptionist and coding/billing specialist careers. Included will be an introduction to the basic skills needed to perform these jobs.

**MAS 105— Administrative Medical Assistant I(3,3)**

*Prerequisites:* Admission to the program, BIO 115 or BIO 185/186, MIS 101, MAS 104, MDR 103 and concurrent with MAS 106, MDR 115 and OAT 170

This course introduces the student to the role of the administrative medical assistant. It covers the flow of activities from the time a patient first makes an appointment leading to the time when the patient first arrives for services.

**MAS 106— Clinical Medical Assistant I (3,4)**

*Prerequisites:* Concurrent with MAS 105, MDR 115, OAT 170

This course introduces reviews introductory skills performed by the clinical medical assistant. These skills include: maintaining medical asepsis, obtaining vital signs, measuring hearing and vision acuity, recording electrographs and performing spirometry.

**MAS 107— Administrative Medical Assistant II (3,3)**

*Prerequisites:* MAS 105; concurrent with MAS 101, MAS 108 and PSY 101

This course introduces the medical assistant to coding of patient diagnosis along with office procedures for proper payment/ reimbursement by the insurance company.

**MAS 108— Clinical Medical Assistant II (3,4)**

*Prerequisites:* MAS 106; concurrent with MAS 101, MAS 107 and PSY 101

This course presents an overview of basic medical office laboratory skills. The student will be introduced to blood drawing and routine physician office laboratory screening procedures.

**MAS 111— Medical Assistant Externship (3, 12)**

*Prerequisites:* MAS 107, MAS 108

Students are placed in an ambulatory care setting for practical application of the administrative and clinical skills acquired in the medical assistant program. Students will be under the supervision of the program coordinator and the partnering medical facility for the entire duration of the clinical extern experience. Each student must complete 160 un-paid externship hours, upon completion of externship and successful completion of the MAS student will be eligible to sit for certification through the AAMA or the AMT.

## Medical Records Technology

**MDR 101— Introduction to Medical Records (3,3)**

*Prerequisite:* Admission to the program, MDR 103, BIO 115 or BIO 185/186, MIS 101, concurrent with MDR 106, MDR 115 and MDR 116

This course begins with an orientation to the structure and content of health information. The second unit emphasizes the storage, uses, and reporting of health information. The third unit focuses on reimbursement and legal issues. Unit four introduces supervision and professional development.

**MDR 102— Fundamentals of Medical Terminology (1,1)**

*Prerequisite:* None

This course introduces students to basic concepts, which includes word roots, prefixes, suffixes, compounding elements and compounding elements and combining-form elements. Course introduces fundamental terms and exercises relating to disease states and disorders of the major body systems and moves to specialty area terms. This course is required for students in Allied Health Programs.

**MDR 103— Medical Terminology (3,3)**

*Prerequisite:* RDG 082

This course is for students who intend to apply to the following programs: Medical Assistant, Coding and Billing Specialist, Medical Transcription, Court Reporting, and the Associate in Applied Science with Medical Emphasis. This course introduces prefixes, suffixes, word roots abbreviations, disease, operative and drug terms related to medical science, hospital service, paramedical specialties.

**MDR 105— Introduction to ICD-9-CM Coding (3,3)**

*Prerequisite:* Admission to the program, MDR 103, BIO 115 or BIO 185/186, MIS 101, concurrent with MAS 101, MDR 117 and MDR 210

This course introduces the student to ICD-9-CM, the major coding system for diagnoses used in hospitals, physician offices and other healthcare settings. By practical application of the official coding guidelines, the student will become familiar with ICD-9-CM diagnosis coding for all body systems and conditions.

**MDR 106— Introduction to CPT Coding (3,3)**

*Prerequisite:* Admission to the program, concurrent with MDR 101, MDR 115 and MDR 116

This course introduces the student to CPT, the major coding system for procedures and services performed by physicians. By practice application of official processes and guidelines, the student will become familiar with all areas of CPT coding.

**MDR 107— Intermediate ICD-9-CM & CPT Coding (3,3)**

*Prerequisite:* Admission to the program, MAS 101, MDR 101, MDR 105, MDR 115, MDR 116 and MDR 210, concurrent with MDR 118

This course builds on coding principles using the ICD-9-CM and CPT coding systems. The student will apply coding theory by applying coding guidelines.

**MDR 108— Essentials of Human Diseases (3,3)**

*Prerequisite:* Consent of Program Coordinator

This course will provide the student with an introduction to the description, etiology, signs and symptoms, diagnosis, procedures, treatment, prognosis, and prevention for diseases of the human body.

**MDR 115— Medical Law and Ethics (3,3)**

*Prerequisite:* Admission to the program, MAS 104, concurrent with MDR 101, MDR 106 and MDR 115

This course is designed to be an introduction to the day-to-day legal and ethical considerations arising through work in the medical professions. Discussions will include the legal responsibility, professional liability, civil liability and problems created by advanced life support technology and physician-patient relationships.

**MDR 116— Outpatient Billing & Reimbursement (3,3)**

*Prerequisite:* Admission to the program, BIO 115, concurrent with MDR 101, MDR 106 and MDR 115

This course provides the student with the basics of filing insurance claim forms in an outpatient setting. Students are introduced to processing insurance claims, insurance terminology, reimbursement methodologies and completion/submission of the appropriate billing forms.

**MDR 117— Inpatient Billing & Reimbursement (3,3)**

*Prerequisite:* Admission to the program, MDR 101, concurrent with MAS 101, MDR 105 and MDR 210

This course provides the student with the basics of filing insurance claim forms in an inpatient setting. Students are introduced to billing systems for hospitals, nursing homes, surgical centers, and rehabilitation centers including completion/submission of the appropriate billing forms.

**MDR 118— Clinical Practicum I (3,5)**

*Prerequisite:* Consent of Program Coordinator

This is an advanced course in ICD-9-CM and CPT Coding. The purpose of this course is to sharpen coding theory introduced in introductory and intermediate coding courses and prepares students for certification examinations.

**MDR 210— Medical Support Procedures (3,3)**

*Prerequisite:* Admission to the program, MDR 103, BIO 115 or BIO 185/186, MIS 101, concurrent with MAS 101, MDR 105 and MDR 117

This course is designed to introduce students to the administrative routine of a physician's office. Topics covered will include scheduling appointments, setting up files, preparing insurance forms, maintaining financial records, preparing payroll and handling telephone calls. Students will be introduced to a medical software package.

**Mental Health-See Human Services Associate**

# Music

## **MUS 105— Aural Foundations of Improvisation I (2,3)**

*Prerequisite:* Three years prior musical experience or instructor approval

Development of aural recognition and responses to the fundamental elements of melody and harmony within the be-bop style (ca. 1940). Open to all experienced performers. F, Sp

## **MUS 106— Fundamentals of Music (3,3)**

*Concurrent enrollment in MUS 107 is required*

An introductory music theory course for music and non-music majors. It covers rudiments of music, such as music notation, rhythm, meter, time signature, key signatures, major scales, minor scales, intervals, transposition and chords. Each student has access to an electronic keyboard for direct application of classroom work. F,Sp,S

## **MUS 107— Fundamentals of Ear Training (1,2)**

*Concurrent enrollment in MUS 106 is required*

An introductory aural skills course for music majors to perform four major tasks: (1) singing intervallic exercises, tonal indexing, dyadic exercises and harmonic drills; (2) hearing rhythm, meter, intervals, chords and melody; (3) writing of memorized melodies; and (4) dictating intervals, melody and chords. F,Sp,S

## **MUS 115— Introduction to Music Literature (3,3)**

*Prerequisite:* Music reading capability

A survey of music literature including Western Art Music from the Middle Ages to the present. Emphasis is placed on hearing, following musical scores and becoming acquainted with significant composers and music literature from commonly accepted music period. (This course is intended for music majors). Sp,odd, On demand.

## **MUS 116— Music Theory I (3,3)**

*Prerequisite:* MUS 106 or Pass the Theory Placement Exam.

*Concurrent enrollment in MUS 117 is required*

First music theory course for all music majors in the four-semester sequence. It covers melodic axioms and diatonic harmonic idioms of the common-practice period music, harmonic series, scale patterns, harmonic analysis of tonal music, principles of binary and ternary forms, realization of the Figured Bass numerals and melodic harmonization in piano and homophonic textures. F,Sp, on demand

## **MUS 117— Ear Training and Sight Reading I (1,2)**

*Prerequisite:* MUS 107 and/or permission of instructor.

*Concurrent enrollment in MUS 116 is required*

First aural skills course for all music majors in the four-semester sequence. This course is also known as an applied music theory course, in which students apply what they learn in music theory to ear training and sight singing. It consists of two essential parts:

singing and writing. The first portion contains different kinds of singing exercises that help students improve their proficiency in tonal retention, visual recognition and tonal reference, and vertical perception. The drills include tonicization patterns, intervals, tonal indexing, memorized melodies, dyadic progression and harmonic progression. Techniques of sight-singing will also be taught. The second part addresses on the speedwriting of memorized melodies and the dictation of interval, rhythm, melody and harmony. F,Sp, on demand

## **MUS 118— Italian Diction (1,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Music majors or permission of instructor

Italian diction for singers. An introduction to correct pronunciation of Italian songs and arias with translation only to aid in understanding of the music. On demand.

## **MUS 119— German Diction (1,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Music majors or permission of instructor

German diction for singers. An introduction to correct pronunciation of German songs and arias with translation only to aid in understanding of the music. Fee. On demand.

## **MUS 126— Music Theory II (3,3)**

*Prerequisite:* MUS 116 and/or permission of instructor.

*Concurrent enrollment in MUS 127 is required*

Continuation of MUS 116 with the addition of two types of chromatic harmony: secondary dominant and chords of modal mixture. Analysis of binary and ternary forms will be discussed. Sp, S on demand

## **MUS 127— Ear Training and Sight Reading II (1,2)**

*Prerequisite:* MUS 117 and/or permission of instructor.

*Concurrent enrollment in MUS 126 is required*

Continuation of MUS 117 with the addition of singing, writing and dictation in secondary dominant and chords of modal mixture. Sp, on demand

## **MUS 131-145— Private Applied Music (2,4)**

**Some sections are intended as college transfer courses; consult the Transfer Center for more details.**

*Prerequisite:* Music majors and/or permission of instructor

Major instrument or voice: Piano, 131; Voice, 133; Brass, 135; Woodwinds, 137; Strings, 139; Percussion, 141; Organ, 143; and Classical guitar, 145. May be repeated once for credit; 15 one-hour lessons per semester; minimum of two hours practice per day. F, Sp

## **MUS 146— Private Beginning Composition (2,4)**

*Prerequisite:* MUS 116, MUS 117, and/or permission of instructor

Music composition in its beginning stages. Areas of concentration include organization of pitch, rhythm, and harmony from phrase to section to short form construction in tonal music; analysis of the common-practice period composers' repertoire; instruction in

range, characteristics, and idiom of instruments and voice; and writing of small musical forms for simple media. 15 one hour lessons per semester. F, Sp

**MUS 151-165— Private Applied Music (1, 2)**  
Some sections are intended as college transfer courses; consult the Transfer Center for more details.

*Prerequisite:* Ability to read music notation or consent of instructor

Minor instrument or voice. Piano, 151; Voice, 153; Brass, 155; Woodwinds, 157; Strings, 159; Percussion, 161; Organ, 163; and Classical Guitar, 165. May be repeated once for credit; 15 half-hour lessons per semester with a minimum of one hour practice per day. F, Sp, S

**MUS 169— Class Instruction Piano I (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

Beginning piano in electronic keyboard studio. Elective course designed for non-music majors. F, Sp, S.

**MUS 170— Class Instruction Piano II (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MUS 169 or consent of instructor

Continuation of MUS 169 with further development of pianistic skills for non-music majors. (Pass/fail option) Fee. F, Sp, S.

**MUS 171— Keyboard Harmony I (1, 2)**  
*Prerequisite:* MUS 169 and/or permission of instructor. Concurrent enrollment in MUS 116 and 117 is required

First keyboard harmony course for all music majors in the four-semester sequence. It covers primary harmonic progression patterns, accompaniment patterns, transposition in diatonic keys, figured-bass realization exercises and melody harmonization exercises. F, Sp, S on demand

**MUS 172— Keyboard Harmony II (1, 2)**  
*Prerequisite:* MUS 171 and/or permission of instructor. Concurrent enrollment in MUS 126 and 127 is required

Continuation of MUS 171 with the addition of playing secondary harmonic progression patterns and transposition in chromatic keys. F, Sp, S on demand

**MUS 173— Class Instruction, Voice (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

An introductory class in voice training geared to the student who does not want to take private lessons. Breathing, sound production, diction, posture, learning of songs and other basic techniques are covered in class. F, Sp

**MUS 174— Class Instruction, Voice (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MUS 173 or consent of instructor

Continuation of MUS 173— with emphasis on vocal literature. Sp, On demand.

**MUS 175— Class Instruction, Brass (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

An introduction and subsequent advancement in playing cornet, trumpet, flugel horn and French horn. Learn correct embouchure and finger technique and reading in treble and bass clefs. On demand.

**MUS 176— Class Instruction, Brass (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

An introduction and subsequent advancement on low brass instruments, i.e., trombone, baritone and tuba. Correct embouchure, finger technique and slide technique, coupled with learning to read bass clef music. On demand.

**MUS 177— Class Instruction, Woodwinds (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

Class instruction in beginning clarinet, saxophone and flute with an emphasis on materials and unique problems in teaching beginning students to play these instruments. On demand.

**MUS 178— Class Instruction, Woodwinds (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* MUS 177 or permission of instructor

Continuation of MUS 177. Class instruction on the double reeds with attention to problems in teaching beginning oboe and bassoon including the study of various methods, materials and reed adjusting. On demand.

**MUS 179— Class Instruction, Strings (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

Violin and viola playing and teaching for instrument and music education majors. On demand.

**MUS 180— Class Instruction, Strings (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

Cello and bass playing and teaching for instrument and music education majors. On demand.

**MUS 181— Class Instruction, Percussion (1, 2)**  
A college transfer course; consult the Transfer Center for more details.

Techniques and performance on percussion instruments. On demand.

**MUS 183— Jazz Combo (1, 2)**  
A college transfer course; consult the transfer center for details.

*Prerequisite:* Audition, invitation or consent of instructor

Open to experienced community and student jazz performers. Repertoire will be drawn from traditional and contemporary composers from the beginning of the twentieth century to present. On demand.

**MUS 184— Brass Ensemble (1,2)**

**A college transfer course; consult the transfer center for details.**

*Prerequisite:* Audition, invitation or consent of instructor

Open to experienced community and student Brass players. Repertoire will be drawn from traditional and contemporary composers written and/or arranged for brass ensemble. On demand.

**MUS 185— Percussion Ensemble (1,2)**

**A college transfer course; consult the transfer center for details.**

*Prerequisite:* Audition, invitation or consent of instructor

Open to experienced community and student Percussion players. Repertoire will be drawn from traditional and contemporary composers written and/or arranged for percussion ensemble. On demand.

**MUS 186— Woodwind Ensemble (1,2)**

**A college transfer course; consult the transfer center for details.**

*Prerequisite:* Audition, invitation or consent of instructor

Open to experienced community and student Woodwind players. Repertoire will be drawn from traditional and contemporary composers written and/or arranged for woodwind ensemble. On demand.

**MUS 216— Music Theory III (3,3)**

*Prerequisite:* MUS 126 and/or permission of instructor. Concurrent enrollment in MUS 217 is required

Continuation of MUS 126 with the addition of three types of chromatic harmony: augmented sixth chords, Neapolitan sixth chords, and non-dominant fully-diminished seventh chords. Tertian chords of ninth, eleventh, and thirteenth; altered dominants; and chromatic mediant will also be taught. The principles of the fugue, variation techniques, sonata and rondo forms will be presented. F, on demand

**MUS 217— Ear Training and Sight Reading III (1, 2)**

*Prerequisite:* MUS 127 and/or permission of instructor. Concurrent enrollment in MUS 216 is required

Continuation of MUS 127 with the addition of singing, writing, and dictation in all types of chromatic harmony. F, on demand

**MUS 218— English Diction (1,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Music majors or permission of instructor

English diction for singers. An introduction to correct pronunciation of English songs and arias. On demand.

**MUS 219— French Diction (1,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Music majors or consent of instructor

This course is designed to aid voice majors in the pronunciation of French songs. Emphasis is on diction only. Grammar is not taken up at all. The International Phonetic Alphabet is introduced to assist in the recognition of sounds. Besides being a diction class,

a considerable amount of songs are learned with the help of recordings, thus acquainting the students with more French song repertoire. On demand.

**MUS 225— Introduction to Music Technology (3,3)**

*Prerequisite:* MUS 106 or equivalent music reading skill

An introduction to the world of electronic music, with an emphasis on digital synthesis, microcomputer applications, and the MIDI (musical instrument digital interface) standard. Students will study the principles of sound synthesis, learn to operate standard components of a MIDI studio and use computer software to record and play MIDI sequences. Students will be expected to schedule two hours per week in the Music Technology Studio. ) F, Sp, S, on demand

**MUS 226— Music Theory IV (3,3)**

*Prerequisite:* MUS 216 and/or permission of instructor. Concurrent enrollment in MUS 227 is required

Continuation of MUS 216. The course covers harmonic materials in post-tonal music, musical styles of post-Romantic and Impressionistic music, set theory, twelve-tone techniques and other twentieth-century compositional techniques. Sp, on demand

**MUS 227— Ear Training and Sight Reading IV (1,2)**

*Prerequisite:* MUS 217 and/or permission of instructor. Concurrent enrollment in MUS 226 is required

Continuation of MUS 217 with an emphasis on singing, writing and dictation in post-tonal and atonal melodic and harmonic material. Sp, on demand

**MUS 228 – Music Technology II (3,3)**

*Prerequisite:* MUS 225 or consent of instructor

A continuation of MUS 225 Introduction to Music Technology, with an emphasis on digital music publishing techniques. Students will expand their study of the principles of sound syntheses, manage standard components of a MIDI studio, and use computer software in composition. Students will be expected to schedule two hours per week in the Music Technology Studio. F, Sp, S, on demand

**MUS 231-245— Advanced Applied Music (2,4)**

**Some sections are intended as college transfer courses; consult the Transfer Center for more details.**

*Prerequisite:* MUS 131-145

Major instrumental or voice. Continuation of MUS 131-145 at sophomore level. 15 one-hour lessons per semester; minimum of two hours practice per day. Piano, 231; Voice, 233; Brass, 235; Woodwinds, 237; Strings, 239; Percussion, 241; Organ 243; Classical Guitar, 245. May be repeated once for credit. F, Sp

**MUS 246— Private Intermediate Composition (2,4)**

*Prerequisite:* MUS 146, and/or permission of instructor

Continuation of MUS 146. Composition at the secondary stages. Areas of concentration include organization of pitch, rhythm, and harmony from phrase to section to short form construction in post-tonal and atonal music; analysis of the late Romantic

and twentieth-century composers' repertoire; instruction in range, characteristics, and idiom of instruments and voice; and writing of short musical forms for simple media. 15 one-hour lessons per semester. F, Sp

**MUS 251-265— Advanced Applied Music (1,2)**  
Some sections are intended as college transfer courses; consult the Transfer Center for more details.

