



# SOUTH SUBURBAN COLLEGE

CHALLENGE  
YOUR  
FUTURE

2009-2010 Catalog

# Directory of College Areas

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## **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. 2225

### **Allied Health, Life Science & Physical Education**

#### **Associate Dean's Office**

Room 4453, Ext. 2258

### **Art and Design**

Room 1101, Ext. 2316

### **Business Programs**

Room 3440, Ext. 2664

### **Communications and Humanities**

Room 3115, Ext. 2267

### **Computer Information Sciences**

Room 3440, Ext. 2664

### **Engineering and Technology**

Room 2368, Ext. 2293

### **English**

Room 3116, Ext. 2267

### **Human Services**

Room 3483, Ext. 2275

### **Legal Studies, Dean's Office**

Room 3447, Ext. 5807

### **Library**

Room 1249, Ext. 5603

### **Life Sciences**

Room 4469, Ext. 2364

### **Mathematics, Computer Science, & Physical Science**

Room 4148, Ext. 2254

### **Microcomputer Labs**

Room 3258, Ext. 2415 (Open Lab)

Room 3241, Ext. 2474 (Open Lab)

### **Music**

Room 1102, Ext. 2316

### **Nursing**

Room 4120, Ext. 2260

### **Office Administration and Technology**

Room 3440, Ext. 2664

### **Physical Fitness And Athletic Center**

Fieldhouse, Ext. 2515

### **Social and Behavioral Science**

Room 3493, Ext. 2272

### **Telecourse Lab**

Room 1405, Ext. 2464

## **Administration**

### **Administration, Vice President**

Room 1233, Ext. 2212, 5721

### **Bookstore**

Room 1248, Ext. 2281, 2282

### **Business and Accounting Office**

Room 2230, Ext. 2383, 2216, 2220

### **Business & Career Institute, Dean's Office**

Business & Industry Training, Ext. 2455

Economic & Workforce Development, Ext. 2532

Procurement Assistance Center, Ext. 2522

Workplace Literacy, Ext. 2564

58 W. 162nd St., South Holland, IL 60473

### **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 and 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 2448, Ext. 2203, 2228, 5709

### **Treasurer**

Room 2221, Ext. 2214

## **Enrollment & Community Education**

### **Admissions**

Room 2230, Ext. 2329

### **College Recruitment**

Room 2150, Ext. 2023, 2314, 2265

### **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

### **Student Help Center**

Room 2348, Ext. 5718

## **President's Office**

### **President's Office**

Room 2134, Ext. 2200

### **Administrative Services**

Room 2221, Ext. 5757, 2480

### **Affirmative Action**

Room 2448, Ext. 5709

### **Communication Services**

Room L248, Ext. 5767

### **Foundation Office**

Room 1245, Ext. 2463

### **Compensation and Benefits**

Room 2123, Ext. 2223

### **Human Resources**

Room 2124, 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

### **Career Development and 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

### **Educational Talent Search**

Room 1155, Ext. 2635, 2694

### **Intramurals**

Room 2329, Ext. 2337

### **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

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## ***Equal Educational Opportunity***

South Suburban College must ensure 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 on the basis of sex, age, color, race, creed, religion, national, regional origin or disability. 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 academically qualified person with disabilities shall be excluded from or denied the benefits of any program or activity provided he/she has the "ability to benefit" as defined by Federal Statutes and Regulations. South Suburban College through its policies and programs has implemented programs which 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:

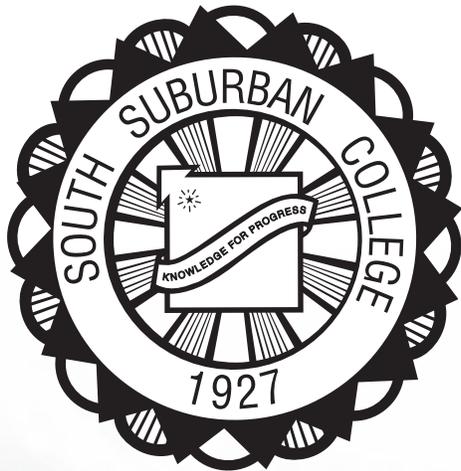
- High quality education, training, and services for all individuals who have the ability to benefit from our programs.
- Programs that are accessible and affordable provided to a diverse community of learners.
- Training delivered in collaboration with local businesses.
- A community of staff, faculty, 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.

# 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.



# 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.



# 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 Behavior 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 for 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.

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.

## **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 2006 to December 2006.

<b>Murder</b> .....	<b>0</b>
<b>Arson</b> .....	<b>0</b>
<b>Rape</b> .....	<b>0</b>
<b>Robbery</b> .....	<b>0</b>
<b>Aggravated assaults</b> .....	<b>3</b>
<b>Burglary</b> .....	<b>3</b>
<b>Motor Vehicle thefts</b> .....	<b>2</b>
<b>Criminal sexual assaults</b> .....	<b>0</b>
<b>Liquor law violations</b> .....	<b>0</b>
<b>Drug abuse violations</b> .....	<b>0</b>
<b>Weapons violations</b> .....	<b>0</b>
<b>Thefts</b> .....	<b>17</b>

SSC College statistics concerning the number of arrests for the crimes committed on campus from January 2007 to December 2007.

<b>Murder</b> .....	<b>0</b>
<b>Arson</b> .....	<b>0</b>
<b>Rape</b> .....	<b>0</b>
<b>Robbery</b> .....	<b>0</b>
<b>Aggravated assaults</b> .....	<b>1</b>
<b>Burglary</b> .....	<b>2</b>
<b>Motor Vehicle thefts</b> .....	<b>2</b>
<b>Criminal sexual assaults</b> .....	<b>0</b>
<b>Liquor law violations</b> .....	<b>0</b>
<b>Drug abuse violations</b> .....	<b>1</b>
<b>Weapons violations</b> .....	<b>0</b>
<b>Thefts</b> .....	<b>29</b>

SSC College statistics concerning the number of arrests for the crimes committed on campus from January 2008 to December 2008.

<b>Murder</b> .....	<b>0</b>
<b>Arson</b> .....	<b>0</b>
<b>Rape</b> .....	<b>0</b>
<b>Robbery</b> .....	<b>0</b>
<b>Aggravated assaults</b> .....	<b>0</b>
<b>Burglary</b> .....	<b>1</b>
<b>Motor Vehicle thefts</b> .....	<b>1</b>
<b>Criminal sexual assaults</b> .....	<b>0</b>
<b>Liquor law violations</b> .....	<b>0</b>
<b>Drug abuse violations</b> .....	<b>2</b>
<b>Weapons violations</b> .....	<b>0</b>
<b>Thefts</b> .....	<b>43</b>

# Accreditation, Approval & Memberships

South Suburban College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 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:

<b>Court Reporting</b>	National Court Reporters Association
<b>Diagnostic Medical Sonography</b>	Joint Review Committee on Sonography Education in Diagnostic Medical Sonography (JRCDSMS) and Commission on Accreditation of Allied Health Education Programs (CAAHEP)
<b>EMT</b>	Illinois Department of Public Health (IDPH)
<b>Medical Assistant</b>	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
<b>Medical Records</b>	American Health Information Management Association (AHIMA)
<b>Music</b>	National Association of Schools of Music
<b>Associate Degree &amp; Licensed Practical Nursing</b>	National League for Nursing Accrediting Commission & Illinois Department of Financial & Professional Regulation
<b>Occupational Therapy Assistant</b>	Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (ACOTE) and the Illinois Department of Professional Regulations
<b>Paralegal</b>	American Bar Association
<b>Pharmacy Technician</b>	American Society of Health-System Pharmacists (ASHP)
<b>Phlebotomy</b>	National Accrediting Agency for Clinical Laboratory Services (NAACLS) approved status
<b>Radiologic Technology</b>	Joint Review Committee on Education in Radiologic Technology (JRCERT) and Commission on Accreditation of Allied Health Education Programs (CAAHEP)
<b>Substance Abuse</b>	Illinois Alcohol & Other Drug Addiction Counselor Professional Certification Association (IAODAPCA)

# Enrollment, Academic & Tuition Information



## Admissions Information & Procedures

*Placement Testing, Orientation and Registration*

## Special Program Admissions

*Human Success, Foreign Students, Overseas Program*

## Tuition Information

## Academic Information

*Transcripts, Grading Information, Academic Recognitions*

## Alternative Credit

## Alternate Course Delivery

*Telecourses, Internet Courses*

## General Education Statements:

*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. South Suburban College subscribes to an admissions policy that provides access to higher education for all individuals who have the "ability to benefit" from its programs and services. 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 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**-Students completing Orientation are given assistance with filling out their registration form, and guidance in actually submitting the form to Registration. Students who complete Orientation are then eligible for priority registration in person or online.

## 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 Center 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 or 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 to enable a student to transfer to a four-year college/university, this degree emphasizes student completion of 42-46 hours of general education, 12 hours in an area of concentration, and 4-8 hours of 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/Anthropology, 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 42-46 hours of general education, 12 hours within an area of concentration, and 4-8 hours of electives. 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 on pages 76-119 of the 2009-2010 catalog. Through current articulation agreements, some AAS degrees may transfer to four-year colleges and universities; check current catalog listings.

See pages 20-43 of the 2009-2010 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 must have earned at least thirty (30) credit hours of college-level coursework at South Suburban College 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 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.
5. 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.
6. 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.
7. The responsibility for proper registration each semester rests with the student. The student is responsible for satisfying all graduation requirements for degree/certificate completion.

## Requirements for a Certificate

1. All requirements in one of the Certificate curricula in the catalog must be fulfilled.
2. A student must have earned at least 15 credit hours 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.

3. 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.

4. 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. A student must have earned at least 6 credit hours 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.

## 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, excluding Telecourses, 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 the Student Help Center, 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, sign and submit the Credit Admissions Application.

- 3a. 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.
- 3b. 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.southsuburbancollege.edu/newstudent/foreign.html](http://www.southsuburbancollege.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 (ICISP), a consortium of two and four-year colleges in Illinois, Wisconsin, Indiana and Michigan. The consortium provides opportunities to study in Canterbury, England, and Salzburg, Austria, in the spring and fall of each year. The curriculum emphasis at these two sites is in social science, humanities, communication and literature. All courses may be used to fulfill degree/certificate requirements or as electives for the transfer degree.

In addition, students interested in business may elect to study in the Netherlands in European Business Administration at Hogeschool, Holland near Amsterdam. Students in the English language program include Dutch, British, Finnish, Spanish, French and American students. This program is available in the spring of each year only.

In a program unique in the United States, students in select career programs may elect to study for two-week periods in Holland at MBO-Colleges-The Netherlands. Currently opportunities exist for students in building construction, CAD-CAM, marketing, fashion design, office administration and technology, and engineering.

Students interested in the intensive study of a foreign language may elect to study in San Jose, Costa Rica. This seven-week summer program combines field trips with classroom study and home-stay.

To qualify for admission to these ICISP programs, students must have completed 12 hours of college study and have a minimum grade point average of 2.75. All programs grant SSC credit. For further information, contact the Office of International Study, 708-596-2000, ext. 2349 or 2574.