*Prerequisite:* MUS 151-165

Minor instrument or voice. Continuation of MUS 151-165 at sophomore level. One half-hour lesson per week. Piano, 251; Voice, 253; Brass, 255; Woodwinds, 257; Strings, 259; Percussion, 261; Organ, 263; and Classical Guitar, 265. May be repeated once for credit. Fifteen half-hour lessons per semester. F, Sp, S

**MUS 271— Keyboard Harmony III (1,2)**

*Prerequisite:* MUS 172 and/or permission of instructor.  
*Concurrent enrollment in MUS 216 and 217 is required*

Continuation of MUS 172 with the addition of playing secondary dominant and chords of modal mixture. F, Sp, S on demand

**MUS 272— Keyboard Harmony IV (1,2)**

*Prerequisite:* MUS 271 and/or permission of instructor.  
*Concurrent enrollment in MUS 226 and 227 is required*

Continuation of MUS 271 with the addition of playing Augmented Sixth Chords and Neapolitan Sixth chord. F, Sp, S on demand

## Music Performance Organizations

**MUS 187— South Suburban College Voices (1,3)**

A college transfer course; consult the transfer center for details.

*Prerequisite:* Audition, invitation or consent of instructor

Open to experienced community and student vocalists. Performance of a broad spectrum of vocal music with emphasis on vocal jazz. F, Sp

**MUS 189— Madrigal Singers (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Audition required

A select ensemble of singers specializing in Medieval, Renaissance and Baroque music and music for chamber ensemble from other eras. May be repeated three times for credit. On demand.

**MUS 190— South Suburban Chorale (1,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Consent of instructor

Open to experienced community and student vocalists. Performance of major works of the choral repertoire, especially those involving instrumental accompaniment, two concerts per semester. F, Sp

**MUS 191— Opera Workshop (2,4)**

A college transfer course; consult the Transfer Center for more details.

Open to voice students with a minimum of one year of voice study on the collegiate level. Students will become acquainted with all phases of opera production, with emphasis on chamber opera work and excerpts from larger works. May be repeated once for credit. On demand.

**MUS 195— Symphonic Band (1,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Invitation, Audition, or consent of instructor

Open to experienced community and student instrumentalists. Repertoire drawn from standard and contemporary compositions utilizing full instrumentation. May be repeated three times for credit. Two concerts per semester. F, Sp

**MUS 197— Jazz Band (1,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Invitation, Audition or consent of instructor

Jazz, popular, and jazz-rock music utilizing commercial arrangements and those of director and students. May be repeated three times for credit. Open to experienced community and student instrumentalists. Two concerts per semester. F, Sp

**MUS 198— Orchestra (1,2)**

A college transfer course; consult the transfer center for details.

*Prerequisite:* Audition, invitation or consent of instructor

Open to experienced community and student string performers. Repertoire will be drawn from traditional and contemporary composers. On demand.

**MUS 199— Chamber Ensemble (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Consultation with director

Literature for string, wind, percussion, brass and classical guitar. May be repeated once for credit. On demand.

## Nanoscience

**NAN 120— Fundamentals of Nanoscience I (4,6)**

*Prerequisites:* ENG 101, BIO 105, MTH 165

This course will study the field of nanotechnology, the capability to observe and manipulate systems at the molecular or atomic scale that is affecting all traditional sciences. The course will provide an introduction to the history, tools, materials, current and emerging applications of nanotechnology.

**NAN 130— Fundamentals of Nanoscience II (4,6)***Prerequisites: Approval by the Coordinator*

This course will study the field of nanotechnology related to the fields of chemistry and physics. The course will emphasize the impact of new developments in nanotechnology. Atomic structure, bonding, photonics, quantum effects, and wave/particle structure will be discussed with a focus on nanotechnology. Feasibility of implementation will be covered, as well as the development of a nanoscale understanding of properties such as color, magnetism, electrical forces, strength and rigidity.

**NAN 220— Nanoelectronics (4,6)***Prerequisites: Approval by the Coordinator*

This course will cover the state of the art processes currently used for the fabrication of microelectronic and nanoelectronic devices. Students will learn to qualify and use semiconductor process equipment, inspect devices and perform electrical measurements on semiconductor devices. Considerations such as cost, manufacturing methodology, and societal impacts will be covered. Approaches for the development of quantum computers, holographic memories, and biological systems will be discussed.

**NAN 230— Nanobiotechnology (4,6)***Prerequisites: Approval by the Coordinator*

Studies the use of nanotechnology as it applies to biological and agricultural applications. Includes detecting and identifying DNA and proteins; drug delivery and medical imaging; mimicking biological systems to develop catalysts; nanoscale movement and information systems; and nanotechnology for agricultural applications such as ethanol production, sorbitol-based fuel cells, genetics, and uses of cellulose.

**NAN 240— Nanomaterials (4,6)***Prerequisites: Approval by the Coordinator*

Discusses the opportunity and challenge of nanomaterial-based products from pharmaceutical coatings to smog-reducing paints to individual crystal structure determination. Includes manufacturing processes along with reliability and quality control aspects.

**NAN 250— Nanomanufacturing (4,6)***Prerequisites: Approval by the Coordinator*

Presents an overview of quality methods as they relate to nanotechnology. Emphasizes statistical process control (SPC), design of experiments (DOE), gage repeatability and reliability (R & R), statistical significance, correlation, team-based problem solving, failure mode analysis, theory of inventive thinking (TRIZ), graphical statistical analysis, analysis of variance (ANOVA), and an introduction to ISO certification.

**NAN 260— Nano Techniques (3,6)***Prerequisites: Approval by the Coordinator*

Provides experimental exploration of an authentic scientific research topic under the supervision of a faculty member. This laboratory course is designed to teach the principles and practice of modern experimental nanotechnology.

**NAN 299— Nano Internship (2,4)***Prerequisites: Approval by the Coordinator*

Applies and expands nanoscience skills and knowledge in a research or industrial setting. This will provide students with authentic experiences using nanoscience instrumentation. Students must complete a minimum of 225 contact hours and submit a final report to earn credit hours.

## **Nursing-Associate Degree (RN) Pre 2013**

**These classes are only available to students admitted to the Nursing Program prior to Fall 2013.**

**ADN 206— Professional Development II (1, 1.5)***Prerequisites: NUR 106, ADN 212, 214, concurrent with ADN 216 & 217*

This course will examine issues of contemporary nursing practice. Professional nursing roles, professional organizations and the health care delivery system will be analyzed. Opportunities will be provided to assess self-awareness, spirituality in the context of professional nursing practice. Students will be provided with resources to support transition from the educational environment to the healthcare environment as a professional RN. **Fall 2013 is the last semester that this course is offered.**

**ADN 216— Essentials of Nursing IV (3,6)***Prerequisites: ADN 212, 214. If not previously taken, Group II Humanities, and SPE 108 must be taken concurrently.*

This 6 week course utilizes the nursing process to determine applicable nursing diagnoses for clients with complex physiological health problems utilizing Gordon's health patterns. This course includes a clinical component. **Fall 2013 is the last semester that this course is offered.** Fee: F

**ADN 217— Essentials of Nursing V (3,6)***Prerequisites: ADN 212, 214. If not previously taken, Group II Humanities, and SPE 108 must be taken concurrently.*

This 6-week course utilizes the nursing process to determine applicable nursing diagnoses for clients with actual and/or potential psychosocial health problems utilizing Gordon's health patterns. This course includes a clinical component. **Fall 2013 is the last semester that this course is offered.** Fee: F

**ADN 218— Role Synthesis (2,29)***Prerequisites:* ADN 216, ADN 217

This 4-week hybrid course focuses on the use of the nursing process, leadership and critical thinking skills in managing the care of clients in a clinically intense practicum. Introduction to NCLEX-RN and NCLEX Test Plan is also included. Clinical experiences emphasize responsibilities of setting priorities, delegating and evaluating clinical performance in collaboration with an assigned preceptor and faculty member. Clinical meets 3 days per week, 8 hours per day for 2 weeks. Successful completion of a comprehensive exit examination is a course requirement. This course is now offered online in addition to the traditional classroom. This course includes a clinical component. Prior to graduation all Associate Degree Nursing students will be required to take a standardized exit test and pass with a score of 800 or better. (Standardized test passing scores are subject to change.) The exit exam is taken during the terminal course, ADN 218. Students who do not achieve a score of 800 will receive an incomplete "I" for this terminal class. The college policy for incomplete "I" grades will be adhered to. **Fall 2013 is the last semester that this course is offered.** Fee. F

## Nursing-Associate Degree (RN)

**New Curriculum for students starting in Fall 2013.**

**ADN 150— Concepts of Professional Nursing(9,12)**

*Prerequisites:* ENG 101, BIO 185, PSY 101, MTH097 or equivalent, MDR 103 and admission to the program. BIO 186 & PSY 211 concurrent

Concepts of Professional Nursing is a course that introduces fundamental nursing concepts, including patient assessment, necessary for safe, quality, patient-centered nursing care across the lifespan with a focus on diverse patients with uncomplicated healthcare conditions. Includes integrating legal and ethical responsibilities of the nurse. Introduces caring, quality improvement, and communication used when interacting with patients and members of the interprofessional team, and relates clinical reasoning/nursing judgment, the nursing process, and evidence-based practice. Includes fundamental principles of pharmacology and basic dosage calculations. Application of knowledge and skills occurs in the nursing skills laboratory, and/or simulation, and a variety of healthcare settings. Fee. F

**ADN 152— Adult Health Nursing I (9,13)***Prerequisites:* ADN 150, BIO 224

Adult Health Nursing I builds on Concepts of Professional Nursing, provides for the acquisition and application of basic medical/surgical nursing theory applied to adult patients, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to diverse adult patients of all ages experiencing uncomplicated acute and chronic conditions requiring medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations used in the care of adult patients. Application of knowledge and skills occurs in the nursing laboratory and/or simulation, and a variety of healthcare settings. Fee. S

**ADN 252— Adult Health Nursing II (5,9)***Prerequisites:* ADN 152, BIO 224. SOC 101 concurrent

Adult Health Nursing II builds on Adult Health Nursing I, focusing on concepts of nursing applied to the care of patients experiencing complicated chronic and acute health conditions, incorporating communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations used in the care of adult patients. Application of knowledge and skills occurs in the nursing skills laboratory and/or simulation, and a variety of healthcare settings. Fee .F

**ADN 254— Childbearing Family and Children (5,9)***Prerequisites:* ADN 152, BIO 224. SOC 101 concurrent

Childbearing Family and Children applies nursing theory to the care of the childbearing family and children. This is a course that incorporates communication, collaboration, caring, and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care to women, the newborn, the family, and children. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations applicable to the maternity patient, newborns, and children. Application of knowledge and skills occurs in the nursing laboratory and/or simulation, and a variety of healthcare settings. Fee. F

**ADN 256— Adult Health Nursing III (3,6)**

*Prerequisites:* ADN 252, AND 245, SOC 101. *SPE 108, Group II Humanities elective concurrent*

Adult Health Nursing III course builds on the previous Adult Health I and II courses, focuses on concepts of medical/surgical nursing theory applied to the care of adult patients experiencing complex acute and chronic health conditions, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care. This course integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Principles of pharmacology and dosage calculations applicable to the adult patient with complex healthcare issues are also presented. Application of knowledge and skills occurs in the nursing skills laboratory, and/or simulation, and a variety of healthcare settings. Fee: \$

**ADN 257— Behavioral Health Nursing (3,6)**

*Prerequisites:* ADN 252, AND 245, SOC 101. *SPE 108, Group II Humanities elective concurrent*

Behavioral Health Nursing provides for the acquisition and application of psychiatric and mental health nursing theory, incorporating communication, collaboration, caring and clinical reasoning/nursing judgment necessary for safe, patient-centered nursing care. Integrates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Includes principles of pharmacology and dosage calculations applicable to patients requiring psychiatric/mental health interventions. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of healthcare settings. Fee: \$

**ADN 258— Transition into Practice (2,2)**

*Prerequisites:* ADN 252, AND 245, SOC 101. *SPE 108, Group II Humanities elective concurrent*

Transition Into Nursing Practice course provides an advanced comprehensive synthesis of all concepts, content, and nursing skills taught throughout the program, evaluating complex patient situations and nursing care. The course evaluates concepts related to the nursing student transitioning into professional practice and role related expectations within the contemporary healthcare environment. This course also enables the individual student to recognize areas that need enhancement prior to entering professional practice. Includes a review for the NCLEX-RN® and strategies for success. Prior to graduation all Associate Degree Nursing students will be required to take a standardized exit test and pass with a score of 850 or better. (Standardized test passing scores are subject to change.) The exit exam is taken during the terminal course, ADN 258. Students who do not achieve a score of 850 will receive an incomplete "I" for this terminal class. The college policy for incomplete "I" grades will be adhered to. This testing process is subject to change. Fee: \$

## Nutrition

**NTR 100— Basic Nutrition (2,2)**

Nutritional needs of normal individuals of all ages.

## Occupational Therapy Assistant

**OTA 101— Introduction to Occupational Therapy (3,3)**

**Open enrollment; program admission not required.**

*Prerequisites:* ENG 101

Overview of the profession of occupational therapy with an emphasis on its history, philosophy, and the nature of occupation. Explore the role of occupational therapy practitioners in various practice settings.

**OTA 102— Fundamentals of Occupational Therapy (4,6)**

*Prerequisite:* Approval of coordinator

The study of occupational performance/roles and its affect on individuals who have had a physical disability. Lab experiences include training in adaptive activities of daily living, evaluation and mechanics of the wheelchair, accessibility issues and mobility. Fee.

**OTA 103— Practice Skills and Techniques I (4,6)**

*Prerequisite:* Approval of coordinator

The role of the COTA in the application of various assessments utilized during the occupational therapy process. Emphasis on treatment methods and techniques used in occupational therapy intervention for problems identified from the assessment data, medical chart and interview. These methods and techniques will be discussed and demonstrated. Fee.

**OTA 104— Occupational Therapy Fieldwork I (2,9)**

*Prerequisite:* Approval of coordinator

This Level I experience introduces the student to health care and community service agencies. Includes placement in various practice settings for orientation and observation of the occupational therapy process and the role of the OTA. Emphasis is based on adult physical dysfunction. Fee.

**OTA 105— Occupational Therapy Interactions (2,2)**

*Prerequisite:* Approval of coordinator

Principles of human interactions and problem solving techniques for developing therapeutic relationships are introduced in this course. Concept such as therapeutic use of self, stress management techniques and communication/rapport are discussed and practiced.

**OTA 108— Foundations of Occupational Therapy (2,2)**

*Prerequisite:* Approval of coordinator

This course is the first course of the OTA program and is an overview of philosophies of occupational therapy, and the occupational therapy framework. The course serves as a foundation for clinical practice in the areas of analysis of activity, occupational performance and philosophy, motor learning and the group process.

**OTA 201— Principles of Psychosocial Dysfunction (3,5)***Prerequisite: Approval of coordinator*

Theory and techniques of occupational therapy with individuals who have been diagnosed with a mental illness. Occupational Therapy techniques such as the therapeutic use of self, group process and purposeful activities are emphasized. Experiences with group development and implementation will be stressed in the course, on fieldwork and in the community. Fee.

**OTA 202— Principles of Physical Dysfunction (4,6)***Prerequisite: Approval of coordinator*

Theory and techniques of occupational therapy with individuals who have had a medical, neurological, or orthopedic condition. Emphasis will be placed on occupational therapy intervention, activities of daily living, and adaptation of tasks for the conditions listed above. Fee.

**OTA 203— Principles of Developmental Dysfunction (4,6)***Prerequisite: Approval of coordinator*

Theory and techniques of occupational therapy in medical, neurological and orthopedic conditions affecting children, with emphasis on normal development, family roles, activities of daily living, and adaptation. Emphasis will be placed on occupational therapy intervention for the conditions listed above. Fee.

**OTA 204— Occupational Therapy Fieldwork II (2,8)***Prerequisite: Approval of coordinator*

This Level I fieldwork experience introduces the student to health care and community service agencies. Includes placement in various practice settings for orientation and observation of the occupational therapy process and the role of the OTA. Emphasis is based on developmental dysfunction and mental illness.

**OTA 205— Professional Issues in Occupational Therapy (2,2)***Prerequisite: Approval of coordinator*

Professional issues related to occupational therapy including: documentation, reimbursement, management skills, quality assurance, supervision issues, occupational therapy ethics and the credentialing process are addressed in this course.

**OTA 210— Practice Skills and Techniques II (3,5)***Prerequisite: Approval of coordinator*

An introduction to therapeutic activities, with concentration on the ability to analyze activities, the group process and methods of instruction/teaching. Emphasis will be on the occupational therapy group process and the student's ability to identify the purpose of therapeutic activities in occupational therapy intervention. Fee.

**OTA 212— Occupational Therapy Internship I (5,16)***Prerequisite: Successful completion of academic prerequisites and approval of coordinator*

Internship experience in a health care setting under direct supervision. Internship is application of knowledge acquired and skills learned in Prerequisite courses. Level II Internship must be completed within 18 months following completion of academic preparation.

**OTA 213— Occupational Therapy Internship II (5,16)***Prerequisite: Successful completion of academic prerequisites and approval of coordinator*

Internship experience in a health agency under supervision. Internship is application of knowledge acquired and skills learned in Prerequisite courses. Level II Internship must be completed within 18 months following completion of academic preparation. Malpractice insurance.

## Office Administration & Technology

Unless otherwise indicated, all OAT courses are offered during fall and spring semesters. Students registering for online courses need to have the appropriate software, hardware, an Internet connection and know how to email with attachments, download files and unzip them.

**OAT 100— Basic Keyboarding Skills (1,5,2)**

Development of basic touch keyboarding skills for persons who will be using computer terminals for processing information. Fee. F, Sp, S on campus F, Sp, S online

**OAT 101— Document Formatting I (3,4)**

Using the computer, the student with previous keyboarding/typing instruction will, by touch, review the numbers and symbols and will drill to improve speed and accuracy. Language arts skills, centering, business correspondence, reports, and tables will be introduced. Fee. F Online

**OAT 104— Keyboard Skill Building (3,4)***Prerequisite: ability to type by touch, cannot be taken concurrently with 106*

This course will help to improve accuracy and increase speed at the computer keyboard using a diagnostic approach of error analysis. Corrective methods will be used based on individual's particular keyboarding needs. Ability to keyboard by touch is necessary prior to enrolling in this course. Online Students must have their own access to the appropriate hardware including a printer. Fee. F, Sp on campus. F, Sp online.

**OAT 106— Keyboard Refresher (1,5,2)**

*Prerequisite: Ability to type by touch cannot be taken concurrently with 104*

This course will continue to improve accuracy and increase speed at the computer keyboard using a diagnostic approach of error-analysis. Corrective methods will be used based on individual's particular keyboarding needs. Online students must have their own access to the appropriate hardware including a printer. Fee. F, Sp on campus. F, Sp, S online

**OAT 114— Continuous Voice Input [Dragon Naturally Speaking] (1,1,5)**

Students will learn to use continuous voice recognition software as an input device by setting up a user file, configuring a microphone, saving the settings, and dictating commands and data. Fee. F

**OAT 115— Outlook (1,1,5)**

Students will learn to use a desktop information management application, Outlook, to manage and integrate Outlook components and integrate Outlook with other Office applications. Fee. F

**OAT 128— Word 2013 (3,4)**

*Prerequisite: MIS 101, MIS 110 and OAT 101 recommended*

**\*Excellent preparation for the MCAS EXAM.**

This course is designed to provide students with instruction in the beginning and advanced functions of Microsoft Word including creating, editing, storing, enhancing, merging and printing documents as well as creating headers, footers, footnotes, endnotes, tables, charts, macros and adding images. Working with styles, creating fill-in forms, and sorting is also covered. Previous keyboard experience necessary. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel. Fee. F, Sp, S on campus. F, Sp, S online.

**OAT 132— Access 2013 (3,4)**

*Prerequisite: MIS 101, MIS 110 recommended*

**\*Excellent preparation for the MCAS EXAM.**

This microcomputer application course introduces the following database functions: create, edit, sort, index, and print a data file or table; develop queries to extract information from the file, design and generate reports including derived columns and calculations, design graphs using Graph Wizard; link files by relating one file to another; and write macros. Previous keyboard/typing instruction is necessary to create business letters, business reports, memorandums, tables, etc. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel. Fee. F on campus. Sp online

**OAT 133— Adobe Acrobat (1,1,5)**

*Prerequisite: MIS 101*

This course will teach students how to use Adobe Acrobat 8.0 Professional to create and modify PDF documents, create bookmarks and links, apply document security and digital signatures, initiate and manage reviews, create interactive PDF forms, and prepare PDF documents for professional print production. Fee. Sp

**OAT 143— Excel 2013 (3,4)**

*Prerequisite: MIS 101, MIS 110 recommended*

**\*Excellent preparation for the MCAS EXAM.**

This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft Excel, including the design and development of spreadsheets, creating charts, creating macros, working with lists, data tables, and scenarios, integrating with other Windows programs and the World Wide Web, and importing data into Excel. Ability to keyboard will be necessary to input text and numeric data. A knowledge of basics in accounting and/or business, though not required, would be helpful. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, Access and Excel. Fee. Sp on campus. F, Sp, S online.

**OAT 155— PowerPoint 2013 (3,4)**

*Prerequisite: MIS 101, MIS 110 recommended*

**\*Excellent preparation for the MCAS EXAM.**

This course is designed to provide students with instruction in the basic as well as advanced features of Microsoft PowerPoint, producing a quality, professional slide presentation to be used as overhead transparencies, an electronic presentation using a projection device attached to a personal computer, 35 mm slides, or run as a virtual presentation on the Internet. Students will learn to design presentations enhanced with graphics and sound as well as video clips. Keyboarding ability is necessary for entering text. Online students must have an Internet connection, be familiar with downloading and uploading files, and have access to current version of Microsoft Office, including Word, PowerPoint and Excel. Fee. F on campus. F, Sp online.

**OAT 170— Business English (3,4)**

*Prerequisite: English 098 or exempt by Placement test*

This course covers English fundamentals, sentence structure, punctuation, business vocabulary and spelling. Online students must have access to an Internet connection. Fee. F, Sp on campus. F, Sp, S online.

**OAT 172— Business Communication (3,4)**

*Prerequisite: ENG 098 or exempt by Placement test; OAT 170 recommended*

Effective communication is studied with an emphasis on using written communication in a business environment. Activities include memos, letters, reports, resumes, and electronic mail. Proper spelling,

punctuation, document formatting, and grammar are stressed. Online student must have access to an Internet connection and Word 2010 or higher. Fee. F, Sp on campus. F, Sp, online.

### **OAT 173— Internet Applications (3,4)**

This comprehensive course teaches the Internet Explorer browser and how to find information on the Internet using hyperlinks, search engines, email, FTP, listservers, chat, and conferencing. Students will also learn how to create web pages using Composer and HTML. Fee. Sp

### **OAT 177— Dreamweaver (3,4)**

*Prerequisite: MIS 110 recommended*

This course is designed to present more sophisticated tools to enhance web pages. Students will create web pages that incorporate forms, tables, frames, image maps, original animated graphics, and style sheets. Fee. Sp on campus.

### **OAT 201— Administrative Support Procedures(3,3)**

*Prerequisites: OAT 128 and OAT 202 recommended*

This course provides development of knowledge and skills that will be demanded on the job as well as communication and human relations skills necessary for a changing work environment. Concepts covered will include how to succeed in a diverse office environment, process technological information, communicate effectively, manage information, make travel and conference arrangements, begin and move ahead in a career as an administrative assistant. Students are provided an opportunity to apply what they have learned through the use of hands-on and records management simulations. Fee. Sp

### **OAT 202— Document Formatting II (3,4)**

*Prerequisites: OAT 128 with a minimum grade of "C"*

Students use the microcomputer and current word processing software to further develop keyboarding skills. This course also emphasizes the production of a wide range of typical business correspondence, tables, reports and forms from non-arranged and rough-draft sources based on current office practices. Online students must have their own access to an Internet connection, access to the appropriate hardware and software including Word 2013. Lab fee. Sp Online

### **OAT 231— Administrative Support Internship (3, arranged)**

*Prerequisites: 2.0 Grade Point Average and consent of instructor*

This course provides students an opportunity to receive college credit by being employed in an administrative support position. Students are expected to login once a week to participate in online learning activities. F, Sp online.

### **OAT 232— Administrative Support Internship (3, arranged)**

*Prerequisites: OAT 231, 2.0 Grade Point Average and consent of instructor*

This course provides students an opportunity to receive college credit by being employed at a business establishment. One-hour specialized seminars are held once a week to provide students with needed information to help prepare them for a successful career in the work environment. F, Sp online.

### **OAT 296— Special Topics in Office Administration & Technology (Variable,1-8)**

This course addresses the rapid changes in the Office Administration and Technology (OAT) field by presenting leading edge subjects. The subject matter or topics will vary depending on changes in the industry. Fee.

**For Additional Computer Courses - See Computer Information Sciences**

## **Overview For College Success**

### **OCS 121— Overview for College Success (1,1)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: Testing and orientation*

This course covers the skills for college success and includes extensive help in course planning. The student's master academic plan will be completed as a requirement. The course may be used for elective credit and is a requirement for full-time transfer students. Fee.

## **Paralegal**

### **PLA 101— Fundamentals of Paralegalism (3,3)**

This course is designed to give students a basic understanding of the various functions of the legal assistant in the American legal system and to build a foundation of basic knowledge and skill development which is necessary for someone seeking a career in the paralegal/legal assistant field. F, Sp S on campus, F, Sp S online.

### **PLA 103— Law Office Technology (3,3)**

*Prerequisite: PLA 101*

This course focuses on technology in the law setting. Emphasis will be placed on completion of assignments demonstrating proficiency in various applications used in a law office as well as demonstrating proficiency with the issues created by technology in the law office. This course is designed to give the student both substantive and practical knowledge of law office technology and the issues that such technology creates. Consequently the assessment of the student will be based on 50% practical application and 50% theoretical knowledge.

**PLA 201— Evidence and Investigation (3,3)***Prerequisite: PLA 101*

The course deals with discovery and preparation for trial. It includes the use of private investigators, techniques of preserving evidence, legal discovery tools and evidentiary rules governing discovery. This course is designed to give the student both theoretical and practical knowledge in the field of Evidence and Investigation. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F, Sp S on campus, F, Sp, S online.

**PLA 202— Litigation (3,3)***Prerequisites: PLA 101 and BLW 201 or instructor consent*

This course offers instruction on civil and criminal litigation procedures commencing from the initial client interview to and including the trial. Emphasis will be placed on procedures authorized under the provisions of the code of civil procedure. Special emphasis will be placed on the content and preparation of documents used in civil and criminal law suits. This course is designed to give the student both theoretical and practical knowledge in the field of Litigation. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F, Sp

**PLA 203— Legal Research and Writing I (3,3)***Prerequisites: ENG 101, BLW 201, and PLA 101, admission to the program*

Practical training in the process of legal writing, research and analysis in two semesters. Hands-on approach to fact gathering, including interviewing; organization and interpretation; identifying basic legal theories and issues; briefing reported decisions; conducting traditional law library research; introduction to conducting electronic legal research; legal analysis and communicating applicable law via routine internal memorandum of law and opinion letters; and drafting routine legal correspondence, routine documents, pleadings, and discovery tools. F

**PLA 204— Paralegal/Legal Assistant Internship (3,11)***Prerequisites: Completion of PLA 101, BLW 201, 202, SPE 108, PLA 201, 202, 203; admission to the program, and approval of internship site by instructor. PLA 205 may be taken concurrently*

For students in the Paralegal/Legal Assistant Program. Required for students during their last semester of the program. Students gain on-the-job training in a coordinator approved or current employment approved business and/or a legal related site. Students will work a minimum of 210 hours over the course of the semester (15 hours per week for a period of 14 weeks during the fall or spring semester, or 26.25 hours for a period of 8 weeks during the summer semester). F, Sp, S hybrid (online & classroom.)

**PLA 205— Legal Research and Writing II (3,3)***Prerequisite: Successful completion of PLA 203*

A continuation of PLA 203, providing more in-depth, hands-on training in the process of legal writing, research and legal analysis so that the student is prepared to excel in the real world as a legal researcher and writer. Particular attention will be paid to: cover letter and resume drafting, drafting of forms, opinion letters, and the intra-office memorandum. Sp

**PLA 207— Real Property Practice (3,3)***Prerequisite: PLA 101*

Book principles of Real Property law, recording, title protection, legal descriptions, mortgages, deeds, closings, and leases. Emphasis will be placed on completion of instruments and other practicabilities of real estate law. This course is designed to give the student both theoretical and practical knowledge in the field of Real Estate. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. Sp

**PLA 208— Law of Family Relations (3,3)***Prerequisite: PLA 101*

Course concerns basic understanding of Illinois family law, with emphasis on dissolution of marriage. Course also deals with the practicabilities, i.e., preparation of necessary documents, Cook County filing procedures and interview techniques. This course is designed to give the student both theoretical and practical knowledge in the field of Family Law. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. Sp

**PLA 209— Estate Planning and Probate Law (3,3)***Prerequisite: PLA 101*

An introduction to the laws related to Estate Planning and Probate and training in the role of Paralegal as to estate planning and administration of estates, testate and intestate. This course is designed to give the student both theoretical and practical knowledge in the field of Estate Planning. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F

**PLA 210— Criminal Law for the Paralegal (3,3)***Prerequisite: PLA 101*

The course will provide the student with practical paralegal experience in investigation of the criminal case including preparation of documents, interview and preparation of witnesses and trial assistance. This course is designed to give the student both theoretical and practical knowledge in the field of Criminal Law. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F

**PLA 211— Alternate Dispute Resolution for the Paralegal (3,3)***Prerequisite: PLA 101*

This course will provide students with a description and overview of alternate dispute resolution mechanisms, voluntary and mandatory court-ordered arbitration, negotiation, mediation, mediation-arbitration, private judging and early neutral evaluation. The course will focus on client needs regarding the use of ADR, and will explore the changing climate of litigation-oriented practices. Paralegal participation and ethical concerns will be discussed in the context of each of these alternatives. This course is designed to give the student both theoretical and practical knowledge in the field of Alternative Dispute Resolution. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F

**PLA 212— Elder Law (3,3)***Prerequisite: PLA 101*

An introduction to the field of Elder Law. Areas of concentration include Introduction to Elder Law, Health Care and the Elderly, Employment, Housing, Guardianship, Elder Abuse, and Assistance for the Elderly. This course is designed to give the student both theoretical and practical knowledge in the field of Elder Law. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. Sp. Online

**PLA 213— Topics in Law (3, 3)***Prerequisite: PLA 101*

Contemporary critical legal issues and trends. Analysis and evaluation of statutes, regulations, and cases as well as notable secondary authorities. The topics may vary each semester and include such topics as the Americans with Disabilities Act, Constitutional Law, Bankruptcy, Workers Compensation, etc. This course may be repeated up to a maximum of 9 credit hours.

## Pharmacy Technician

---

**PHT 100— Pharmacy Technician Orientation (3,3)**

This course highlights the general practice of pharmacy and the role delineation between pharmacists and technicians. Field trip(s) to pharmacy facilities are included. (This course is similar to PHT 115 but contains NO LAB).

**PHT 101— Pharmaceutical Mathematics (3,3)***Prerequisite: Admission to program, MTH 095 or equivalent with a grade of A or B*

The student learns how to perform the basic pharmaceutical calculations necessary to dose the patient's medications correctly. The dosage calculations deal with ratio and proportion, percentages, ratio strength, dilution/concentration problems and IV admixture

calculations. Registration for this course can only happen twice.

**PHT 102— Pharmacy Operations I (3,4)***Prerequisites: Admission to the program*

Course simulates daily activities in the pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, cart fills, floor stock, controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques. Fee.

**PHT 103— Sterile Products (3,5)***Prerequisites: PHT 101*

Provides an introduction to the operation of an intravenous admixture program. Specific study topics include: medication and parenteral administration, facilities-equipment-supplies utilized in admixture preparation, techniques utilized in parenteral product compounding, terminology and calculations used in the preparation of parenteral products, parenteral medication incompatibilities, and quality assurance in the preparation of parenteral products. Fee.

**PHT 104— Pharmacology I (3,3)***Prerequisites: BIO 115 and admission to the program*

Course provides practical knowledge of pharmacology including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contraindications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory, and gastrointestinal systems.

**PHT 105— Pharmacy Technician Internship I (1,5)***Prerequisite: Approval of coordinator*

Application of the basic pharmacy technician concepts in a community pharmacy setting with rotation options in an extended care facility pharmacy or home health care agency pharmacy. Internship requires 150 contact hours. Fee.

**PHT 106— Pharmacy Technician Internship II (2,6)***Prerequisite: Approval of coordinator*

An advanced level internship rotation in a pharmacy setting such as community hospital or medical center, intravenous home health care facility, drug information center or a customized rotation based on a student's previous experience. Internship includes 16 hours of seminar. Internship requires 150 contact hours. Fee.

**PHT 107— Pharmacy Law (1,1)***Prerequisites: Admission to program*

Course reviews the laws affecting the pharmacy practice. Course highlights include the Food, Drug and Cosmetic Act, Federal and State Controlled Substance Acts and the State Board of Pharmacy laws.

**PHT 108— Pharmacy Operations II (3,4)**

*Prerequisite:* PHT 102 or approval of program coordinator  
Emphasis on the expanded responsibilities of pharmacy technicians. Topics include: Insurance processing, inventory control, investigational drugs, compounding activities, clinical pharmacy technician activities, chart reviews, quality assurance, herbal medication, robotics/automation, immunizations, managed care pharmacy, home care pharmacy, long term care, home monitoring units, patient compliance, physical assessment monitoring, technician organization membership and medical/surgical supplies. Fee.

**PHT 109— Pharmacology II (3,3)**

*Prerequisite:* BIO 115

Course provides practical knowledge of pharmacology including mechanisms of drug actions, interactions, indications and contraindications, and medication side effects in the following therapeutic categories: dermatology, sensory (eye and ear), immunology, hematology, urinary/renal, infectious disease, oncology, nutrition, toxicology, recombinant technology and over-the-counter medications.

**PHT 115— Fundamentals of Pharmacy Tech Practice (6,8)**

*Prerequisite:* Open registration

Course provides career entry fundamentals needed to work in a community (or entry) pharmacy setting. Instruction methods include both lecture AND lab, as well as a field trip. (Course is similar to PHT 100 but this course, PHT 115, contains a lab) Fee.

**PHT 116— Pharmacy Technician Orientation Lab (3,4)**

*Prerequisite:* Previous or concurrent enrollment in PHT 100

This laboratory course provides the practical application of prescription processing in a community (entry-level) pharmacy setting. Fee.

## Philosophy

**PHL 101— Introduction to Philosophy (IAI: H4900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of the major philosophical problems, such as the nature of reality, knowledge, and truth and the meaning of existence, as seen in the works of major Western thinkers. Also offered as Honors. F, Sp, S

**PHL 102— Ethics (IAI: H4904) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

An examination of the major philosophical theories of morality and their application to concrete cases. F, Sp, S

**PHL 103— World Religions (IAI: H5904N) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

An examination of major world religions through the study of their texts, doctrines and traditions. F, Sp, S

**PHL 105— Logic (IAI: H4906) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

A study of the basic concepts of logic. The main emphasis will be on learning the techniques for assessing validity. Other topics include informal fallacies, inductive logic, and language. F, Sp

## Phlebotomy

**PHB 101— Phlebotomy/Health (4,5)**

*Prerequisites:* BIO 115 or 185; and MDR 102, (Special permit to register is required.)

Topics include the role of the phlebotomist, review of medical terminology, infectious control and safety in the workplace, venipuncture collection equipment and supplies, skin puncture collection procedures, specimen handling, basic laboratory tests, quality assurance, communication skills and professionalism. Fee.

**PHB 102— Phlebotomy Internship (2,8)**

*Prerequisites:* PHB 101 (Special permit to register is required.)

Course consists of 120 clinical hours of supervised phlebotomy practice at a local healthcare facility. The internship rotation is scheduled on an individual basis by the program coordinator. The completion of the internship hours often continues into the next semester. Fee. F, Sp

**Photography— See Art 140 & 141**

## Physical Education

**P-E 100— Physical Fitness I (1,2)**

**A college transfer course; consult the Transfer Center for more details.**

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail option) Fee. F, Sp, S.

**P-E 101— Physical Fitness II (1,2)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* P-E 100

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail option) Fee. F, Sp, S

**P-E 105— Beginning Golf (1,2)**

A college transfer course; consult the Transfer Center for more details.

Various instructional approaches and evaluative devices related to an appreciation and understanding of modern golf fundamentals, strategy and rules. Fee. Sp

**P-E 106— Beginning Weight Training I (1,2)**

A college transfer course; consult the Transfer Center for more details.

Improvement of muscle tone and joint range of motion (flexibility) are stressed. Individual works at own pace. Fee. F, Sp, S

**P-E 113— Fitness Walking (1,2)**

A college transfer course; consult the Transfer Center for more details.

Examination of the importance of exercise in a healthy lifestyle. Participation in walking as an activity to improve health and fitness. F, Sp

**P-E 115— Low Impact/Step Aerobics (1,2)**

A college transfer course; consult the Transfer Center for more details.

Students will study the cardiovascular system and participate in low impact/step aerobics. Students will work to obtain 70% of their maximum heart rate for a thirty-minute period. Fee. F, Sp

**P-E 200— Physical Fitness III (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: P-E 101*

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail option) Fee. F, Sp, S.

**P-E 201— Physical Fitness IV (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: P-E 200*

To acquaint the student with a basic knowledge and understanding of physical conditioning programs. Development of a personalized fitness program which includes a pretest evaluation, workouts in the Fitness Lab, and a post-test evaluation. (Pass/Fail Option) Fee.

**P-E 206— Progressive Weight Training II (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite P-E 106*

Some P-E 106 exercises are included. Exercises using leg weights are added. Work on individual weaknesses and additional muscle toning are stressed. Fee. F, Sp, S

**P-E 215— Advanced Impact Step Aerobics (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: P-E 115*

Participation in advanced impact/step aerobics to maintain a designated maximum heart rate for a thirty-minute period. Incorporation of the study of the cardiovascular system. Fee.

**P-E 216— Progressive Weight Training III (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: P-E 206*

Some P-E 206 exercises are included. Exercises using leg weights are added. Work on individual weaknesses and the development of own programs are stressed. Fee. F, Sp, S

**P-E 226— Progressive Weight Training IV (1,2)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: P-E 216*

Some P-E 216 exercises are included. Exercises using leg weights and working with the instructor to help achieve athletic goals are also stressed. Work on individual weaknesses and additional muscle toning are stressed. Fee. F, Sp, S

## Physical Science

---

**PHS 101— Physical Science (IAI: P9900L) (4,5)**

A college transfer course; consult the Transfer Center for more details.