## 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 registration form. Students on any type of financial aid must take the yellow copies of their registration forms to the Office of Financial Aid for certification. The student must then bring the yellow copy to the Cashier's Office before the registration is officially completed. 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.southsuburbancollege.edu](http://www.southsuburbancollege.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	\$90.00 per credit hour
Special Residency**	\$105.00 per credit hour
Out-of-District *	\$268.00 per credit hour
Out-of-State	\$323.00 per credit hour

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

\$ 5.75 per hour

**3. Instructional Technology Fee**

\$ 8.00 per hour

**4. Incidental Fees**

Late Registration	\$10.00 per course
Transcripts	\$ 5.00 fee (assessed for each transcript)
Registration fee - non-refundable	\$20.00 (one-time only) (college credit only)

**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. These fees are listed within the current course schedule.

**7. All Internet and/or Telecourses** \$10.00 per course

**New Students must also add a \$20 first-time registration fee.**

**\*\*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 \$105 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 & Registration Center, and in the current course schedule.

**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 **\$105 per credit hour, plus all other incidental fees.** Call the Admissions & Registration Center for more information.

Illinois residents who are not residents of South Suburban College District 510 are charged a non-resident fee of \$178.00 per credit hour in addition to the regular tuition fee of \$90.00 per credit hour charged to resident students, or a total of \$268.00 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.

Upon completion of official drop procedures, refunds of all or part of Student Development Fees may be granted through the first week of the semester.

100% refunds will be issued prior to the first day of the semester. After that time, a \$25 service charge will be assessed for each dropped class. No service charge will be assessed if an even exchange of added and dropped classes occurs.

Upon completion of the audit, each student is responsible for payment of additional tuition and fees, in the event of class changes and/or errors in calculations.

Refunds of tuition and fees will occur only after the Change-in-Registration form is properly completed by the student and receipted by the Registration personnel. 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 14 for complete information on withdrawal procedures.)**

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

**Fall 2009****First eight-week and sixteen-week classes:**

Last day to submit requests for 100% refund-August 22, 2009

**Second eight weeks:**

Last day to submit requests for 100% refund-October 17, 2009

**Spring 2010****First eight-week and sixteen-week classes:**

Last day to submit requests for 100% refund-January 9, 2010

**Second eight weeks:**

Last day to submit requests for 100% refund-March 6, 2010

**Change of Registration**

Students will be allowed to change their class schedule through the first week of classes for the semester. A "Change in Registration" can be processed in-person through Registration. **Registrations not completed within semester timelines may be subject to additional fees.**

However, after late registration, students who have not yet registered for the term may only register for a class if the course has not yet begun. During this period, courses may be dropped in person or online, however, courses can only be added in person. Courses with shorter timelines and/or 8-week courses will have special Change of Registration dates. Please consult with Registration personnel or the current Catalog calendar and/or current course schedule for these timelines. These guidelines are in effect through the end of the tuition refund period.

There is a \$25 service fee assessed for each dropped course. Students wishing to discontinue attendance in a course after the close of the refund period must follow the "Withdrawal" procedure on page 13 of the College catalog.

**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 a one-time \$20 fee when registering, as well as 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 the Student Help Center at 708-210-5718 or visit the Student Help Center.

### **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. 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, Student Help, and Counseling Centers of the College. This waiver does not apply to Telecourse classes or 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 College's Admissions & Registration Center and the Student Help Center. 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.

### **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 \$90.00 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 \$90.00 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 who has 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 does not apply to courses below the 100 level, or 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 does not apply to courses below the 100 level, or 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 Student Help 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 Student Help 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 & Registration Center based on information supplied by the student. If a student disagrees with the residency classification, an appeal may be made to the Director of Enrollment Services. By Illinois state law, a student may be requested to supply proof of residency at any time.

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)596-2000, ext. 2329 or 2490 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.

**NOTE: Proof of District residency shall be based on evidence of ownership and/or occupancy of a dwelling in the District, by providing at least one of the following proofs dated prior to registration: an Illinois driver's license or state I.D., an Illinois automobile license registration, an Illinois voter's registration card, a utility bill (other than telephone) or other non self-serving documentation.**

## 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 and submit it to the Admissions Department.
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, no grade
R (Repeat)	Repeat (for select approved courses)
* (Repeat)	Repeat (all other courses)
T (F)	Teacher's F for non-attendance

**Instructor "F"**-An instructor may issue a failing grade (Teacher "F") as a result of unsatisfactory classroom attendance. Students may only be readmitted to class upon written approval of the instructor. Students must officially withdraw by the designated course withdrawal date in order to receive a "W" grade. If a withdrawal is not processed, the student will receive an "F" (failing grade). This may appear as a "T" on an unofficial transcript.

**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, provided the withdrawal procedure is followed. An official withdrawal must be processed through Registration. 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 your financial aid, and may result in you being billed for your classes and/or not being able to receive Financial aid in the future. 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 schedule 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 pg. 16.)

**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. An asterisk 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. After the form has been received by the Records personnel, an "audit" 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

Attendance policy at South Suburban College is determined by each individual instructor. It is the student's responsibility to fulfill the requirements set out by each instructor. An instructor may issue a failing grade as a result of unsatisfactory attendance. After an instructor issues a Teacher's "F" for non-attendance, students may only be readmitted to class upon written approval of the instructor. Students may obtain a Petition for Readmission to Class form from the Registration Center to do so.

After receiving a Teacher's "F" for non-attendance, students must officially withdraw from class by the designated semester withdrawal date in order to receive a "W" rather than a failing grade. Check the current schedule for specific guidelines.

## 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 120 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. (Courses below the 100-level taken prior to the Fall, 1993 semester will be included in college-level grade point average calculations.)

# 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. 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**

Transcripts of a student's complete academic record may be obtained through the Admissions & Registration Center during normal business hours (Monday - Friday, 8 a.m. to 4 p.m.). **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. 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.**

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 receive a congratulatory letter from the President, and local newspapers are provided with their names. President's Scholars are also invited to the Honors Convocation at the end of the academic year. At this event, they will receive a certificate for their accomplishment.