Survey of the physical sciences; unifying concepts of physics, chemistry and astronomy, including historical implications. For non-science majors. Laboratory included. Fee. Sp, F

## Physics

---

**PHY 101— Mechanics and Heat (IAI: P1900L) (4,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: MTH 165 with a grade of "C" or above*

Introductory non-calculus course for students in liberal arts, medicine, architecture. Topics include mechanics and thermodynamics. Laboratory included. Fee. F

**PHY 102— Sound, Light, Electricity, Magnetism and Modern Physics (4,6)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: PHY 101 with a grade of "C" or above*

Continuation of PHY 101. Topics include sound, light, electricity, magnetism and modern physics. Laboratory included. Fee. Sp

**PHY 115— Topics in Applied Physics (3,3)**

*Prerequisite:* MTH 100 with a grade of "C" or above

An introductory level course in topics in physics for non-transfer students.

**PHY 210— University Physics I (IAI: P2 900L) (4,6)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Concurrent registration or credit in MTH 203 with a grade of "C" or above

Mechanics. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. F

**PHY 211— University Physics II (4,6)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* PHY 210 with a grade of "C" or above AND Concurrent registration or credit in MTH 204 with a grade of "C" or above

Heat, Thermodynamics, Electricity and Magnetism. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. Sp

**PHY 212— University Physics III (IAI: EGR 913) (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* PHY 211 with a grade of "C" or above

Wave Motion, Sound, Light and Modern Physics. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. S

## Political Science

**PSC 101— American National Government (IAI: S5900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Political power, its application, location, impact; demands on decision makers, their forms and sources; conversion process, congress, presidency, bureaucracy and courts; outputs, policies, implementation, court decisions. F, Sp, S

**PSC 102— American State and Local Governments (IAI: S5902) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Formal institutions of power in states, local bodies, constitutions, intergovernmental relations, legislature, executive structures, courts, informal aspects of political power, resources, influence and culture. F, Sp, S

**PSC 105— United States and Illinois Constitutions (1,1)**

Study of U.S., Illinois formal governmental structures. F, Sp, S

**PSC 210— Comparative Foreign Governments (IAI: S5905) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Basic development, operation of governmental systems in England, France, Germany, Russia. Special attention to adaptations to contemporary political problems through use of comparative analysis. On demand.

## Psychology

**PSY 101— Introduction to Psychology (IAI: S6 900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

This course is an introductory survey of the current subject matter and methods of Psychology. Specific topics include research methods, the biological basis of behavior, learning, memory, personality, life-span development, motivation, emotion, social behavior, and abnormal behavior and therapies. F, Sp, S

**PSY 103— Psychology of Personal Adjustment (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

The dynamics of human personality and adjustment are explored in terms of scientific principles. Topics treated include personality development, principles of effective adjustment and mental adjustment, individual and social human relationships and variable of adjustment. F, Sp, S

**PSY 105— Organizational Psychology (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* PSY 101

Application of psychological methods and principles in organizational and work-related settings. Topics include job analysis/performance evaluation, organizational development, managerial behavior, and human relations.

**PSY 202— Educational Psychology (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* PSY 101

Develop attitudes, understandings and proficiencies in application of psychological principles to the educative process. Attention given to learning process as it involves individuals, groups, institutions. Sp

**PSY 204— Social Psychology (IAI: S8 900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* PSY 101

A survey of the behavior of individuals as influenced by the social context. This survey will include intra-personal processes such as the development of values, attitudes, self, self-perception and person perception; and interpersonal processes as relationships, leadership, social interaction and group processes. Sp, S

**PSY 205— Theories of Personality (IAI: PSY 907) (3,3)**  
A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* PSY 101

An introductory treatment of the major personality theories. Emphasis will be on basic concepts, principles, dynamics, assessment, development and research. Sp

**PSY 206— Abnormal Psychology (IAI: PSY 905) (3,3)**  
A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* PSY 101

This course is an introductory survey of the field of Abnormal Psychology. The focus in the first part of the course will be on theoretical and empirical approaches in the study of abnormal behavior. In the latter part of the course, the focus will be on the description, classification, etiology and treatment of specific psychological disorders.

**PSY 211— Human Growth and Development (Life-span) (IAI: S6 902) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* PSY 101 or HSA 101

An introductory survey course into the field of developmental psychology emphasizing the cognitive, physical, personal, social and emotional development from conception through adulthood to death. Emphasis is on the normal child and his/her development through adulthood. F, Sp, S

**PSY 212— Adolescent Psychology (IAI: S6904)(3,3)**  
A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* PSY 101 or HSA 101

A study of the physical, social, psychological and intellectual growth of the adolescent. Emphasis will be placed on social changes that take place in the family, school and community and their impact on the adolescent. Sp

**PSY 220— Human Sexuality (3,3)**

A college transfer course; consult the Transfer Center for more details.

This course concerns itself with the fundamental facts, principles, theories and points of view concerning human sexuality with emphasis on the psychosocial aspects of human sexuality. The primary aim of this course is to provide a framework for and encourage responsible decision-making with respect to the sexual aspect of our total being. F, Sp

## Radiologic Technology

**RAD 100— Foundations of Radiologic Technology (1,1.5)**

Overview of the profession of radiologic technology with an emphasis on its history, philosophy, and the nature of the profession. Explore the role of the radiologic technologist.

**RAD 101— Radiographic Fundamentals (3,3)**

*Prerequisite:* Admission to the program concurrent with RAD 125 and BIO 186

The course introduces students to radiography and the role of the radiographer as a member of the health care team. Students are introduced to concepts, principles and procedures related to radiography, aseptic techniques and sound practices of patient care and professional behavior.

**RAD 104— Radiographic Procedure 1 (3,4)**

*Prerequisite:* Admission to the program; concurrent with RAD 125 and BIO 186

A study of the radiographic anatomy and examination procedures for the appendicular skeleton, the chest and bony thorax, and the vertebral column. Students are taught techniques and procedures related to reading various types of technique charts and are able to program x-ray units for correct exposures for designated radiographic examinations. Fee.

**RAD 105— Radiographic Procedures 2 (3,4)**

*Prerequisite:* RAD 101, RAD 104, RAD 106, RAD 125 and BIO 186; concurrent with RAD 126

A study of the radiographic anatomy and examination procedures for the digestive, urinary, and hepatobiliary systems, as well as the cranium, paranasal sinuses and facial bones. Students are taught to read various types of technique charts and program x-ray units for correct exposure for these examinations. Fee.

**RAD 106— Radiographic Principles 1 (3,4)**

*Prerequisite:* Admission to program; concurrent with RAD 125 and BIO 186

Introduction to the principles of radiography and factors controlling radiographic production and radiation protection. Radiation production, prime factors, radiographic film, intensifying screens, film and digital processing are presented. Fee.

**RAD 107— Radiographic Principles 2 (3,4)**

*Prerequisite:* RAD 106; concurrent with RAD 126

Continuation of RAD 106. The course is designed to enhance the necessary skills needed to evaluate the radiographic image and provide appropriate recommendations for improving the diagnostic quality of the radiograph. Fee.

**RAD 125— Introduction to Clinical Practice (2,13)**

*Prerequisite:* Admission to program; concurrent with RAD 101, RAD 104; and RAD 106

An orientation to practical clinical experience of the radiology department and the health care setting. A seminar is included. Clinical assignment by program coordinator. Pass/Fail grading. Fee; Malpractice Insurance.

**RAD 126— Clinical Education 1 (3,17)**

*Prerequisites:* RAD 125

Application of principles of radiographic positioning under the supervision of qualified registered ARRT technologist. Emphasis on appendicular and axial skeleton. Principles of exposure, image quality and other associated professional skills. Pass/Fail grading. Clinical affiliation assignment by program coordinator. Fee.

**RAD 127— Clinical Education 2 (3,17)**

*Prerequisite:* RAD 126; concurrent with PSY 101 or HSA 101

Application of principles of radiographic positioning under the supervision of qualified registered ARRT technologist. Emphasis on contrasted procedures, cranial procedures and other radiographic skills. Pass/Fail grading. Assignment of clinical and seminar by program coordinator. Fee.

**RAD 204— Radiographic Procedures 3 (3,3)**

*Prerequisites:* BIO 186; RAD 105 and 127; concurrent with RAD 225

Emphasis on routine special procedures including cardiovascular imaging, neuroradiography, reproductive system radiography and special studies of the viscera. The course details portable and surgical radiography, pediatric and geriatric radiography and related imaging modalities such as Internet, computer tomography, magnetic resonance imaging, ultrasonography and neuroradiography. Fee.

**RAD 205— Radiologic Physics (3,4)**

*Prerequisites:* PHY 115 and RAD 127; concurrent with RAD 225

Introduction of the structure of matter, electrical circuitry, and the basic elements of the operation of X-ray imaging equipment. Basic concepts of X-ray production, principles of diagnostic quality assurance for film production and equipment processing are discussed. Laboratory exercises related to the clinical setting activities are presented. Fee.

**RAD 207— Radiobiology (3,3)**

*Prerequisite:* BIO 186, PHY 115 and RAD 127; concurrent with RAD 225

An in-depth study of radiation biology, radiation regulations and radiation measurements. Somatic and genetic effects of ionizing radiation are presented. Radiation practices for staff and patients/clients are covered.

**RAD 208— Radiographic Pathology (3,3)**

*Prerequisite:* BIO 186, RAD 204 and RAD 225 concurrent with RAD 226

The course covers the etiology and processes of trauma and disease. Emphasis is placed on radiographic pathology of body systems.

**RAD 225— Clinical Education 3 (4,25)**

*Prerequisite:* RAD 127; concurrent with RAD 204, 205 and 207

Continuation of radiographic experiences with emphasis on trauma, surgery and mobile procedures, and observation of radiologic interpretation. Pass/Fail Grading. Assignment of clinical and seminar by program coordinator. Fee; Malpractice Insurance Fee.

**RAD 226— Clinical Education 4 (4,25)**

*Prerequisite:* RAD 225 concurrent with RAD 208 and 235

Advanced clinical experiences with guided practice of special procedures. Experience with mobile units at bedside and in the operating room and emergency room. Pass/Fail Grading. Assignment of seminar and clinical by program coordinator. Fee.

**RAD 235— Radiographic Seminar (3,3)**

*Prerequisite:* RAD 204 and 225 concurrent with RAD 226

Review and discussion of radiographic principles, techniques and methods. Emphasis is placed on the interdependence of theory and principles in preparation for the ARRT examination. Fee.

## Reading

---

To assure correct placement, new students will be required to take the Placement test prior to registration.

**RDG 080— Reading & Learning Skills I (3,4)**

*Prerequisite:* Placement test

Reading 080 is the first course in a three-semester developmental sequence. Building on the student's oral language foundation, the class introduces basic vocabulary and comprehension strategies. Emphasis is on development of sight vocabulary, word-attack strategies and comprehension of words, sentences, and short reading passages. Fee.

**RDG 081— Reading & Learning Skills II (4,4)**

*Prerequisite:* Placement test or RDG 080 with a grade of "C" or above

Reading 081, the second course in a three-semester developmental sequence, provides instruction and practice with reading techniques needed to process informational text. The course presents strategies for making sense of reading and vocabulary acquisition strategies. Fee.

**RDG 082— Reading & Learning Skills III (3,4)**

*Prerequisite:* Placement test or RDG 081 with a grade of "C" or above

Reading 082 is the third course in a three-semester developmental sequence. The class provides instruction and practice with reading techniques needed in a career or college course. The course presents methods for identifying major concepts and significant details from text and strategies for organizing information for study purposes. Fee.

**RDG 105— College Reading (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Placement test or RDG 082 with a grade of "C" or above

Designed to enrich overall reading skills. Emphasis on literal, effective and critical comprehension skills. Vocabulary enrichment, study skills, techniques and flexibility in reading rate. F, Sp, S\* Allied Health emphasis.

**Sign Language— See Human Services Associate**

## Sociology

**SOC 101— Introduction to Sociology (IAI: S7900) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Basic concepts about human relationships, interrelations of society, culture, individual; major social institutions, factors, processes in social cultural change. F, Sp, S

**SOC 102— Social Problems (IAI: S7901) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* SOC 101

Sociological analysis of societal problems, e.g., poverty, sexism, child & spouse abuse, racism, divorce and unemployment. F, Sp, S

**SOC 204— Religion and Society (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisites:* SOC 101 or ANT 101 and acceptance into Honors Program or consent of instructor

An exploration of the varieties of religious experience from the Roman Empire to the present, the roles of ritual, texts and religious specialists in social integration; a comparison of established religious systems.

**SOC 205— Marriage and the Family (IAI: S7902) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* SOC 101

An analysis of the cross-culture variations in form of marriage and family; explanation of the American patterns in sex role, choice of mate, marital relationship and divorce. F, Sp

**SOC 206— Juvenile Delinquency (IAI: CRJ 914) (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* SOC 101

Social, psychological factors in delinquent behavior, causation, prevention, rehabilitation, role of community agencies; juvenile court. F, Sp, S

**SOC 225— Racial and Ethnic Relations (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

Study of racial and ethnic groups in the United States, focusing on the patterns of racial and ethnic relations. F, Sp

## Spanish

Native speakers or bilinguals generally do not receive credit for Spanish. Students who have completed two years of high school Spanish with a grade of "C" or above within the last four years must enroll in Spanish 102. Students who have completed three years of high school Spanish with a grade of "C" or above within the last four years must enroll in Spanish 203.

**SPN 101— Elementary Spanish I (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

Course for beginners stressing the four language skills: listening, speaking, reading, and writing. Emphasis on the geography and culture of Spain and Latin America. Language lab practice required. F, Sp, S

**SPN 102— Elementary Spanish II (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* SPN 101 or equivalent with a grade of "C" or above

Continuation of Spanish 101 with more intensive listening, speaking, reading, and writing practice. Culture and civilization of Spain and Latin America emphasized. Language lab practice required. F, Sp

**SPN 113— Elementary Conversational Spanish (3,3)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* Taken concurrently with SPN 102, after completion of 102 or equivalent, or consent of instructor

Development of oral proficiency at the first-year level through active participation in dialogues dealing with every day life, and discussion of cultural topics. Taught entirely in Spanish. On demand.

**SPN 115— Spanish for Health Care Providers I (3,3)**

A course designed for health care providers working with Spanish-speaking patients which emphasizes oral communication, medical terminology, and cross-cultural awareness. F, Sp, S

**SPN 203— Intermediate Spanish I (4,4)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* SPN 102 or equivalent with a grade of "C" or above  
Continuation of SPN 102 with more advanced practice in the four language skills, literary readings, advanced grammar, and compositions. Culture and civilization of Spain and Latin America emphasized. Language lab practice required. F, Sp

**SPN 204— Intermediate Spanish II (IAI: H1900) (4,4)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* SPN 203 or equivalent

Reading and analyzing stories and poetry by famous Spanish and Latin American writers, with general review of grammatical structures. Sp, S

**SPN 205— Spanish for the Spanish-Speaking (4,5)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* SPN 204 or equivalent, or consent of instructor  
Review of proper spoken and written Spanish, reading of selected literary materials; for native speakers of the language who lack formal training, and for students who have completed Spanish 204 or equivalent, or consent of instructor. On demand.

**SPN 213— Intermediate Conversational Spanish (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* Taken concurrently with SPN 204, or equivalent or with consent of instructor

Development of oral proficiency at the second-year level through active participation in dialogues dealing with everyday life, and discussion of cultural topics. Taught entirely in Spanish. On demand.

**SPN 215—Spanish for Health Care Providers II (3,3)**

*Prerequisite:* SPN 115 with a grade of "C" or better, or two years of high-school Spanish with a grade of "C" or better, or consent of instructor

A course designed for health care providers working with Spanish-speaking patients which emphasizes more advanced oral communication, medical terminology, and cross-cultural awareness. On demand.

**Special Education Associate— see Child Development, Education, and Human Services Associate**

## Speech

---

**SPE 108— Oral Communication (IAI: C2900) (3,3)**

A college transfer course; consult the Transfer Center for more details.

Introduction to basic oral communication principles and skills. Focuses on study and practice in public speaking and discussion, preparation, organization and delivery techniques. Emphasis in critical listening skills, reading, thinking and writing. This course includes the mandatory execution of an informative and persuasive speech. Fee. F, Sp, S

**SPE 110— Oral Reading and Interpretation (IAI: TA 916) (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* "C" grade or better in SPE 108 or consent of instructor

Teaches the fundamentals of effective oral reading and an analysis and appreciation of literature through performance. Skills and techniques necessary to read and perform works of literature before a variety of audiences are developed. Prose, poetry and drama are performed in class. On demand.

**SPE 111— Advanced Oral Interpretation (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite:* "C" grade or better in SPE 108 and SPE 110 or consent of instructor

Teaches the basic skills and techniques of effective group performance where the text is featured. Chamber and Readers Theatre will be staged in class and in public performances. On demand.

## Speech Language Pathology Assistant

---

**SPA 101— Introduction to Speech Language Pathology Assisting (3,3)**

*Prerequisites:* Approval of the Program Coordinator

This course serves as an introduction to the field of Speech Language Pathology. This course will address professional standards, legal and ethical issues, and the scope of practice for Speech Language Pathologists, and the Speech Language Pathology Assistant in healthcare and educational settings.

**SPA 121— Anatomy and Physiology of Speech & Hearing (3,3)**

*Prerequisites:* Approval of the Program Coordinator

This course looks at the human anatomy and physiology and the interrelated components of speech and hearing including; the structure of the speech mechanism, muscles, and neurology involved with speech production.

**SPA 131 – Language Development in Children (3,3)***Prerequisites: Approval of the Program Coordinator*

This course delves into the typical development stages of language in children through adolescence. The focus will be an overview of the social, cognitive, and physical aspects of normal language acquisition.

**SPA 141— Voice and Diction (3,3)***Prerequisites: SPA 121, SPA 131, and Approval of the Program Coordinator*

A course designed to present the student with an overview of the anatomical and physiological bases for the principles necessary for effective oral communication, as it relates to articulation, language, voice, rhythm, and listening skills. This will accompany practical exercises to assist in the modification of speech behavior. Attention is given to phonetic and phonemic awareness of various dialects of English.

**SPA 151— Communication Disorders in Children (3,3)***Prerequisites: SPA 121, SPA 131 and Approval of the Program Coordinator*

The nature of language disturbances resulting from damage to the central nervous system, auditory impairment, environment, social, and psychogenic influences. The role of the Speech-Language Pathologist and Audiologist in educational and medical settings.

**SPA 161— Intro to Phonetics (3,3)***Prerequisites: SPA 141, SPA 151 and Approval of the Program Coordinator*

An introductory course in phonetics, the classification of speech sounds, which includes articulatory and perceptual analysis of speech sounds and transcription methods of American English into the International Phonetics Alphabet (IPA). Students in Speech Language Pathology Assisting are expected to apply the knowledge in the clinical setting.

**SPA 171— Clinical Observation (3,3)***Prerequisites: SPA 141, SPA 151 and Approval of the Program Coordinator*

Observation of the licensed and CCC SLP practitioner in various clinical settings. No hands on will be obtained through this experience. Prerequisite to Clinical Fieldwork I & II.

**SPA 201— Screening Processes and Intervention Procedures (3,3)***Prerequisites: SPA 161 and Approval of the Program Coordinator*

A study of screening tools, documentation, processes and intervention procedures used for children and adults with communication disorders. Administration of screening tests, hearing screenings and completion of protocols for screenings.

**SPA 211— Clinical Fieldwork I (3,3)***Prerequisites: SPA 131, SPA 151, SPA 171 and Approval of the Program Coordinator*

Application of supervised clinical practice procedures as required by the Speech Language Pathology Assistant in educational and medical settings.

**SPA 221— Communication Disorders in Adults (3,3)***Prerequisites: SPA 171 and Approval of the Program Coordinator*

An overview of communication disorders in adults, including classification, assessment and treatment of speech, language, swallowing, and voice and hearing disorders in adults. Role of the Speech Language Pathologist Assistant and Audiologist in a variety of settings.

**SPA 231— Case Studies and Management for Speech Language of Speech Language Pathology Assistants (3,3)***Prerequisites: SPA 211 and Approval of the Program Coordinator*

Organizational and functional skills required in the Speech Language Pathology workplace. Includes; interdisciplinary and supervisory relationships, client and public interaction, safety issues, technical writing, data collection, record keeping and computer applications.

**SPA 241 – Clinical Fieldwork II (3,3)***Prerequisites: Must have completed SPA 171 and SPA 211 and approval of the Program Coordinator*

Application of supervised clinical practice procedures as required by the Speech Language Pathology Assistant in educational and medical settings.

## Study Skills

---

**SSK 100— Study Skills (1,1)**

An eight-week course for students with academic deficiencies or who need review of study skills (note taking, reading comprehension, how to take examinations, study habits, etc.) F, Sp, S

**Teacher Aide / Child Development— See Child Development and Education**

**Typing— See Office Administration And Technology**

## **Urban Studies**

---

**URB 101— Introduction to Urban Studies (3,3)**

A college transfer course; consult the Transfer Center for more details.

Phenomenon of urbanization. Growth of metropolitan areas; resultant changes in American life styles, values; present state of urban society in interrelationship between central city and suburban areas in regional planning. F, Sp

**URB 141— African-American Arts (3,3)**

A college transfer course; consult the Transfer Center for more details.

Contribution of African-Americans to art, music, philosophy from 1600 to 1970's. F, Sp

**URB 214— Minority Groups Politics (3,3)**

A college transfer course; consult the Transfer Center for more details.

*Prerequisite: PSC 101 or 102*

Basic political theory, as it relates to urban community power structures. Emphasis on political context within which Black communities exist; use and potential of political power in reform movement. On demand.

# Financial Aid & Veterans Information

*Scholarships*

*Grants*

*Veterans Benefits*

*Work Study*

*Financial Aid Academic Satisfactory Progress*



## Student Financial Assistance

On the following pages are descriptions of the types of programs of assistance available to students in meeting educational costs.

More detailed information about grants, scholarships and veterans services and benefits may be obtained through the Office of Financial Aid, or online at [www.ssc.edu](http://www.ssc.edu).

## Financial Aid & Veterans Services

### Student Designations

**Full-time student**-Anyone enrolled in 12 or more credit hours or their equivalent.

**Half-time student**-Anyone enrolled in 6 to 11 credit hours or their equivalent.

**Part-time student**-Anyone enrolled in less than 6 credit hours or their equivalent.

### Financial Aid

The College provides a comprehensive program of student financial assistance consisting of scholarships, grants and employment. These programs may be offered singly or in various combinations to assist qualified full-time or half-time students (taking at least six credit hours) in meeting their financial needs. Information about these programs and services may be obtained from the Office of Financial Aid.

All students applying for financial assistance are asked to complete the Federal Application for Student Aid and indicate on the application that information is to be sent to the state agency. Students are encouraged to make early application for financial assistance.

Note: Students who want to be considered for the Pell Grant, Illinois State Monetary Award Program, College Work Study and Supplemental Educational Opportunity Grant (SEOG) must be a high school graduate or have passed a high school equivalency (GED) test.

### Defaulted Student Loans

Students who have been declared in default of their Federal or State student loan are not eligible for Federal or State financial aid. These students must pay their own tuition in order to attend the College.

### South Suburban College Foundation

The South Suburban College Foundation offers over 100 different scholarship opportunities that are awarded based on a student's academic achievements, individual goals, and faculty recommendations. While

awards will be made regardless of personal or family financial status, preference will be given to those presently not receiving any other form of financial aid.

These scholarships have been established through the generosity of businesses, associations, and individuals. The criteria for each scholarship may vary. Eligibility requirements have been established by the donors.

Scholarship announcements are made every May. The following must be submitted every March to be considered for scholarships in the summer or during the following academic year (beginning in the Fall) unless otherwise noted:

- Completed application.
- Personal statement of 250 words or less stating why the scholarship is important to your personal career goals.
- One letter of recommendation from a faculty member.
- Current transcript of grades.

In some cases, scholarship recipients must maintain eligibility requirements for each semester the scholarship is awarded. The complete list of scholarships and their descriptions can be accessed online through Foundation's link on the SSC website [www.ssc.edu](http://www.ssc.edu) or visit the Foundation Office in Room 2124.

### Board of Trustees Scholarships

The South Suburban College Board of Trustees awards two-year tuition scholarships to outstanding high school seniors who are in the top 15 percent of their high school graduating class or have a grade point average of least 3.5 on a 4.0 grading scale. Recipients must attend a high school within District 510 or reside in the district while attending another high school. Recipients are subject to renewal at the end of each semester and must maintain at least a 3.0 (B) grade point average to remain eligible.

### Grants

**Pell Grant**- For students who demonstrate financial need.

**Illinois Student Assistance Commission (Monetary Award)**- For full-time and half-time students at SSC. Tuition grants are based on family financial need.

**Supplemental Educational Opportunity Grant (SEOG)**- For students with exceptional financial need. Priority is given to Pell Grant recipients.

### Federal Work/Study Program

#### *(On-Campus Employment)*

Students must complete the financial aid form to be eligible for Federal on-campus employment.

Work/study students are limited in earnings and hours that they may work at College jobs and must maintain

six or more credit hours of study at South Suburban College to remain employed.

Students interested in campus jobs should contact the Office of Financial Aid to confirm eligibility and apply for openings as they become available.

### **SGA/Cofer Emergency Book Loan Program**

Limited funds are available under this program. Short-term loans are provided to eligible students for the purchase of books and supplies.

Students must have a minimum GPA of 2.0 or above and be enrolled in at least 6 credit hours to be considered for this book loan.

### **Veterans Benefits**

According to Federal and State guidelines, a veteran must maintain satisfactory academic progress in order to be eligible to receive assistance. In order to award and certify veteran benefits, the student must be enrolled in a degree program and provide the Financial Aid Office with copies of their Office of Veterans Affairs documentation (ex. DD214, letter of eligibility, MIA/POW card). In addition, all students using veteran's benefits must submit their official high school transcript or GED transcript to the Admissions Office. All students who are eligible for federal or state veteran's benefits need to complete the request for veterans benefits form located online and in the financial aid office. This form must be submitted for every semester for which the student is enrolled and receiving benefits.

**Illinois Veterans Grant-** An honorably discharged veteran may qualify for a state military grant, which pays tuition and fees (excluding lab fees) for veterans who entered service while residing in Illinois, returned to Illinois within six months after separation or served a minimum of one year active duty.

**G.I. Bill-** The Montgomery GI Bill (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill – Active Duty (Chapter 30) and the Montgomery GI Bill – Selected Reserve (Chapter 1606). It is the veteran's responsibility to notify the office regarding periods of enrollment, number of credit hours enrolled for and any charges that would affect the benefits. Additional information about veterans' programs can be found online at [www.gibill.va.gov](http://www.gibill.va.gov).

### **Student Employment**

Anyone interested in obtaining work study employment should register with the Office of Financial Aid by filling out a brief personal inventory form. Students who want to work on campus in work-study jobs must file the financial aid form.

## **Federal & State Financial Aid Academic Satisfactory Progress**

According to federal and state guidelines, a student must maintain satisfactory academic progress in order to be eligible to receive financial assistance. South Suburban College has established the following standards in order for a student to receive federal and/or state financial aid.

A student who becomes enrolled in less than 12 credit hours per semester because of either withdrawal from class(es), officially or unofficially, may receive a reduction in financial aid dependent upon the particular eligibility requirements for the program. In addition, students who withdraw from classes during the 100 percent refund period will only receive aid for the total number of hours registered for after that period.

**Note:** Hours attempted is defined as the total credit hours a student is enrolled in on the final day of the 100 percent refund period during a given semester.

### **Policy**

- I. **Completion Rate Requirement**—To receive and maintain eligibility for financial aid, a student must complete at least 66-2/3 percent of hours attempted.
- II. **Grade Point Average Requirement**—To be eligible for financial assistance a student must maintain a 2.0 cumulative grade point average. This grade point average standard is an academic measure of a student's progress toward completion of a particular program. Federal regulations require the College to take into account a student's academic performance throughout their course of study, regardless of whether the student received financial aid.
- III. **Maximum Time Frame Requirement**—Students may receive financial aid until they have attempted 90 semester hours of credit from the College. The exception will be those degree programs that require at least 70 credit hours to graduate. In these cases, financial aid will be granted up to 105 credit hours attempted.
- IV. **Academic Forgiveness**—All attempted hours are included in the satisfactory progress calculation.

## **Ramifications**

Financial aid recipients' satisfactory academic progress is evaluated at the end of each academic semester. Evaluations are based on courses completed at SSC. Should the evaluations indicate the terms of the policy have not been met, the student will be placed on Financial Aid Probation for one academic semester, during which time financial aid will continue to be disbursed. Students failing to comply with the Satisfactory Progress Standards at the conclusion of their financial aid probation will be denied future financial aid.

## **Evaluation and Appeal Procedures**

To ensure the quality and integrity of the financial aid program at South Suburban College, satisfactory progress will be evaluated at the completion of each academic semester. Summer coursework, if applicable, will also be considered. Policy guidelines will begin once a student has attempted a minimum of six credit hours.

A strict appeal process will be enforced for evaluating students who cannot reach the minimum qualifications needed to remain in good standing with the College's academic guidelines along with federal regulations. Student financial aid appeals shall be considered on a case by case basis, with mitigating circumstances adequately documented. Mitigating circumstances, such as illness or a family catastrophe that may have caused non-compliance can be reviewed by the Financial Aid Appeals Committee for a possible one semester extension, if fully documented. This appeal must be made in writing and must include documentation such as medical bills, insurance claims, etc. The semester extension will not be granted without the written approval of the majority of the committee. All decisions of the Committee are final.

The appeals committee shall have five (5) voting members including: a student, two administrators, a counselor and a representative from the administrative services area. A Financial Aid staff person shall serve as a non-voting resource person at all meetings.

If a student's appeal is granted, federal guidelines require that the student has an academic plan so that the student can regain satisfactory standing. South Suburban's academic plan for students on appeal is that the student completes, without failing or withdrawing, 100% of classes taken and earn a 2.0 G.P.A . or higher thereafter. Students who are granted an appeal must sign the academic plan. At the end of each semester, academic progress will be re-evaluated to make certain students are meeting the criteria of the academic plan. If criteria are not met financial aid will be denied.

## **Reinstatement**

The policy does not preclude a student from enrolling in subsequent semesters and re-establishing satisfactory progress.

Financial aid may be reinstated by the Office of Financial Aid when a student satisfies the minimum qualitative and quantitative policy requirements.

# Services For Students

*Admissions*

*Academic Advising/Counseling*

*Academic Assistance Center*

*Athletics*

*Bookstore*

*Campus Police*

*Career Development & Jobs Center*

*Child Care*

*Community Education*

*Conference Center*

*Emergency First Aid*

*Fitness Center*

*Food Service*

*Galleries*

*Library*

*Lost and Found*

*Microcomputer Labs*

*Office Of College Recruitment*

*Services for Students with Disabilities*

*Student Life & Leadership*

*Student Government Association*

*Transfer Center*

*Affirmative Action-Student Grievance Procedure*

## Academic Advising and Counseling

### Counseling Center

A professional counseling staff serves the academic, vocational and personal needs of students. The counseling staff assists students in determining career choices and in planning programs designed to reach their educational goals. Individual and group counseling is available to assist students to develop greater self-awareness and insight into problem-solving procedures. Referrals to outside human services agencies are also available in the Counseling Center.

Academic advising and Counseling services are available to all students at the Counseling Center, Room 2350. The Center is open from 8 a.m. to 7 p.m., Mondays through Thursdays, and from 8 a.m. to 4 p.m., Fridays.

### Academic Assistance Center

The Academic Assistance Center (AAC) is designed to provide assistance to students in achieving success in coursework through a variety of instructional services, including:

- Peer Tutoring, which is available on a first-come, first-served basis for a maximum of one hour per session, minimum of one-half hour at peak times. Math and English tutors are scheduled daily, other classes are subject to availability. Tutoring appointments are limited to SSC students for currently registered credit classes only. All students must show their SSC student ID cards to schedule appointments
- Peer proofreading at scheduled times for class papers
- Small group tutoring for specific courses
- Speed reading software for Reading class students
- Specialized computer software for math, word processing, Spanish, biology, and chemistry
- Special equipment for special populations
- instructor tutoring for several subjects

The AAC, located in Room 2264, is open from 8 a.m. to 8 p.m., Monday through Thursday, and from 8 a.m. to 2 p.m., Friday. Summer hours are from 9:00 am to 3:00 pm; 5:00 pm to 7:00 pm, Monday through Thursday. Hours subject to change. For more information, call 708-596-2000, ext. 2397 or 2600.

## Athletics

The College maintains a full program of intercollegiate and intramural sports activities for men and women. South Suburban College is a member in good standing of the National Junior College Athletic Association (NJCAA).

**Intercollegiate Athletics-** SSC athletic teams compete in softball, volleyball, basketball, soccer and baseball on the intercollegiate level.

**Intramurals-** Included on SSC's intramurals schedule are: touch football, cross country, bowling, basketball, badminton, volleyball, softball and special events. In the future, we will have soccer and men's volleyball.

All SSC students are invited to participate in both intercollegiate and intramural activities. For more information call 708-596-2000, ext. 2334.

## Bookstore

South Suburban College owns and operates its bookstore and provides service to students, faculty and staff. The bookstore's hours of operation are 7:30 a.m. to 7:00 p.m., Monday through Thursday; and 7:30 a.m. to 4:00 p.m. on Fridays. The bookstore extends its hours at the beginning of each semester as a service to the students.

The bookstore provides all of the required tools of education, and also carries a wide variety of supplemental study guides and study materials. The bookstore can special order books on an individual basis. In addition to these services, the bookstore also sells postage stamps, Pace bus passes, greeting cards and imprinted SSC merchandise.

## Campus Police

All officers of the South Suburban College Campus Police Department are vested by the State of Illinois with full police authority. This authority includes, but is not limited to, enforcement of all laws under Chapter 38 of the Illinois Statutes Criminal Code and all traffic laws under Chapter 95 1/2 of the Illinois Motor Vehicle Code.

Students should report all criminal incidents or emergencies to the Campus Police Office (Room 1215) or call 708-596-2000, ext. 2235. The Campus Police will investigate all complaints and will utilize the assistance of other local and State police agencies when needed.

Specific information about parking regulations, traffic citations, and personal safety is available in the Campus Police Office. Students may request personal assistance by contacting the Campus Police.

## Career Development and Jobs Center

The Career Development & Jobs Center, located in Room 2250, is available for current and potential students' use during Counseling Center hours. Job search and career planning services are intended to assist students, alumni, faculty, business and industry as well as other community members. No appointment is necessary. For more information, please call 708-596-2000, ext. 2391.

## Child Development Center

**NOTE: Children of enrolled students of the college under the age of 16 are not allowed to be on campus without adult supervision.**

The College offers a licensed, on-campus child care service available at a nominal cost for children of students, faculty and staff. The service is offered at the main campus from 7:30 a.m. to 10 p.m., Monday through Thursday, from 7:30 a.m. to 5 p.m., Friday, and from 7:30 a.m. to 10 p.m., Monday through Thursday, during the summer semester. The Center is staffed by a manager, child development specialists, child care attendants, student interns and work study students.

Children using the daytime service must be between the ages of 2 and 6. Children ages 2 to 12 can be enrolled in the evening service and summer service. For complete information, call 708-596-2000, ext. 2210.

## College I.D. Cards

South Suburban College ID cards are available in the Office of Student Life and Leadership, room 2329. College ID cards are required for voucher purchases (this includes Pell Grants) in the bookstore, as well as access to computer labs, library, fitness center and gymnasium. In order to receive your SSC ID, students need the following:

1. Proper Identification Card (Drivers License, State ID)
2. Current Class Schedule
3. Student Identification Number (Colleague Number)

A fee will be charged if a replacement ID is required.

## Community Education

Success! Now you can reach for success - reach your dreams - by enrolling in a South Suburban College adult education program. We offer a wide range of opportunities that will develop your basic skills, preparing you to reach your dreams and achieve success. The benefits of completing the high school education you never finished are both mentally and financially rewarding - you get personal satisfaction while also increasing your employment potential.

The following programs are offered at several locations throughout the south suburban area.

**ABE- Adult Basic Education (0-8.9):** A program designed to assist adults who have skills below the ninth grade level in improving their reading, writing and math knowledge.

**ASE- Adult Secondary Education (9-12):** A program designed to prepare adults who have not finished high school for the five-part GED exams.

**GED for ESL-General Education Development (9-12):** A program designed to prepare former ESL students to take the five-part GED exams or entry into post-secondary education.

**ESL- English as a Second Language:** A program for limited English proficient students who wish to improve their ability to speak, understand, read, and write English.

**Adult Volunteer Literacy:** An individualized volunteer tutoring program designed for adults who need to increase their competencies in basic reading, writing, listening and math.

**Constitution Preparation:** A program designed to prepare students for the Constitution exam.

For more information, call the South Suburban College Office of Community Education at 708-596-2000, ext. 2385 or 2240.

## Emergency First Aid

In the event of an accident or injury, minor first-aid is available at the Campus Police Department, Room 1215. However, it is expected students have a private insurance policy in order to provide them with comprehensive medical and surgical benefits.

## Fitness Center

Students who wish to use the College Fitness Center should register for one of the Physical Education courses (P-E 100, 101, 200, or 201) for college credit or for a Continuing Education Fitness Course, and pay the appropriate tuition and fees. After completing the orientation sessions, students may work out at their own convenience during Fitness Center hours. The SSC Fitness Center includes state-of-the-art equipment and an individualized workout program. Students need a college I.D. card to use the Fitness Center. For more information, call 708-596-2000, ext. 5734.

## Food Service

Both hot and cold foods and beverages are offered for sale in the Student Center on Level One. Vending machines are located adjacent to the Ace Cafe and at the University & College Center for student convenience.

The late "Ma" Cofer is the subject of a portrait hanging in the Student Center. Ms. Cofer was a former staff member at the College who was much loved by students.

## Art Galleries

**Dorothea Thiel Gallery:** The Thiel Gallery is located in room 4338 within the Art and Design studio complex (fourth floor, northeast). Recognized by Midwest artists as an excellent exhibition facility, the Gallery showcases six regionally or nationally known artists each year. In addition, the Thiel Gallery sponsors the Fall and Spring Biannual Juried Student Art Exhibits.

**Photo-Four Gallery:** Located in room 4336 on the fourth floor adjacent to the Thiel Gallery, the Photo-Four Gallery is a unique space designed expressly to exhibit photographic images. Widely known by regional professional photographers, the Gallery hosts six exhibits annually.