#### 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 \$60 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 45 in Writing, 47 in Reading and Math 165 or higher placement
- GED score of 300 or better

##### Group II

- Recommendation from SSC instructor
- Recommendation from high school instructor
- Creative/Visual Arts portfolio
- Interview with Honors Chairperson or representative

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 165 for more information.**

## Academic Forgiveness Policy

Students who have left South Suburban College with less than a 2.0 cumulative grade point average (GPA) may return and begin with a new grade point average calculated from the point of re-entry provided:

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 but will not be used to calculate the cumulative GPA. Previously completed classes with passing grades may be applied toward requirements for a certificate or degree. All attempted hours will remain in the calculated total and are not covered by academic forgiveness.
3. Courses completed after the student re-enters the institution under terms of academic forgiveness will be used to determine grade point average.

4. A student may use the academic forgiveness policy only one time.
5. A designation that the student re-entered the institution under the academic forgiveness policy will appear on the official transcript.
6. An explanation of the academic forgiveness policy will accompany official transcripts sent to other institutions.
7. Students who re-enter under academic forgiveness must follow and adhere to terms of the catalog, including all academic requirements and policies, of the year of re-entry. 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 assistance 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 may be obtained by either examination or evaluation. The Educational/Competency Evaluation Program (ECEP) at SSC is designed for students in career programs who have gained substantial knowledge or experience 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 believe they have mastered college level subjects either through previous course work, life/work experiences, or a combination of both. Credit by evaluation requires students to present either formal documentation or a portfolio of training and/or life experiences comparable to the knowledge and skills demanded by the course. Students wishing to make application to take a proficiency examination or evaluation should contact the Counseling Center or an appropriate program coordinator to determine whether sufficient evidence of ability exists to warrant pursuit of such a process.

Students may pick up an application in either the Counseling Center or the appropriate academic office.

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 or credential is evaluated. This fee covers the privilege of taking the examination or being evaluated and is non-refundable to a student who fails to qualify. No credit by proficiency examination or evaluation 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. 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. 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 in a course in which he/she has previously audited, received a course grade or has withdrawn from.

## 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 submit a completed SSC application and registration form.

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

### Telecourses

Telecourses are media-based courses that make use of videocassettes, rather than traditional classroom lectures, to present course material. Faculty are assigned to each Telecourse and are available during office hours to consult with students. Videocassettes may be viewed at the student's convenience in the Library and at the University & College Center, over selected cable systems, and on the Internet. In addition, videocassettes may be checked out from the Telecourse Lab. These college-credit courses are especially recommended for highly motivated students who work well on their own. Telecourses include:

- ACC 110 Financial Accounting, Part 1
- ACC 111 Financial Accounting Part 2
- BUS 108 Introduction to Business
- ECO 201 Principles of Economics, Macro
- ECO 202 Principles of Economics, Micro
- HLT 101 Health and Wellness
- HIS 203 Early American History
- HIS 204 Later American History
- PSC 101 American National Government
- PSC 108 Contemporary Political Problems
- PSY 101 Introduction to Psychology
- PSY 103 Psychology of Personal Adjustment
- SOC 101 Introduction to Sociology

A \$10 fee is assessed for all Telecourses.

The Telecourse Lab is located on the first level of the Library. Students enrolled in Telecourses can obtain course materials, view or borrow videocassettes and take course tests in the Lab. The Telecourse Lab also houses listening/viewing facilities for using Library media materials. To obtain more information about Telecourses, call the Telecourse Lab at 708-596-2000, ext. 2464, or visit [www.southsuburbancollege.edu/distlearn/telecourses](http://www.southsuburbancollege.edu/distlearn/telecourses).

## 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: 708-596-2000, ext. 5825 or visit [www.southsuburbancollege.edu/online](http://www.southsuburbancollege.edu/online).

Internet Courses include:

ACC	Accounting
ADN	Nursing - Associate Degree (RN)
BIO	Biology
BUS	Business
BLW	Business Law
ENG	English
HFA	Humanities & Fine Art
HSA	Human Services
HUM	Humanities
MIS	Management Information Systems
MTH	Mathematics
MUS	Music
MDR	Medical Records Technology
NUR	Nursing - Associate Degree (RN) & Practical Nursing (LPN)
OAT	Office Administration & Technology
PHL	Philosophy
PLA	Paralegal
TWL	Transportation Warehouse Logistics

## General Education Statements for A.A., A.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:

- To think deeply, critically, and clearly, using a variety of intellectual tools;
- To argue with intelligence, insight, eloquence, and responsibility;
- To express oneself with discipline, rigor, and creativity;
- To know facts but also to know contexts for those facts;
- To acknowledge the existence of ambiguity and multiple perspectives and to recognize the consequences of this acknowledgment;
- To comprehend both the self and the world of humanity and nature outside the self.

In accordance with these goals, SSC has instituted the following specific objectives for those who participate in the general education requirement for AA and AS Degrees:

1. Communication. Students will learn to write and speak standard English in a grammatically correct, well-organized and coherent manner for a variety of purposes; they will demonstrate an understanding of the various forms of rhetoric; and they will demonstrate library/research skills.
2. Mathematics. Students will be able to demonstrate analytical, quantitative and problem-solving skills, they will develop an understanding of the relationships between mathematics and other fields of endeavor.
3. Humanities. Students will learn to understand achievements of civilizations and assess information that is read, seen, or heard, and communicate effectively.
4. Fine Arts. Students will learn to analyze, interpret, and appreciate aesthetic reasoning, or to express themselves creatively by creating or performing works of verbal or non-verbal art.
5. Social and Behavioral Sciences. Students will learn about a variety of behaviors, populations, cultures and settings, and will develop the ability to analyze, interpret, and apply social and behavioral science knowledge in a variety of settings.
6. Physical and Life Sciences. Students will learn to articulate and apply fundamental conceptual frameworks for understanding natural phenomena and their causes and effects.

In accordance with these goals, SSC has instituted the following specific objectives for those who participate in the general education requirement for AAS Degrees:

1. Communication. Students will learn to write and speak standard English in a grammatically correct, well-organized and coherent manner for a variety of purposes; they will demonstrate an understanding of the various forms of rhetoric; and they will demonstrate library/research skills.
2. Mathematics, Physical or Life Sciences. Students will be able to demonstrate analytical, quantitative and problem-solving skills, and they will develop an understanding of the relationships between mathematics, the sciences, and other fields of endeavor.
3. Humanities or Fine Arts. Students electing Humanities will learn to understand and assess cultural achievements. Students electing Fine Arts will learn to analyze and interpret aesthetic reasoning, or to express themselves by creating or performing works of verbal or non-verbal art.
4. Social and Behavioral Sciences. Students will learn about a variety of behaviors, populations, cultures and settings, and will develop the ability to analyze, interpret, and apply social and behavioral science knowledge in a variety of settings.
5. Technological Literacy. Students will learn to use computer technology as a fundamental tool to support their professional and academic careers.

# College Transfer Programs

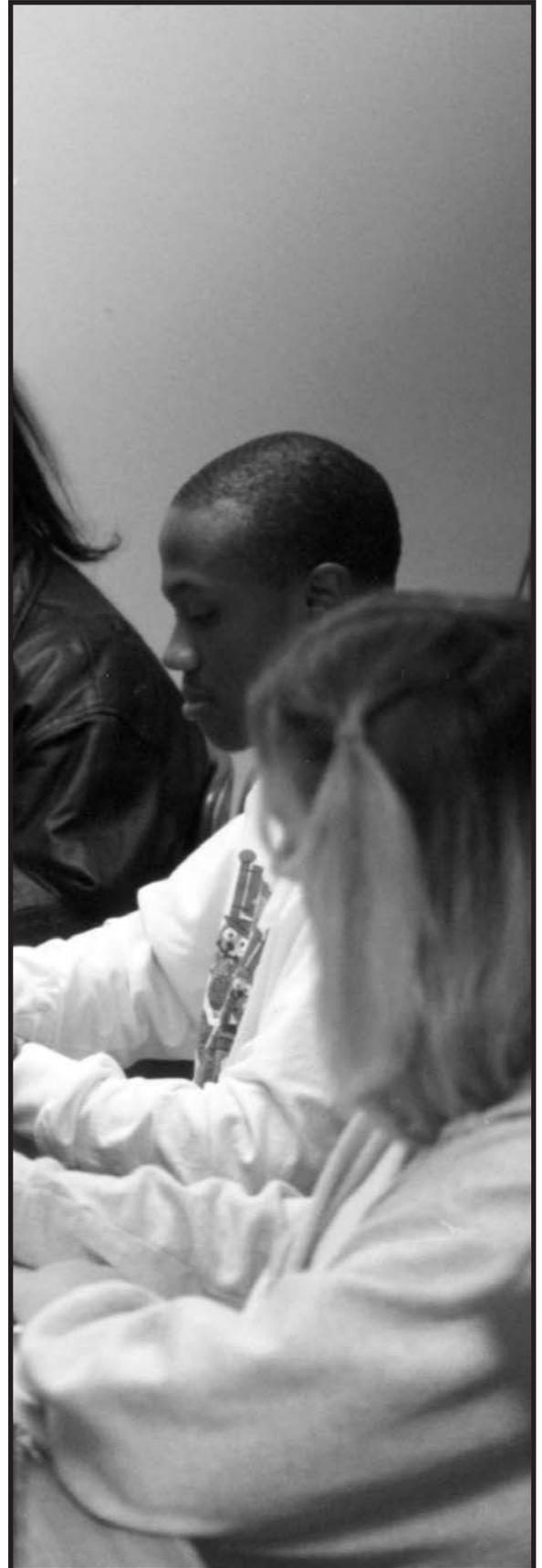
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General Transfer Information

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.

Beginning with the Fall, 1993 semester, 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

<b>Subject</b>	<b>Years of Coursework</b>	<b>Notes</b>
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 transferrable 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, pages 120-162. 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:

1. 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 25-28. See your counselor to plan your MAP.

2. 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 44-75 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.

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

See pages 29-43 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 pages 25-28 for MAP worksheets.

# 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	6
Group II: Humanities and Fine Arts	9	6	6	3-9
Group III: Social and Behavioral Sciences	9	6	3-6	3-9
Group IV: Mathematics	3-6	3	3	17
Group V: Physical and Life Sciences	7-8	7	7	13-17
Group VI: Health and Fitness	2			

### Minimum General Education Hours

from Group I-VI must total	39-43		31	28-31
Group VII: Area of Concentration	14-20	24	35	10-16
Group VIII Electives	7-11	9	0-1	
<b>Total</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.

## 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.

## Specific General Education Requirements A.A. and A.S. Degrees

*For credit hour requirements for the A.F.A. and A.E.S. degrees, see pages 26-28.*

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:

- To think deeply, critically, and clearly, using a variety of intellectual tools;
- To argue with intelligence, insight, eloquence, and responsibility;
- To express oneself with discipline, rigor, and creativity;
- To know facts but also to know contexts for those facts;
- To acknowledge the existence of ambiguity and multiple perspectives and to recognize the consequences of this acknowledgment;
- To comprehend both the self and the world of humanity and nature outside the self.

### Group I—Communication

Students will learn to write and speak standard English in a grammatically correct, well-organized and coherent manner for a variety of purposes; they will demonstrate an understanding of the various forms of rhetoric; and they will demonstrate library/research skills.

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. Students will learn to understand achievements of civilizations and assess information that is read, seen, or heard, and communicate effectively.