**Dulgar Gallery:** An SSC Foundation-sponsored gallery, located in the College Atrium. The Dulgar Gallery hosts a variety of special exhibits, including: artistic, historic, scientific and social exhibits. The space has its own security system, air conditioning and humidification system for environmentally-sensitive objects that are put on display.

All Galleries are open Monday through Thursday, 9:00 to 6:00 p.m., and Fridays 9:00 to 3:00 p.m. The Galleries are closed on weekends and College holidays. There is no charge for admission to the Galleries. Announcements for the various exhibits appear in local newspapers. For additional information, please contact the Media Relations Office at 708-596-2000, ext. 5782.

Gallery directors: contact 708-596-2000 ext. 2316 for more information.

## Library

The Library at South Suburban College is a central service area for books, periodicals, audiovisual materials, subscription databases, and online resources that support the classroom needs of the students, faculty, and staff as well as the research and informational needs of the community. The Library encourages self-inquiry by teaching users how and where to find information and how to enjoy and evaluate the world of books, magazines, media, and online resources.

The Library provides comprehensive services including: reference services and assistance using the Library; a vast collection of books, periodicals, government documents, and audiovisual materials; a collection of textbooks for classes which are being offered by the college; information skills instruction so that students can find, use, and analyze information; study space on both floors; 36 computers with Internet access; computer printers; copy machines; and an enlarger for the visually impaired.

The collection focuses on the coursework offered at South Suburban College. There are approximately 25,000 books in the collection, 55 periodical titles (magazines, journals, newspapers), numerous U.S. government publications in the government

documents collection, and several audiovisual materials (videocassettes, CDs, LPs). Membership in the System Wide Automated Network (SWAN) catalog enhances the Library's resources and makes our collection available throughout the community. There are over 80 libraries which list their collections in the SWAN catalog, and students are able to request and borrow most of these materials with a South Suburban College library card or a local library card from any of the libraries in the system. Students can obtain a library card for free through the library with their student IDs. Library users also have access to the several catalogs covering over 1,500 Reaching Across Illinois Library Systems (RAILS) libraries with which the Library has established a reciprocal borrowing system. Additionally, Library users may also have materials requested from the I-Share catalog, which includes the resources of 76 academic libraries in Illinois which belong to the Consortium of Academic and Research Libraries in Illinois (CARLI).

The subscription databases are valuable library resources. They allow users access to articles, ebooks, testing resources, and more. The subscription databases include: Credo Reference, EBSCOhost, Gale Virtual Reference Library, InfoTrac's Testing & Education Reference Center, Naxos Music Library, Oxford English Dictionary, Oxford Music Online, and ProQuest's Chicago Tribune database.

The three faculty librarians will be happy to assist students with using the Library and locating appropriate materials and resources for college assignments, personal projects, or general information.

The Library is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday. Summer hours are posted outside the Library entrance.

## Lost and Found

Lost and found is located at the Campus Police Office, Room 1215. Articles not claimed within 30 days will be disposed of.

## Microcomputer Labs

South Suburban College has more than 300 microcomputers housed at our main campus and University & College Center. These labs provide access to computer packages for word processing, database, spreadsheet, Internet access, programming and various discipline-specific study. Lab attendants are available to provide an orientation to equipment and other pertinent information, including assisting in operating hardware.

Open lab (Room 3141) is available for students to work on class or individual assignments from 8 a.m. to 9:45 p.m., Mondays through Fridays. Also, all of our classroom computers are available for open lab use.

These times change each semester and are posted in each lab. Students need a college I.D. card to use the computer labs.

## **Admissions**

All new students start here. We offer support in the application and registration process, as well as support for new and returning students. All students with questions should call or stop by room 2348. For more information, please call 708-210-5718.

## **Office Of College Recruitment**

The Office of College Recruitment organizes and conducts off campus recruitment events throughout Community College District 510, Northwest Indiana and the Chicago Area. The Office provides tours to incoming students and assists them with the transition to College. To schedule a tour or more information, please contact 708-596-2000 ext. 2023.

## **Services for Students with Disabilities Office**

Services for Students with Disabilities Office (SSDO) offers assistive support to students with special needs. Services encompass the provision of technological devices, note-takers, interpreters, and tutoring. The Services for Students with Disabilities Office (SSDO) will provide this information for all students seeking any type of academic accommodations. From the time a student makes an initial request for services, to the final determination of accommodations to be provided, the SSDO includes the student in an interactive process to determine the academic adjustments and/or modification and services to be provided to the student.

In making this determination regarding appropriate accommodations, the SSDO takes into account input from the student and SSDO. The SSDO will consult with Administrators, Counselors, and other academic faculty where appropriate.

The determination of appropriate accommodations will be made on an individualized case-by-case basis using this interactive process involving all appropriate stakeholders.

The following is information on the services available to students requesting accommodations and forms that must be completed to receive academic accommodations through SSDO. Forms for your doctor to complete, if required, are included with this packet. Please follow the application process as outlined in the following steps.

1. Contact the SSDO Manager at extension 2649, or in room 2264, to receive the information packet for receiving accommodations. This step should be completed as soon as possible.

2. Submit the medical documentation to the Manager of SSDO.
3. Make an appointment with a Special Needs Counselor by calling (708) 596-2000, extension 2306. (At the time of this appointment, you will be required to submit the required medical documentation, if you have not already done so.) The Counselor will verify that the student has the appropriate documentation and work with the student and review departmental information to identify the appropriate accommodation(s). If the student lacks the appropriate documentation, the student will be informed of the necessary additional information required to evaluate the need for academic accommodations and the counselor will schedule a follow-up appointment with the student.
4. Once the Counselor has verified that the student has the appropriate documentation to substantiate his/her disability, the student will be instructed to contact the SSDO Manager to make an appointment to continue with the interactive process to determine the academic adjustments and/or modification and services to be provided to the student.
  7. If the Counselor recommends that the student is not eligible for accommodation(s), the student will be referred for other academic support services such as tutoring services, or student life at South Suburban College.
  2. If the Counselor recommends that the student is eligible for accommodation(s), the manager will issue an accommodation(s) passport and refer the student to the SSDO Specialist. The Specialist will arrange the note taking, interpreting, and/or test dictation schedule for which the student is eligible.
5. Once the recommendation of appropriate accommodations has been made, the student will be notified by receiving an academic accommodation passport immediately. The SSDO will utilize accommodation request forms, or academic accommodation passports, to provide this written notification documenting the individualized accommodations that have been determined to be appropriate as a result of this interactive process. If any adjustments or services requested by the student are denied, the student will be notified by the SSDO in writing, which shall also include the reason(s) for the denial, within 10 school days. All written notification will also include information regarding the process that the student can use to appeal the denial of any adjustments or services requested by the student and a copy of

- the Accommodation Appeal Form for the student to complete and return to the Manager of the SSDO.
6. The student must decide whether or not to accept the recommended accommodations(s).
    - If the student accepts the recommended accommodation(s), the SSDO will provide the accommodation passport to notify both the student and, with the student's consent, the student's instructors.
    - If the student does not accept the recommended accommodation(s), the student will indicate their rejection of the recommended accommodation(s) on the Accommodation Request Form, and sign and date the form. The SSDO will contact the student by phone or in writing to notify the student of the date, time, and location of the staff meeting to review the student's denial within 10 school days. This staff meeting will include all appropriate staff involved in the interactive process along with the student.
    - If the student disagrees with the outcome of the staff meeting the student can file a complaint using the College' disability complaint discrimination procedures.
  7. The Specialist will schedule, as necessary, the accommodation(s) for which the student is eligible. The Specialist will contact the student by phone or in writing to notify the student of any necessary accommodation(s) that have been scheduled.
  8. The student will participate in follow-up meetings with his/her Counselor, Manager or Specialist as needed, but at a minimum, once per semester to discuss the continuing need for accommodations.

### **Student Guidelines:**

1. The SSDO does not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.
2. It is the student's responsibility to notify the SSDO of the need to change a course schedule prior to making any changes and to discuss if such a change impacts the accommodation(s). If the student registers late or makes changes to their schedule that requires changes to his or her accommodation(s) request, the student must expect that it will require a minimum of three weeks to process the new request for accommodation(s).
3. A student who has not registered for classes for one or more semesters must contact the SSDO, at least thirty (30) days prior to the start of any semester Fall, Spring or Summer) to notify the

SSDO of the student's intent to return to South Suburban College and the need to undertake a new interactive process.

4. When requesting accommodation(s) for test proctoring, the student must notify the SSDO Specialist in writing a minimum of three (3) days in advance of when the student is required to take his/her test.
5. The Student shall sign the Accommodation Service Log to verify the date and time the accommodation(s) is received. The student is also required to complete an Accommodation Feedback Form at least once a semester to evaluate the quality of the accommodation services received.

For more information, call 708-596-2000, ext. 2572. A TDD phone is available: 708-596-2000, ext. 2573.

### ***Student Life & Leadership***

Student Life promotes and enhances the quality of student life through the coordination of social, cultural and entertainment events and activities. Some activities include films, concerts, dances, performing artists, plays, guest speakers, field trips, workshops and leadership training seminars.

Student Life also serves as the central resource for student clubs and organizations, with professional assistance available to individuals and student organizations sponsoring campus activities, forming new clubs and addressing special needs or interests. Currently chartered clubs and organizations are listed in your student handbook.

All postings and distribution of materials by students must be approved by the Manager of Student Programming.

The SSC Student Leadership Program invites students to prepare for life after SSC by becoming a student leader, peer mentor, ambassador or Student Trustee. Join us to learn skills for effective advocacy and service. We provide a wide variety of service projects and training opportunities to assist students in reaching their educational and career goals.

College I.D. Cards are available through the Student Life & Leadership Office. (See page 187.)

Student Life and the Student Leadership Program are located in Room 2329. For more information call (708) 596-2000, ext. 2418 or 2337 for Student Life; call ext. 2499 or 2315 for Student Leadership.

### ***Student Government Association***

All students enrolled in college-credit courses are considered members of the Student Government Association of South Suburban College and are encouraged to attend regularly scheduled meetings. Senators and officers, which are elected by the student body, include President, Executive Vice-President, Vice-

President of Programming and Promotions, Vice-President of Finance, Student Trustee, Secretary/Senator and 6 Senators.

The Student Government Association strives to promote student activities through the Programming Board. In addition, the Association keeps active communications among all segments of the College community through the Inter-Club Council and addresses student concerns and grievances. The Student Government Association office is located in the Student Center/Cafeteria. For more information, call 708-596-2000, ext. 2337.

## Transfer Center

Students intending to transfer to a four-year university should plan their programs with a counselor at the South Suburban College Transfer Center. The Center provides a wide range of services to assist students in the transfer process, including preparation of the Master Academic Plan (MAP) to ensure that SSC courses completed transfer to the four-year university of your choice. Other services provided include information on the transfer process and admissions requirements at four-year schools. The Transfer Center is open five days a week. For more information, call 708-596-2000, ext. 2306.

# Affirmative Action- Title IX

## *Student Grievance Procedure* (non-academic matters)

### Step 1

Any student who has a complaint (grievance) against an employee of the College regarding a non-academic matter such as sexual harassment, discrimination based on race, color, national origin, sex, disability, religion or age is encouraged to attempt a resolution by informal means. To do so, the grievant is encouraged to discuss the matter with the person against whom the complaint is made.

Where the grievant deems the informal process to be impracticable, not in the grievant's best interests or where said discussions do not result in a resolution of the matter, the grievant should proceed to Step 2.

### Step 2

- A. A complaint shall be made in writing to the Affirmative Action Officer within ninety (90) days from the date of the occurrence on a form provided by the Affirmative Action Officer.
- B. The complaint must be completed in its entirety, must specify the relief requested by the grievant and must be signed by the grievant.
- C. In all cases, the Affirmative Action Officer shall

request a written response to the complaint from the person against whom the complaint is made. In no event shall the lack of a written response eliminate or diminish the Affirmative Action Officer's right to conduct an investigation into the matter.

- D. The complaint shall be reviewed by the Affirmative Action Officer and the Affirmative Action Officer shall conduct an investigation into the matter. The investigation shall include but not be limited to interviews of persons with knowledge of the incident(s) including the party against whom the complaint is filed, witnesses and others who may have information relevant to the inquiry. Additionally, the Affirmative Action Officer may review any written documents which may be useful in ascertaining the validity of the complaint.
- E. All parties to a complaint have the right to have a representative present during the Affirmative Action Officer's interview(s).
- F. Within twenty (20) school days from the date of the Affirmative Action Officer's receipt of the complaint or as soon thereafter as is necessary to complete the investigation, the results of the investigation shall be transmitted to the parties, by certified mail, along with the Affirmative Action Officer's decision. A copy of the results shall also be transmitted to the Vice President of Academic Affairs, Vice President of Student Development and the College President.
- G. Any party not satisfied with the decision of the Affirmative Action Officer, shall proceed to Step 3.

### Step 3

- A. Any party not satisfied with the decision of the Affirmative Action Officer may file a written Appeal with the Vice President of Academic Affairs when the complaint involves a faculty member within that area or with the Vice President of Student Development when the complaint involves other employees of the College within ten (10) school days from the receipt of the decision. Said written appeal shall be submitted on a form provided by the Affirmative Action Officer.
- B. Upon receipt of a written appeal, the Vice President of Academic Affairs or Vice President of Student Development, as the case may be, shall convene at a meeting of the College Appeals Committee to provide a hearing of the appeal. Where the Complaint involves a faculty member from the Academic Affairs area, the College Appeals Committee shall consist of the Vice President of Academic Affairs, Faculty Representative and Support Staff Representative. Where the complaint

involves other employees of the College, the Committee shall consist of the Vice President of Student Development, Faculty Representative and Support Staff Representative.

- C. Said hearing shall be convened within fifteen (15) school days from the date of receipt of the appeal by the applicable Vice President.
- D. At the hearing, all parties may have a representative present who may advise the party but not question witnesses.
- E. A decision shall be rendered in writing within ten (10) school days from the conclusion of the hearing and shall be transmitted to the parties by certified mail.
- F. Any party not satisfied with the decision rendered by the College Appeals Committee shall proceed to Step 4.

#### **Step 4**

- A. Any party not satisfied with the decision rendered by College Appeals Committee may appeal to the Board within seven (7) school days from the receipt of the decision. Said written appeal shall be submitted on a form provided by the Affirmative Action Officer.
- B. Upon receipt of an appeal, the Chairperson of the Board shall schedule a hearing with the entire Board in executive session. At the Board hearing, the parties may present evidence and have counsel present. Thereafter, the Chairperson will communicate in writing the decision of the Board to the parties. The decision of the Board is final. Where the complaint is made against an employee covered by a collective bargaining agreement, the employee shall have the right to have a representative of the labor organization present at all steps of the process. Where a final decision recommends that disciplinary action be taken, said action and proceedings shall be in accordance with applicable collective bargaining agreements, handbooks and relevant statutory and constitutional requirements.

Complaints against students shall be addressed according to the procedures outlined on page "Due Process For The Student Code Of Conduct" on page 5. The Affirmative Action Officer shall assist in the investigation and shall consult with the officer or committee.

Where the complaint also involves a grade complaint, the procedures for academic appeals by students shall control. However, the Affirmative Action Officer shall participate in the meeting specified at Step 2 and shall assist in the investigation and shall consult with the committee.

At any time before, during or in conjunction with the aforementioned process, the student may elect to utilize additional grievance procedures set forth by the U.S. Department of Education Office for Civil Rights.

***Questions in Reference to Affirmative Action/Title IX may be directed to:***

***Affirmative Action Officer and/or  
Title IX Coordinator  
South Suburban College  
15800 S. State Street,  
South Holland, IL 60473  
708-596-2000***

# General Information

*Equal Education Opportunity*

*Employment Policy Statement*

*Illinois Articulation Initiative*

*Student Consumer Information*

*Family Educational Rights & Privacy Act*

*Sustainability Statement*

*2013-2014 Academic and Student Services Calendar*

*Administration*

*Faculty*

*Index*

*Board Of Trustees*



## **Equal Education Opportunity**

South Suburban College must ensure that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or persons with disabilities. Consistent with this commitment, the College assures that no person shall be excluded from or denied the benefits of any program or activity on the basis of sex, age, color, race, creed, religion, national or regional origin. Title IX of the Education Amendments of 1972 prohibits South Suburban College from discriminating on the basis of sex in any educational program or activity it operates. South Suburban College does not discriminate on the basis of sex in admissions, employment or in the operation of any educational programs or activities.

Further, in facilitating this commitment, the College values educational opportunities for students to interact with positive staff role models from diverse racial, ethnic, and gender groups. In addition, no otherwise qualified persons with disabilities shall be excluded from or denied the benefits of any program or activity in a manner inconsistent with applicable Federal and State Statutes and Regulations. South Suburban College through its policies and programs, has implemented programs that enhance and encourage educational opportunity for students.

Questions in Reference to Title IX may be directed to:

**Title IX Coordinator**  
**South Suburban College**  
**15800 S. State Street**  
**South Holland, IL 60473**  
**708-596-2000**

## **Employment Policy Statement**

South Suburban College embraces the concept of non-discrimination in all areas of human and personnel relations. Equal opportunity in recruitment, in employment and in advancement is guaranteed for students, potential students, qualified handicapped persons, applicants for employment, and all college personnel regardless of race, color, religion, national or regional origin, age\*, physical or mental disability, or unfavorable military discharge.

*\* Within areas covered by federal law or regulations.*

## **Illinois Articulation Initiative**

South Suburban 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 lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter). See an academic adviser for additional information and/or read about the IAI on the World Wide Web at [www.iTransfer.org](http://www.iTransfer.org).

## **Student Consumer Information**

In accordance with Title I of the Education Amendments of 1976, the U.S. Department of Education, the College makes available complete financial aid and other student consumer information through the Admissions Center and the Office of Financial Aid. For consumer information data, consult these offices.

## **Student Insurance Information**

Students interested in purchasing short term medical insurance may contact First Agency Insurance Company through their web site: [ww.1stagency.com](http://ww.1stagency.com)

By clicking on "programs," then "short term medical," students can get information and purchase insurance online.

## **Family Educational Rights and Privacy Act of 1974**

### **Notification Of Rights Under FERPA For Post Secondary Institutions**

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 Director of Enrollment Services, or other appropriate official, written request that identifies the record(s) they wish to inspect. The college official will make arrangements for access, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading.

They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college 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 which permits disclosure without consent is disclosure to school officials with legitimate educational interest. 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by South Suburban College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605**



### ***SSC's Sustainability Statement***

South Suburban College strives to be a leader in sustainability efforts. This mission is achieved in several ways. College initiatives include, but are not limited to, renovating College buildings for energy efficiency, purchasing a percentage of renewable energy and eco-friendly products, encouraging campus programs that incorporate reducing, reusing and recycling, providing contemporary training for the green economy and supplying sustainability information and forums to the College district. Our most important goal is to educate our staff and students to practice environmental stewardship at home and in the community.