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

#### Humanities

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

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

Students will learn to analyze, interpret, and appreciate aesthetic reasoning, or to express themselves creatively 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

ART 221-History of Architecture

DRM 151-Theatre Appreciation

DRM 152-Plays and Playwrights

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

Students will learn about a variety of behaviors, populations, cultures and settings, and will develop the ability to analyze, interpret, and apply social and behavioral science knowledge in a variety of settings.

**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**

Students will be able to demonstrate analytical, quantitative and problem-solving skills, they will develop an understanding of the relationships between mathematics and other fields of endeavor.

- 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**

Students will learn to articulate and apply fundamental conceptual frameworks for understanding natural phenomena and their causes and effects.

**Two courses (7 to 8 semester credits) including at least one laboratory course, with one course selected from the life sciences and one course from the physical sciences**

**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—Health and Fitness**

Following instruction in health and fitness, students will know the principles involved in maintaining health and fitness and know fitness activities suitable for various stages of life.

AA and AS Group VI Requirements (2 credit hours from the following courses):

- HLT 101-Health and Wellness
- FAD 205-Emergency Care and Safety

All courses with prefix PE

**Group VII—Area of Concentration**

Associate in Arts and Associate in Science degrees require 12 credit hours of 100 level or above transfer courses from any of the following areas. See pages 29-43 for the recommended curriculum for each area of concentration.

**Associate in Arts**

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

**Associate in Science**

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

**Group VIII—Electives**

Associate in Arts requires 4-8 additional credit hours of 100 level or above transfer courses and Associate in Science degrees require 7-11 additional credit hours of 100 level or above transfer courses beginning Fall 2005.

**Minimum Total Required for AA and AS Degree—62**

**For information on Associate of Applied Science degree options, please refer to pages 77-78 of this catalog.**

# Master Academic Plan

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

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

### 1. Group I—Communications

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
<i>Group I subtotal</i>		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
<i>Group II subtotal</i>		SH

### 3. Group III—Social & Behavioral Science

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

_____		SH
_____		SH
_____		SH
<i>Group III subtotal</i>		SH

### 4. Group IV—Math

One or two courses (3-6 semester hours)

_____		SH
_____		SH
<i>Group IV subtotal</i>		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. Life Science		SH
B. Physical Science		SH
<i>Group V subtotal</i>		SH

### 6. Group VI—Health & Fitness

(2 hours required)

_____		SH
_____		SH
<i>Group VI subtotal</i>		SH

### 7. Group VII—Area Of Concentration

(12 hours required)

Major		
Degree		
_____		SH
<i>Group VII subtotal</i>		SH

### 8. Group VIII—Electives\*\*

(4-8 hours required)

_____		SH
_____		SH
<i>Group VIII subtotal</i>		SH
<i>Minimum for AA/AS</i>	62	SH

See pages 29-43, for course selection.

\*SH = Semester Hours

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

\*\*\*As of Fall 2005 Computer Literacy is no longer required for these degrees.

### Possible Transfer Institutions




# Master Academic Plan

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

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

### 1. Group I—Communications

(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

### 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 190, 195, 197  
**Applied Music Major Emphasis** 8      SH  
 MUS 131-145; 231-245  
**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* 64      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.**

See pages 29-43 for course selection.

\*SH = Semester Hours

Possible Transfer Institutions	
_____	_____
_____	_____
_____	_____
_____	_____

## Master Academic Plan

## Associate in Engineering Science Degree—AES-0053

Name: \_\_\_\_\_ Social Security 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.

**\*As of Fall 2005 Computer Literacy is no longer required for this degree.**

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

**Possible Transfer Institutions**


Social Security No.: \_\_\_\_\_

**Engineering Specialty Courses:****4-15 Semester Hours****Aeronautical, Manufacturing, Mechanical Engineering and Engineering Mechanics (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
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**Industrial Engineering (U0053IE)**

EGR 203 Statics	3	SH
EGR 204 Engineering Dynamics	3	SH
ECO 201 Principles of Economics, Macro	3	SH
ECO 202 Principles 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
<b>Total for AES</b>	<b>62</b>	<b>SH</b>

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

# Recommended Curricula For Transfer Programs



*Art*

*Astronomy*

*Biology*

*Business*

*Chemistry*

*Communications (Multimedia)*

*Communications (Radio & TV)*

*Drama (Theatre)*

*Economics*

*Education*

*Engineering*

*English*

*Geography*

*Geology*

*Health Science/Physical Education*

*History*

*Liberal Arts*

*Management Information Systems*

*Mathematics*

*Music*

*Philosophy*

*Physics*

*Political Science*

*Pre-Pharmacy*

*Psychology*

*Sociology/Anthropology*

*Spanish*

*Speech (Interpretation Option)*

## Art

Recommended AA Curriculum<sup>1</sup>**Minimum General Education (39)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9) Choose HUM</b>	
Select from Group II: Humanities	3
Art 105 & 106	6
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (3)</b>	
Mathematics 115 or 126	3
<b>Physical &amp; Life Science (7)</b>	
Select from Group V (must include one lab)	7
<b>P.E. Health &amp; Fitness (2)</b>	<b>2</b>
<b>Area of Concentration<sup>2</sup> (12)</b>	
<b>Art Major Courses</b>	
<b>Art History</b>	
Art 219	3
<b>Drawing</b>	
Art 101, 102	6
<b>Design- 2-D</b>	
Art 111	3
<b>Design - 3-D</b>	
Art 112	3
<b>Suggested Electives:</b>	<b>12</b>
Art 109, 110, 113, 130, 140, 141, 201, 202, 203, 204, 205, 206, 209, 210, 211, 212, 213, 215, 216, 223, 230, 251, 252, 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, Joseph Rejholec, Carol Weber**