# 2013-2014 Academic & Student Services Calendar

---

## Fall Semester 2013

- August 19** First meeting of day and evening classes
- August 26** Last day of refund period for 1<sup>st</sup> 8 and 16-week college credit classes
- September 2** Labor Day – No Classes, College Closed
- September 30** Last day to withdraw (through portal) from 1<sup>st</sup> 8-week classes
- October 14** Columbus Day – No Classes, College Closed
- October 14** Beginning of 2<sup>nd</sup> 8-week classes
- October 21** Last day of refund period – 2<sup>nd</sup> 8-week classes
- November 11** Veterans' Day – No Classes, College Closed
- November 25** Last day to withdraw (through portal) for 2<sup>nd</sup> 8 and 16 week college credit classes
- Nov. 28-30** Thanksgiving Recess - No Classes, College Closed
- December 7** Last meeting of day and evening college credit classes
- December 9-14** Finals Week
- Dec. 24 - Jan. 1** College Closed

Note: The main campus is closed on weekends. Saturday references pertain to the UCC campus.

## Spring 2014

- January 2** College reopens
- January 13** First meeting of day and evening classes
- January 20** Martin Luther King Holiday – No Classes, College Closed
- January 20** Last day of refund period for 1<sup>st</sup> 8 and 16-week college credit classes
- February 17** Presidents' Day – No Classes, College Closed
- February 24** Last day to withdraw (through portal) from 1<sup>st</sup> 8-week classes
- March 7** Pulaski Day Observed-No Classes, College Closed
- March 8** End of 1<sup>st</sup> 8-week classes
- March 10-15** Midterm Break - No Classes, College Open
- March 17** First meeting of 2<sup>nd</sup> 8-week classes
- March 24** Last day of refund period – 2<sup>nd</sup> 8-week classes
- April 17** Spring Break – No Classes, College Open
- April 18** Spring Day – No Classes, College Closed
- April 19** UCC Campus Is Open
- April 28** Last day to withdraw (through portal) from 2<sup>nd</sup> 8 and 16 week classes
- May 10** Last meeting of day and evening college credit classes
- May 12-17** Finals Week
- May 18** Graduation

Note: The main campus is closed on weekends. Saturday references pertain to the UCC campus.

**Summer Semester 2014**

<b>May 26</b>	Memorial Day – No Classes, College Closed
<b>June 2</b>	First meeting of day and evening classes – Session I
<b>June 9</b>	Last day of refund period – Session I
<b>June 9</b>	First meeting of day and evening classes – Session II
<b>June 16</b>	Last day of refund period – Session II
<b>July 3</b>	Independence Day Observed – No Classes, College Closed
<b>July 14</b>	Last day to withdraw (through portal) from Session I day/evening classes
<b>July 21</b>	Last day to withdraw (through portal) from Session II day/evening classes
<b>July 24</b>	Last meeting of day and evening classes – Session I
<b>July 31</b>	Last meeting of day and evening classes – Session II

**\*Available through "MY SSC" (Portal) to allow students 24 hour access during college closed period**

# Administration

## **President's Office**

### **Donald Manning**

*College President*  
B.A., University of Illinois-Chicago  
M.P.A., Governors State University  
M.B.A., National Louis University

### **Patrick Rush**

*Director, Public Relations, Publications  
Executive Director, SSC Foundation*  
B.A., Purdue University  
M.H.Ed., Governors State University

### **John McCormack**

*Executive Director of Information  
Technology & Academic Computing*  
A.A./A.A.S. - South Suburban College

### **Kimberly Pigatti**

*Director, Human Resources*  
B.B. A., Western Michigan University  
M.B.A., Western Michigan University

### **Jeff Rihacek**

*Director of Academic Computing  
& Telecommunications*

### **Kevin Riordan**

*Director, Institutional Research*  
M.A., B.B.A., Loyola Univ. of Chicago

### **John Spehar**

*Director of Information Technology*

## **Administrative Services**

### **Martin Lareau**

*Vice President, Administration*  
A.S., South Suburban College  
B.A., Calumet College of St. Joseph  
M.B.A., National Louis University

### **Justin Papp**

*Director Of Physical Plant Services*  
A.S., South Suburban College  
B.B.A., Saint Xavier University

### **Rebecca Admave-Eberhart**

*Dean, Extension Services &  
Continuing Education*  
A.S., South Suburban College  
B.S., Calumet College of Saint Joseph  
M.A., DePaul University

### **Shirley Drewenski**

*Director, Continuing Education*  
A.S., South Suburban College  
B.A., Purdue University

### **Timothy Pollert**

*Treasurer/Controller*  
B.S., Valparaiso University  
M.P.A., Governors State University

### **John Semple**

*Director, Financial Aid*  
B.A., Milliken University  
M.P.A., Indiana University

## **Academic Services**

### **Lynette D. Stokes-Wilson, Ed.D.**

*Vice President, Academic Services*  
B.A., Columbia College  
Ed.D., M.P.A., Roosevelt University

### **Ronald Kawanna, Jr.**

*Assist. Vice President, Academic  
Services & Institutional Effectiveness*  
B.A., Chicago State University  
J.D., John Marshall Law School

### **Miriam Anthony, MS, RN**

*Dean, Nursing*  
A.A.S., Kennedy-King College  
B.S., Governors State University  
M.S., Governors State University

### **Tom A. Govan, Jr.**

*Dean, Fine Arts, Social & Behavioral  
Sciences, Business & Technology*  
A.A., Thornton Community College  
B.A., M.S., Eastern Illinois University

### **Lisa Miller**

*Director, Communication Services  
& Media Design*  
A.A.S., South Suburban College  
B.A., Purdue University  
Ed. M, Univ. of Illinois-Urbana-  
Champaign

### **Anna Helwig**

*Dean of Mathematics & Sciences*  
B.S., Chemistry, Benedictine University  
Ph.D, Chemistry, University of Iowa

### **Jeff Waddy**

*Dean, Health Professions, English  
& Humanities*  
B.S., Albany State University  
M.S. Ed., Southern Illinois  
University-Carbondale

## **Enrollment & Community Education**

### **Jane Ellen Stocker, NCC**

*Vice President, Enrollment &  
Community Education*  
B.A., Univ. of Illinois-Urbana-  
Champaign  
M.A., Counseling, Governors State  
University

### **Robin Rihacek**

*Director, Enrollment Services*

## **Student Development**

### **Songie Adebiji**

*Vice President, Student  
Development*  
B.S., M.Ed, University of Illinois-  
Urbana-Champaign

### **Gregory Lawrence**

*Dean, Student Development*  
B.A., M.S. Ed., Chicago State  
University

### **Patrice Burton**

*Dean, Student Services*  
A.A., Thornton Community College  
B.B.A., Loyola University of Chicago  
M.S.Ed., Chicago State University

### **Steve Ruzich**

*Director, Athletics*  
A.S., South Suburban College  
B.S., College of St. Francis  
M.S., Chicago State University

# Faculty

## George Alexopoulos

*Physical Science*  
B.S., Pars College  
M.S., University of Tehran  
M.S., University of Laramie  
M.S., University of Wisconsin  
Ph.D., University of Wisconsin

## Bruce Allardice

*Social & Behavioral Sciences*  
B.A., University of Illinois-Champaign  
J.D., University of Illinois-Champaign

## David Anderson

*Mathematics*  
B.A. Macalester College  
M.S., University of Illinois-Chicago

## Robert Bailey

*English*  
B.A., Bradley University  
M.A., Bradley University  
M.A., DePaul University  
Ph.D., Illinois State University

## Laura Baltuska

*English*  
B.A., Lewis University  
M.A.W., DePaul University

## Linda Bathgate, C.R.C.

*Counseling*  
B.S. M.Ed., Edinboro State University  
M.Ed., Penn State University

## Sandra Bein

*Communication/Speech*  
B.A., Northern Illinois University  
M.A., Governors State University

## Marybeth Beno

*Chairperson, Department of  
Mathematics and Computer Science*  
*Mathematics*  
B.A., Calumet College of Saint Joseph  
M.S., Purdue University

## Alfred Brown

*English*  
B.A., Oakwood College  
M.A., Loma Linda University

## Kinasha Brown

*Coordinator, Medical Assistant,  
Medical Records Technology*  
*Medical Assistant, Medical  
Records Technology*  
B.B.A., Robert Morris College  
M.A., Roosevelt University

## Art Burton

*History*  
B.A., M.A., Governors State  
University

## Christine Calhoun

*Life Science*  
B.S., M.S., Chicago State University  
Ed.S., Northern Illinois University

## Leticia Carrillo

*Counseling*  
B.A., Chicago State University  
M.A., Chicago State University

## Godwin Chou

*Music*  
B.M., M.M., University of North  
Texas  
M.A., Hong Kong Baptist University  
D.M. American Conservatory of  
Music

## Kyle Churney

*Developmental English*  
M.F.A., University of New Mexico  
B.A. English, DePaul University

## Jason Cieslik

*Coordinator, Paralegal Program*  
*Legal Studies*  
B.S., Washburn University  
J.D., Thomas M. Cooley Law  
School

## Susan Cline

*Reading*  
B.A., Northeastern Illinois University  
M.A., Northeastern Illinois University  
M.A., Governors State University

## Keith E. Collett II

*Developmental English*  
B.A., M.A., University of Nebraska  
Ph.D. University of South Dakota

## LaTherese R. Cooke

*Coordinator, Court Reporting*  
B.S., Southern Illinois University  
M.A., Governors State University

## Ronald L. Cooley

*Business*  
A.A., Thornton Community College  
B.S., B.A., St. Joseph's College  
M.A., Governors State University

## Patrice Coronato

*Chairperson, Legal Studies*  
*Court Reporting*  
B.A., Northeastern Illinois  
University  
M.Ed., Loyola University  
M.S.H.R., Loyola University

## Lisa Curlless

*Mathematics*  
B.A. North Central College  
M.A. Northern Illinois University

## Eugene Damiani

*Building Construction Technology*

## Yvonne Dantzer-Randolph, RN

*Coordinator, Basic Nursing Assistant  
Nursing*  
B.S., Chicago State University  
M.S., University of Illinois-Chicago

## Patrick T. Deane, J.D., LL.M.

*Business Law/ ParaLegal Studies*  
A.A., Thornton Community College  
B.S., Univ. of Illinois-Urbana-  
Champaign  
J.D., Valparaiso Univ. School of Law  
LL.M., DePaul Univ. College of Law

**Marilyn dos Santos**

*English*  
 B.A., Universidade de Taubate  
 (Brazil)  
 M.A., Ball State University

**Melynie Durham, B.S. RT(R) MR**

*Coordinator, Radiologic  
 Technology*  
*Radiologic Technology*  
 A.S., A.A.S., South Suburban College  
 B.S., College of St. Francis

**Kathryn Melin Eberhardt**

M.A. Ed., COTA/L, ROH  
*Occupational Therapy*  
 A.A.S., Thornton Community  
 College  
 B.A., Governors State University  
 M.A.Ed., National-Louis University

**Richard Evans**

*Chairperson, Business &  
 Technology*  
*Management Information  
 Sciences*  
 B.S., DeVry Institute of Technology  
 M.B.A., Governors State University  
 M.S. Governors State University

**Jazaer Fouad-Farrar**

*Counseling*  
 B.A., Purdue University  
 M.S., National-Louis University

**Michele Foote, RN**

*1<sup>st</sup> Year Coordinator*  
*Nursing*  
 B.S.N., University of Illinois-  
 Chicago  
 M.S.N. North Park University

**John C. Geraci**

*Chairperson, Communications &  
 Humanities*  
*Communication*  
 B.A., M.A., University of Illinois-  
 Chicago

**Sergio Gomez**

*Coordinator, Graphic Design  
 Art and Design*  
 B.A., Governors State University  
 M.A., Governors State University  
 M.F.A., Northern IL University

**Jacqueline Gordon**

*Coordinator, Phlebotomy*  
*Medical Assistant/Phlebotomy*  
 Robert Morris College  
 B.S., M.B.A., University of Phoenix

**Gerald Griffith**

*Chairperson, Life Science &  
 Physical Education*  
*Biology*  
 B.S., University of Missouri  
 M.S., University of Chicago

**Diane Grzeczka**

*Developmental Mathematics*  
 B.A., St. Xavier University  
 M.A., Purdue University-Calumet

**Maria Diana Gutierrez**

*Coordinator, GED for ESL*  
 B.A., Governors State University  
 M.A., Saint Xavier University

**Noah Hamilton**

*Counseling*  
 B.A., Valparaiso University  
 M.S., St. Francis University

**Diana Haney**

*Reading*  
 A.S., Thornton Community College  
 B.A., Governors State University  
 M.A., National-Louis University

**Mark Hannon**

*Counseling*  
 B.L.S., Purdue University  
 M.S. Ed., Purdue University

**Andrew Hoefle**

*Music*  
 B.B.Ed., VanderCook College of  
 Music  
 M.M., Northern Illinois University

**Albert M. Jackson**

*Chairperson, Music*  
*Music*  
 B.A., Chapman University  
 M.A., California State University  
 M.Mus, Valparaiso University

**LaKisha Jefferson**

*Communication/Speech*  
 A.A., Purdue University Calumet  
 B.A., Purdue University Calumet  
 M.A., Purdue University Calumet

**Camille Johnson**

*General Education Development,  
 Adult Basic Education, Adult  
 Secondary Education*  
 B.A., Governors State University

**Ond' Johnson, BA, MHA, EdD**

*Business & Technology*  
 B.B.A., Chicago State University  
 M.A., Governor's State University  
 Ed. D., Argosy University

**Lauren Johnston**

*Counselor*  
 B.A., Lewis University  
 M.A., Lewis University

**M. Richard Jones**

*English*  
 B.S.Ed., Eastern Illinois University  
 M.A., Southern Illinois University-  
 Edwardsville

**Steven Kasper**

*Chairperson, Engineering &  
 Technology*  
*Coordinator, Building Code  
 Enforcement*  
*Construction Technology*  
 B.S., Chicago State University  
 M.B.A., Keller Graduate School of  
 Management

**Amy Kelley**

*Mathematics*  
 B.S., DePaul University  
 M.A., DePaul University

**Jan Keresztes, R.Ph.**

*Coordinator, Pharmacy Technician  
 Program*  
*Pharmacy Technician Program*  
 B.S., Purdue University  
 Pharm.D., Purdue University

**Jack Kirkpatrick**

*Chairperson, Art Department*  
*Art*  
 B.F.A., Illinois State University  
 M.F.A., School of Art Institute-  
 Chicago

**Mary Klinger**

*English as a Secondary Language*  
B.S., Illinois State University

**Jennifer Kraft**

*Chairperson, Reading*  
*Reading*  
B.S., Eastern Illinois University  
M.S., Eastern Illinois University

**Michael N. Kulycky**

*English*  
B.A., DePaul University  
M.A., University of Chicago

**Sangeeta Kumar**

*Library*  
B.A., Loretto College, India  
M.L.I.S., Dominican University

**Regine Larosiliere-Hicks, RN,**

*Nursing*  
B.S.N., Northern Illinois University  
M.S.N., Northern Illinois University

**Mary Ann I. Larsen**

*Counseling*  
B.A., M.A., DePaul University

**Marianne Liauba**

*Chairperson, English*  
*English*  
B.A., DePaul University  
M.A., Northern Illinois University

**Yixia Lu**

*Mathematics*  
B.S., Fudan University, China  
M.S., University of Arizona  
Ph. D., University of Arizona

**Heidi Lyne**

*Developmental Mathematics*  
B.S., Saint Xavier University  
M.S., DePaul University

**Michael Lyttle**

*Biology*  
B.S., University of Western Ontario  
D.C., National College of  
Chiropractic

**Taha Mansour**

*Economics*  
B.S., University of Jordan  
M.S., Illinois Institute of Technology  
Ph.D., University of Cincinnati

**Corey McDonald**

*Mathematics*  
B.S., University of Michigan-Flint  
M.A., Wayne State University

**Christopher McElroy**

*Adult Volunteer Literacy*  
*Coordinator*  
B.A., Governor's State University

**Shari McGovern**

*Coordinator, Radiologic*  
*Technology*  
A.A.S., South Suburban College  
B.S., R.S., Midwestern State  
M.A.ED., Phoenix University

**Shunda McGriff**

*Chairperson, Counseling*  
*Counselor*  
B.A., University of Arizona  
M.S., Eastern Illinois University

**Jennifer Medlen**

*Developmental Mathematics*  
B.S.E., University of Wisconsin  
M.S., Chicago State University  
Ed. D., Nova Southeastern  
University

**Jeanie F. Minneci Mitchel,  
R.N.C.**

*Nursing*  
B.S.N., St. Xavier University  
M.S.N., Governors State University  
M.A., Governors State University

**Cathy M. Mistovich MS, OTR**

*Chairperson, Allied Health*  
*Coordinator, Occupational*  
*Therapy Assistant*  
*Occupational Therapy*  
M.S. Western Michigan University  
B.S. University of Illinois - Chicago

**Dennis Monbrod**

*Mathematics*  
B.A., Northeastern Illinois University  
M.S., University of Illinois at Chicago

**Gina Mrozek**

*Developmental Mathematics*  
B.S., Saint Xavier University  
M.S., Loyola University

**Eric Myers**

*Biology*  
B.A., Indiana University of PA  
M.S., Central Michigan University  
Ph.D., Michigan State University

**Bridget Nickel**

*Speech*  
B.A., Eastern Illinois University  
M.A., Eastern Illinois University

**Caleb A. Olaley**

*Developmental Mathematics*  
B.S., University of Illinois-Chicago  
M.S., M.A., Chicago State  
University

**James O'Leary**

*Biology*  
B.S., Illinois Benedictine  
D.P.M., Dr. William M. Scholl  
College of Podiatric Medicine

**Patrick O'Leary**

*Developmental Mathematics*  
B.A., Governors State University  
M.S., Chicago State University

**Natalie Page**

*Communication & Humanities*  
B.A., Michigan State University  
M.A., Governor's State University

**Belinda Payne, RN**

*Nursing*  
A.A.S., in Nursing-Olive Harvey  
College  
B.S.N., Northwestern University  
M.S.N., Governors State University

**Mark Pelech**

*Office Administration & Technology*  
B.S., University of Illinois-  
Champaign  
M.B.A., Governors State University  
M.S.W., Loyola University Chicago  
C.A.D.C., Certified Alcohol & Drug  
Counselor  
LSW, Licensed Social Worker

**Edith Raices**

*Chairperson, Behavioral Science*  
*Behavioral Science*  
B.A., M.A., Governors State University

**Rona Robinson**

*Coordinator, Adult Basic Education,  
Adult Secondary Education*  
B.S., Chicago State University  
M.S., Chicago State University

**Joan Rosen**

*Communication & Humanities,  
Philosophy*  
B.A., M.A., DePaul University

**Cheryl Saafir**

*Psychology*  
B.A., Cheyney State University  
M.A., Norfolk State University  
Psy.D., Illinois School of Professional  
Psychology

**Bobbie Saltzman, A.E.A. S.D.C.**

*Director, SSC Playhouse  
Drama/Speech*  
B.A., *magna cum laude*, Montclair  
State College  
M.A., Montclair State College  
M.F.A., University of California

**Donna Sasnow**

*Biology*  
B.S., M.S., Chicago State  
University  
M.A., Governors State University

**David Schaberg**

*Developmental English*  
B.A., University of Iowa  
M.A., Bowling Green State  
University

**Janaya Shaw**

*Reading*  
B.A., Western Illinois University  
M.S., Western Illinois University  
M.A. Ed Adm., St. Xavier University

**Margaret Shear**

*English*  
B.A., Elmhurst College  
M.A., DePaul University

**James Simpson**

*Chemistry*  
B.S., University of Illinois-Chicago  
M.S., Governors State University