## Astronomy

Recommended AS Curriculum<sup>1</sup>**Minimum General Education (45)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (5)</b>	
Mathematics 190	5
<b>Physical &amp; Life Science (8)</b>	
Astronomy 101	4
Select Life Science	4
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (14)</b>	
Chemistry 113	5
Chemistry 114	5
Physics 210	4
Physics 211	4
<b>Electives (6)</b>	
Select from Transfer Courses identified in the SSC catalog. <sup>2</sup>	6
<b>Minimum for AS Degree</b>	<b>62</b>
<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.	
<sup>2</sup> Mathematics 203, 204, 205 and Physics 212 may be required at four-year colleges.	
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)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (5-7)</b>	
Mathematics 190	5
<b>Physical &amp; Life Science (9)</b>	
Biology 105 <sup>3</sup>	9
Chemistry 113	
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (9)</b>	
Biology 106	4
Chemistry 114	5
<b>Electives (11)</b>	
It is recommended that students select electives from the following list:	
Chemistry 203, 204	
Mathematics 203, 204, 211	
Physics 101, 102 or 210, 211	

**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 Lyttle, 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)**

<i>General Education Core Courses</i>	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Economics 201	3
Economics 202	3
Select from Group III	3
<b>Mathematics (5-8)</b>	
Select from: 2	
Mathematics 161 and 180 or	8
Mathematics 190	5
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V	7-8
(must include one lab)	
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration: (Business Core Classes)</b>	
Accounting 120	4
Accounting 121	3
Mathematics 211	4
<b>Minimum Core Classes</b>	<b>11</b>
<b>Electives (10)</b>	

Suggested electives: <sup>3</sup>Accounting 130, 200, Business 108, 203, 220, Business Law 201, 203.

**Minimum for AS Degree** **62**

<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 Bytnar (Accounting), Ronald Cooley (Business), Linda Small (Management)**

Chemistry<sup>1</sup>

## Recommended AS Curriculum

**Minimum General Education (45)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (5)<sup>2</sup></b>	
Mathematics 190	5
<b>Physical &amp; Life Science (8-9)</b>	
Chemistry 113	8
Life science	
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (16-20) 2</b>	
Chemistry 114	5
Chemistry 203	5
Chemistry 204	5
Physics 210	4
<b>Minimum for AS Degree</b>	<b>62-65</b>

<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.

<sup>2</sup>Many four-year institutions require that you complete the calculus sequence (MTH 203, 204 and possibly MTH 205) and PHY 212.

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

**Chemistry Faculty: Anna Helwig, James Simpson**

Communications<sup>1</sup> (Multimedia)

## Recommended AA Curriculum

**Minimum General Education (39)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
HFA 108 and/or HFA 109	3-6
Select from Group II	3-6
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (3)</b>	
MTH 115 or 126 OR	
Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V	
(must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Communications 105	3
Communications 220	3
Any 2 from:	
COM 222, Art 230, 270	
<b>Electives (11-12)</b>	
Suggested electives:	
Communications 200,201, 202, 206	
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: Don Norton**

## Computer Information Sciences

See Management Information Systems page 41.

Communications<sup>1</sup> (Radio & TV)**Recommended AA Curriculum****Minimum General Education (39)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
HFA 108 and/or HFA 109	3-6
Select from Group II	3-6
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (3)</b>	
MTH 115 or 126 OR	
Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V	
(must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Communications 105	3
Communications 200	3
Communications 201	3
Communications 209	3
<b>Electives (11)</b>	
Suggested electives:	
Communications 202, 206, 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.

**Communications (Radio/TV) Faculty: John Geraci**

Drama (Theatre)<sup>1</sup>**Recommended AA Curriculum****Minimum for General Education (42-43)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
English 204	3
Select from Group II	6
<b>Social &amp; Behavioral Science (9)</b>	
Psychology 101	3
Select from Group III	6
<b>Mathematics (3)</b>	
Mathematics 115 or 126	
or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Drama 120	1-3
Drama 152	3
Drama 157	3
Speech 110	3
<b>Electives (11-12)</b>	
Suggested electives:	
Drama 151, 158, 167	
HFA 158	
Speech 111	

**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)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Political Science 101	3
Sociology 101	3
Select from Group III	3
<b>Mathematics (8)<sup>1</sup></b>	
Select from Group IV	8
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (10)</b>	
Economics 201	3
Economics 202	3
Select transfer courses	
<b>Electives (8-9)</b>	
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/AS Curriculum<sup>2</sup>**

**Minimum General Education (42-45)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)<sup>3</sup></b>	
Literature course	3
Select from Group II	6
<b>Social &amp; Behavioral Science (9)<sup>3</sup></b>	
History 203 or 204	3
Political Science 101	3
Psychology 101	3
<b>Mathematics (3-6)</b>	
For elementary education:	3-6
Mathematics 145-146	
For secondary education:	
Mathematics 126 or select from Group IV	
<b>Physical &amp; Life Science (7-8)<sup>2</sup></b>	
Select a Physical and a Life	
Science course (one lab course)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (9)</b>	
<i>Nine credits in one academic discipline at the sophomore level or above, selected in consultation with an advisor. Acceptable disciplines include: Mathematics; Biology; Chemistry or Physics; Economics, History, Political Science, Psychology, or Sociology; and Art, Music, English, a single Foreign Language, Philosophy, or Theatre.</i>	
<b>Electives (8)<sup>2</sup></b>	
<b>Professional Education Courses (6)<sup>5</sup></b>	
Psychology 211	3
Education 110	3
Internship CHD 211	3
<b>Minimum for AA/AS Degree</b>	<b>62</b>

<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>5</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: Donna Walker, Wayne Wolf