**Dora Smith**

*Counseling*  
B.A., Southern Illinois University  
M.A., Governors State University  
Ed.S., Northern Illinois University

**Herman E. Stark**

*Communication and Humanities  
Philosophy*  
B.A., M.A., Northern Illinois  
University  
Ph.D., University of Memphis

**La'Sheah M. Stewart RN, MSN**

*Nursing*  
A.D.N South Suburban College  
B.S.N Olivet Nazarene University  
M.S.N Olivet Nazarene University

**Juhelia Thompson**

*Counseling*  
B.A., Southern Illinois University  
M.A., St. Xavier University

**Anthony D. Todd**

*Counselor*  
B.S., University of Illinois  
M. A. Chicago State University

**Eric Tucker**

*Art & Design*  
B.S., Indiana University Northwest  
M.F.A., University of Chicago

**Amy Veldboom**

*Spanish*  
B.A., Carthage College  
M.A., St. Xavier University

**Steven D. Vivian**

*English*  
B.A., Alma College  
M.A., Central Michigan University  
Ph.D., Illinois State University

**Donna Walker**

*Coordinator, Teacher Aide/Child  
Development  
Education*  
B.S., DePaul University  
M.S., Chicago State University  
Ed.D., National Louis University

**Marcia A. Wallace**

*Developmental Mathematics*  
B.S., M.S., Purdue University

**Carol Weber**

*Art & Design*  
B.A., Principia College  
M.A., M.F.A., Northern Illinois  
University

**Jamie Welling**

*Biology*  
B.S., M.S., Western Illinois  
University

**Marilyn Wells**

*Library*  
B.A., Spelman College  
M.L.S., University of Illinois

**Crystal Wiley**

*Developmental English*  
B.A., M.F.A., Chicago State  
University

**Michael Wilson**

*Physical Science*  
B.S., University of Illinois  
M.S., University of Iowa

**Valerie Wise**

*Coordinator of Human Services  
Human Services*  
B.A., Indiana University  
M.S.W., George Williams College  
at Aurora University  
C.A.D.C., Certified Alcohol and  
Drug Counselor  
LCSW, Licensed Clinical Social  
Worker

**Lynn Wollstadt**

*English*  
B.A., Wellesley College  
M.A., Ph.D., University of  
California, Davis

--	--

# Index

## Symbols

25 and Over Tuition Waiver ..... 20

## A

AAS..... 13, 15, 51–64, 100–117  
 Academic Achievement Waiver ..... 21  
 Academic Assistance Center ..... 185, 186  
 Academic Conduct ..... 3  
 Academic Information ..... 13, 23  
 Academic Recognition Programs ..... 27  
 Accounting ..... 19, 42–43, 72, 101–115, 119–120, 128–130  
 Accounting Certificate ..... 72  
 Accounting Systems-Information Management ..... 73  
 Addiction ..... 12, 150  
 Administrative Assistant ..... 88  
 Administrative Assistant Certificate ..... 88  
 Administrative Support ..... 101, 102, 103, 169  
 Advanced Placement (AP) College Entrance Examination Board ..... 30–35  
 Affirmative Action ..... 1, 185, 191–194  
 Alternate Course Delivery ..... 13  
 Alternative Course Delivery ..... 31–35  
 Alternative Credit ..... 13, 30  
 Anthropology ..... 15, 64, 120  
 AP ..... 16–35, 30–35  
 Applied Engineering Technology ..... 74  
 Art ..... 15–33, 38–48, 45–48, 49–66, 50, 120–121  
 Associate Degrees Offered ..... 15  
 Associate in Arts ..... 15  
 Associate in Engineering Science ..... 15  
 Associate in Fine Arts ..... 15  
 Associate in Science ..... 15  
 Astronomy ..... 15, 42, 49, 50, 123  
 Athletics ..... 185, 186  
 Attendance Policy - Impact on Grades ..... 24  
 Audit Option ..... 24

## B

Basic Certificate ..... 16  
 Basic Certificate Requirements ..... 16  
 Biology ..... 15, 32, 42, 48, 49, 51, 55, 62, 109, 124, 200, 201, 202  
 Bookkeeping Certificate ..... 72  
 Bookstore ..... 185, 186  
 Building Code Enforcement ..... 74, 125, 200  
 Building Construction Technology ..... 75, 126, 199  
 Business ..... 15, 19, 32, 42, 49, 51, 101, 101–105, 102, 103, 104, 105, 106, 116, 127, 128, 130, 148, 157, 168, 199  
 Business Law ..... 32, 102, 104, 105, 106, 130

## C

Campus Police ..... 11, 185–188  
 Career Development and Jobs Center ..... 187  
 Certificate 14, 15, 16, 45, 102, 103, 105, 106, 107, 108, 111, 115  
 Certificate and Degree Admissions ..... 14  
 Certificates ..... 16  
 Certified Professional Secretary ..... 101, 102  
 Change of Registration ..... 19, 20  
 Chemistry ..... 15, 42, 47, 49–52, 55, 57, 62, 131–132, 198, 202  
 Chicago Residents ..... 19  
 Chicago Southland Chamber of Commerce ..... 20  
 Child Development ..... 113, 114, 115, 132, 144, 178, 179, 187  
 CLEP ..... 16, 30, 31  
 CLEP/DANTES ..... 31–35  
 Codes Of Conduct ..... 3  
 Coding and Billing ..... 159  
 College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES) ..... 30–35, 31–35  
 Communications ..... 15, 42–45, 49–64, 101, 102, 133  
 Communications (Multimedia) ..... 42, 49  
 Communications (Radio & TV) ..... 49  
 Community Education ..... 14, 21, 185, 187  
 Computer-Aided Design ..... 77, 134  
 Computer Information Sciences ..... 135, 141, 169  
 Computerized Accounting ..... 119  
 Computer Science ..... 47, 136  
 Conference Center ..... 185, 187  
 Cooperative Agreements & Chargebacks ..... 22  
 Corrections Officer / Youth Supervisor ..... 81  
 Counseling Center ..... 17, 18, 29, 30, 31, 186, 187  
 Court Reporting / Verbatim Technology ..... 78, 137  
 Criminal Justice System ..... 80, 139, 140, 152

## D

DANTES ..... 30–35, 31–35  
 Dean's List ..... 27, 28  
 Defaulted Student Loans ..... 182  
 Deferred Tuition ..... 18  
 Degree Completion Requirements ..... 15  
 Diagnostic Medical Sonography ..... 82, 141  
 Drafting ..... 134, 142, 145  
 Drama ..... 15, 42, 49, 53, 59, 64, 142, 152, 202  
 Due Process For The Student Code Of Conduct ..... 5

## E

ECEP ..... 16, 19, 30  
 Echocardiography ..... 83  
 Economics ..... 15, 42, 48, 49, 54, 58, 59, 62, 102, 116, 144, 201  
 Education ..... 12, 13, 14, 15, 19, 21, 30, 31, 39, 42, 47, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 100, 101, 110, 113, 114, 115, 116, 132, 144, 152, 153, 156, 172, 176, 178, 179, 185, 187, 192, 193, 194, 195

Educational/Competency Evaluation Program (ECEP) .....	19, 30
Electronics Engineering Technology .....	85, 144, 145
Elementary/High School Personnel Tuition Incentive Waiver .....	20
Emergency First Aid .....	185, 187
Emergency Medical Services .....	86
Emergency Medical Technician .....	86, 146
Employment Policy Statement .....	193, 194
EMT .....	12
Engineering .....	15, 37, 38, 39, 42, 47, 48, 49, 55, 144, 145, 146
English .....	14, 15, 17, 21, 31, 32, 37, 42, 56, 101, 102, 103, 147, 148, 162, 168, 186, 187
ESL .....	21
ESL Student Waiver .....	21

**F**

FACTS Deferred Tuition Plan .....	18
Family Educational Rights and Privacy Act of 1974 .....	194
Fashion Merchandising .....	128
Fashion Merchandising Certificate .....	94
Federal And State Financial Aid Academic Satisfactory Progress .....	183
Federal Work/Study Program .....	182
Fees .....	18, 19, 21
Financial Aid .....	181, 182, 183, 184
Financial Aid & Veterans Services .....	182
Fine Art .....	32, 151
First Aid .....	148
Fitness Center .....	187
Food Service .....	185, 187
Foreign/International Student Admission .....	17
Foreign/International Students .....	22
Forensic Science .....	56
French .....	149, 161, 162

**G**

Galleries .....	185, 188
GED .....	14, 15, 16, 17, 20, 28
GED Student Waiver .....	20
General Education Requirements for Associate of Applied Science (AAS) Degree .....	68
General Education Statements: .....	13
General Education Statements for A.A., A.S. and A.A.S. Degrees .....	33-35
Geography .....	15, 42, 49, 59, 64, 149
Geology .....	15, 42, 48, 49, 57, 149
German .....	149, 150, 160
Goals .....	2
Grade Appeal .....	24, 26
Grade Point Average .....	15, 16, 23, 24, 28, 29, 30, 31
Grading System .....	23
Grants .....	181, 182
Graphic Design .....	86, 123

**H**

Health and Wellness .....	149
Health Science .....	15, 42, 49, 58
High School .....	2, 17, 20, 31, 37
High School Students .....	17
High School Tuition Waiver .....	20
History .....	15, 37, 42, 45, 46, 49, 58, 59, 104, 115, 121, 123, 149, 150, 152
Humanities .....	32, 39, 44, 47, 50, 52, 53, 55, 58, 59, 62, 101, 110, 113, 114, 115, 151, 152
Humanities & Fine Art .....	32
Human Services .....	32, 114, 124, 150, 151, 159, 177, 178, 202
Human Services Associate .....	87
Human Success Project .....	13, 17, 21
Human Success Waiver .....	21

**I**

Illinois Articulation Initiative .....	36, 37, 38, 193, 194
Incomplete Grade .....	25
Incomplete (Temporary Grade) .....	23
In-District Employee Program .....	20
In-District Students .....	22
Instructional Concern .....	25
Instructional Technology Fee .....	19
International Students .....	17, 22
Internet .....	13, 19, 31, 32

**L**

Lake County, Indiana Residents and Employees .....	19
Late Withdrawal .....	25
Liberal Arts .....	15, 42, 49, 59
Library .....	188
Lost and Found .....	188

**M**

Magnetic Resonance Imaging .....	110, 152
Management .....	12, 32, 42, 49, 51, 60, 88, 119, 127, 129, 130, 133, 146, 153, 154, 200
Management Information Systems .....	32, 49, 91, 130, 153
Management-Manager/ Supervisor .....	89
Marketing .....	42, 51, 93, 128, 130
Marketing-Management .....	93
Marketing-Management Certificate .....	93
Mathematics .....	15, 32, 39, 42, 45, 46, 49, 50, 52, 54, 56, 57, 58, 59, 60, 61, 63, 101, 104, 107, 108, 113, 114, 127, 155, 156, 157, 171
Medical Assistant .....	12, 94, 158, 159, 199
Medical Coding & Billing .....	95
Medical Records .....	12
Medical Records Technology .....	32, 158
Microcomputer Labs .....	185, 188
Military Credits .....	31-35
MRI .....	110, 152, 153
Music .....	20, 32, 39, 42, 46, 49, 59, 60, 113, 114, 132, 152, 160, 161, 162, 163

**N**

Nanoscience..... 96, 97  
 Network & Computer Technology ..... 93  
 Network Technician..... 92  
 New Credit Student Procedures ..... 14  
 Non-credit courses ..... 21  
 Non-Degree Students ..... 14  
 Nursing ..... 12, 32, 42, 98, 158, 199, 200, 201  
 Nutrition ..... 113, 114, 115, 132, 166

**O**

Occupational Therapy Assistant..... 12, 100–102, 166, 201  
 Office Administration and Technology..... 101, 169  
 Out-of-District Students..... 22  
 Out-of-State Students ..... 22  
 Overseas Program Admission ..... 18

**P**

Paralegal..... 103–105, 169–170  
 Paramedic..... 146  
 Pass/Fail..... 23, 24  
 Permanent Residency Status Students..... 22  
 Pharmacy Technician ..... 12, 106, 107, 108, 171, 172, 200  
 Philosophy..... 15, 32, 42, 49, 59, 60, 61, 63, 172  
 Phlebotomy..... 12, 108, 158, 172  
 Physical Education ..... 15, 42, 49, 58, 172, 187  
 Physical Science ..... 44, 173  
 Physics 15, 42, 47, 49, 50, 52, 55, 61, 62, 109, 110, 173, 174, 176  
 Placement Testing, Group Advising and Registration.... 13, 14  
 Placement Testing, Orientation and Registration..... 13, 14  
 Policy for Responsible Use of Information Technology .... 8, 9  
 Political Science..... 15, 42, 49, 54, 58, 61, 174  
 Pre-Pharmacy..... 49  
 President’s Scholars ..... 27, 28  
 Professional Golf Management..... 174  
 Professional Nanny..... 114  
 Psychology... 15, 42, 49, 59, 63, 64, 101, 104, 110, 113, 114, 115, 174, 175

**R**

Radiologic Technology ..... 109, 110, 175, 201  
 Reading..... 126, 176, 177, 178, 186  
 Real Estate ..... 111, 129, 170  
 Refund..... 19, 20  
 Refunds..... 19  
 Repeated Courses ..... 24  
 Requirements for a Basic Certificate ..... 16  
 Requirements for a Certificate..... 16  
 Residency..... 19, 21, 22

**S**

Senior Citizen Waiver..... 20  
 Separation from Military Service ..... 31–35  
 Services for Students with Disabilities ..... 185, 189  
 SGA/Cofer Emergency Book Loan Program ..... 183  
 Small Business Management / Entrepreneurship..... 90  
 Small Business Management / Entrepreneurship Certificate . 91  
 Sociology ..... 15, 42, 49, 54, 58, 59, 63, 113, 114, 177  
 South Suburban College Foundation ..... 182  
 South Suburban College Internet Guidelines ..... 8  
 Spanish..... 15, 42, 49, 64, 107, 108, 177, 178, 186  
 Special Course Fees..... 19  
 Special Education ..... 113, 114, 115, 144, 178  
 Special Program Admissions ..... 13, 17  
 Special Residency..... 19, 22  
 Special Tuition Programs ..... 20  
 Speech 15, 37, 42, 49, 50, 52, 53, 54, 56, 57, 58, 59, 60, 61, 62, 63, 64, 178  
 SSC Police ..... 11  
 Student Consumer Information ..... 194  
 Student Development Fee ..... 19  
 Student Employment..... 183  
 Student Government Association..... 185, 190, 191  
 Student Grade Appeal Process ..... 24  
 Student Help Center ..... 189  
 Student Insurance Information ..... 194  
 Student Life & Leadership ..... 185, 190  
 Study Skills ..... 179

**T**

Teacher Aide ..... 55, 113, 114, 115, 144, 179  
 Total Quality Management..... 130, 154  
 Transcript..... 14, 16, 18, 19, 20, 24, 25, 26, 27, 28, 29, 31  
 Transcripts..... 13, 19, 27  
 Transfer Center 38, 45, 46, 47, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 63, 64, 107, 116, 185, 191  
 Transportation Warehouse Logistics ..... 180  
 Tuition ..... 13, 18, 19, 20, 21  
 Tuition and Fees ..... 18  
 Tuition Information..... 13, 18

**U**

Urban Studies..... 180

**V**

Veterans Benefits..... 181, 183  
 Veteran’s Waiver..... 21  
 Violence & Threats of Violence Policy ..... 7

**W**

Waiver ..... 20, 21  
 Web Master..... 92  
 Withdrawal ..... 23, 25

# EMPLOYMENT OPPORTUNITIES

## Earn and Learn Program

Through the Earn and Learn Program, students who work part-time at UPS can get up to \$15,000\* in college financial assistance to help pay for tuition, fees and textbooks.

## PACKAGE HANDLER POSITION

- MINIMUM 3.5 HOURS PER DAY (Mon - Fri)
- \$8.50/HOUR STARTING - \$9.50/HOUR AFTER 90 DAYS
- HEALTHCARE, PAID VACATION, 401(k)
- WEEKENDS AND HOLIDAYS OFF!!!
- UP TO \$15,000 IN COLLEGE EDUCATION ASSISTANCE
- ALL ARE ELIGIBLE TO BE CONSIDERED FOR PROMOTION

If you would like to learn more about part time and professional job opportunities with UPS, please contact your campus recruiter at 708.225.5827

## HODGKINS FACILITY

7900 Willow Springs Road

Hodgkins, IL 60525



UPS is an equal opportunity employer

[www.upsjobs.com](http://www.upsjobs.com)





# Board Of Trustees

---



**Frank M. Zuccarelli**  
*Chairman*

Zuccarelli, a South Holland resident, has served as a member of the South Suburban College Board of Trustees since 1978 and has been Board Chairman since 1987. He is committed to maintaining an affordable education while offering the most cutting-edge programs, technology and facilities possible. A former student of the college, Zuccarelli has also served as Thornton Township Supervisor since 1993.



**John A. Daly**  
*Vice-Chair*

Daly, an Oak Forest resident, has served as a member of the SSC Board of Trustees since 1991. He became Vice-Chairman in 1994 and served as Chairman of the Presidential Search Committees. Daly also serves as the Village Administrator for Orland Hills.



**Anthony DeFilippo**

DeFilippo, a Calumet City resident, has served on the SSC Board of Trustees since 1989. As a registered pharmacist, DeFilippo works in the medical affairs sector and is responsible for the advancement of medical education and clinical trial opportunities at academic and medical centers. He serves in this capacity throughout the country.



**Terry R. Wells**

Wells, a Phoenix resident, was appointed to the SSC Board of Trustees in 2001. He currently serves as Chairperson of the Board's Legislative Committee, and represents SSC as a legislative liaison in Springfield through the Illinois Community College Trustee Association. He also serves as President of the Village of Phoenix, a position he has held since 1993.



**Janet M. Rogers**

Rogers, a Harvey resident, was appointed to the SSC Board of Trustees in 2013 and serves as Chairperson of the Policy Committee. She retired from Bloom High School in 2009, where she was a Culinary Arts and Special Education teacher for 30 years.



**Joseph Whittington, Jr.**

Whittington, a Harvey resident, was elected to his first term as a member of the SSC Board of Trustees in 2005. He currently serves as Chairperson of the Board's Audit Committee. Whittington has also served as the 2nd Ward Alderman of Harvey since 2003, where he has initiated programs to revitalize the 2nd Ward.



**Jacqueline Martin**

Martin, a Lansing resident, was appointed to the Board in 1997 and serves as the Chairperson of the Architectural Committee. Employed as an administrative assistant, Jacque also serves on the Advisory Board for Disabled Students.

South Suburban College serves the residents of District 510 which includes all or portions of these communities:

Blue Island	Dolton	Lynwood	Riverdale
Burnham	East Hazel Crest	Markham	South Holland
Calumet City	Harvey	Midlothian	Thornton
Country Club Hills	Hazel Crest	Oak Forest	Tinley Park
Dixmoor	Homewood	Phoenix	
	Lansing	Posen	

Our Mission Is to Serve our Students and the Community Through Lifelong Learning.



Find SSC on social media!



You Tube™

[www.ssc.edu](http://www.ssc.edu)

Scan this code with your smartphone to go directly to [ssc.edu](http://ssc.edu)!



**South Suburban College**

15800 South State Street  
South Holland, IL 60473  
(708) 596-2000

**University & College Center**

16333 S. Kilbourn Avenue  
Oak Forest IL 60452  
(708) 225-6000