## Engineering

See page 28 for Associate in Engineering Science curriculum requirements

## English<sup>1</sup>

### Recommended AA Curriculum

### Minimum General Education (39)

Semester Hours

#### Communications (9)

English 101	3
English 102	3
Speech 108	3

#### Humanities and Fine Arts (9)

Select from Group II	9
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#### Social & Behavioral Science (9)

Select from Group III	9
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#### 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

#### Health & Fitness (2)

Select from Group VI	2
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#### Area of Concentration (12)<sup>1</sup>

English 103, 104, 202, 203	12
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#### Suggested Electives (11-12)<sup>1</sup>

English 111, 113, 122, 123, 124, 204, 206, 207, 208	
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#### 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, Alfred Brown, Keith E. Collett II, Tina Gutowski, Rick Jones, Michael Kulycky, MaryAnn Liauba, Linda Matthews, Janet Rodriguez, David Schaberg, Sue Sebok, Maggie Shear, Steve Vivian, Lynn Wollstadt

Geography<sup>1</sup>**Recommended AS Curriculum<sup>1</sup>****Minimum General Education (46-47)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Anthropology 101	3
Select from Group III	6
<b>Mathematics (7)</b>	
Select from Group IV	4
Mathematics 126 or 211	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Geography 103	3
Geography 104	3
History course	3
Sociology 101	3
<b>Electives (6-7)</b>	
Select Transfer Courses identified in the SSC catalog	6-7

**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 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)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (5)</b>	
Mathematics 190 <sup>2</sup>	5
<b>Physical &amp; Life Science (8)</b>	
Select from Group V (must include one lab)	8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (13)</b>	
Geology 101	4
Geology 102	4
Chemistry 113 <sup>3</sup>	5
<b>Electives (7)</b>	
Select from Transfer Courses identified in the SSC catalog	
Chemistry 114 (recommended)	

**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.

<sup>2</sup>Mathematics 203 is also recommended at many universities.

<sup>3</sup>Chemistry 114 is also required at many universities.

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)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Psychology 101	3
Psychology 211	3
Select from Group III	3
<b>Mathematics (6)</b>	
Mathematics 115	3
Mathematics 126	3
or Select from Group IV	
<b>Physical &amp; Life Science (7)</b>	
Select from Group V (must include one lab)	7
<b>Health &amp; Fitness (2)</b>	
First Aid 205	2
<b>Area of Concentration (12)</b>	
Health 101	2
Biology 185	4
Select from Activity Courses:	6
Physical Education 100, 101, 105, 106, 113, 115, 201, 202, 206, 215, 216, 226	
<b>Electives (8)</b>	
Select from Transfer Courses identified in the SSC catalog.	8

**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.

**Health/Physical Education Faculty: Kay Clauson**

History<sup>1</sup>**Recommended AA Curriculum****Minimum General Education (42-43)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select one course from:	
PHL 101, ENG 103, 104, 206	3
Select from Group II	6
<b>Social &amp; Behavioral Science (9)</b>	
Sociology 101	3
Economics 201	3
Anthropology 101	3
<b>Mathematics (3)</b>	
Mathematics 115 or 126	
or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Select from these courses:	
History 109, 110, 151, 203, 204, 271	12
<b>Electives (10-11)</b>	
Suggested electives:	10-11
Political Science 101, Sociology course	
<b>Minimum for AA Degree</b>	
	<b>62</b>

<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: Art Burton**

## Liberal Arts<sup>1</sup>

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

#### Minimum General Education (42-43)

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (3)</b>	
Mathematics 115 or 126	
or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V	
(must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2

#### Area of Concentration (12)<sup>2</sup>

Select from Transfer Courses in American Studies, Anthropology, Art, Communications, Drama, Economics, English, Foreign Language, Geography, History, Humanities, Journalism, Music, Philosophy, Political Science, Psychology, Sociology

#### Electives (10-11)

Select from Transfer Courses identified in the SSC catalog 10-11

#### 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)

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Economics 201, 202	6
(Recommended)	
Select from Group III	3
<b>Mathematics (5)</b>	
Mathematics 190	5
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Mathematics 203	5
Mathematics 204	5
Select from these courses:	
Mathematics 205, 211	3

#### Electives (5-6)

Select from Transfer Courses identified in the SSC catalog

#### 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, Jennifer Bell, Marybeth Beno, John Collado, Diane Grzeczka, Yixia Lu, Dennis Monbrod, William Naegele, Caleb Olaleye, Amy Petty, Gary Schwarz, 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
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#### Social & Behavioral Science (9)

Economics 201	3
Economics 202	3
Select from Group III	3

#### Mathematics (7-8)

Select from Group IV	4
Mathematics 126, 211	3-4

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

Select from Group V (must include one lab)	7-8
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#### Health & Fitness (2)

Select from Group VI	2
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#### Area of Concentration (12)

MIS 102	3
MIS 205	3

#### Business Emphasis

ACC 120	4
MIS 204	4
MIS 221	3

#### Technical Emphasis

CIS 180	3
MIS 214	3
MIS 104	4

#### Electives (7)

Recommend higher level MIS language courses	7
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#### 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 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: Wayne Gallenberger, Richard Evans

## Music

See page 29 for Associate in Fine Arts with Concentration in Music curriculum requirements

## Philosophy<sup>1</sup>

#### Minimum General Education (39)

##### Semester Hours

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

Select from Group V (must include one lab)	7-8
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#### Health & Fitness (2)

Select from Group VI	2
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#### Area of Concentration (12)

Philosophy 101	3
Philosophy 102	3
Philosophy 103	3
Philosophy 105	3

#### Suggested Electives (11-12)

Select from Transfer Courses identified in the SSC catalog	10-11
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)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (5)</b>	
Mathematics 190 <sup>2</sup>	5
<b>Physical &amp; Life Science (10)</b>	
Select from Group V (must include one lab)	10
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Physics 210	4
Physics 211	4
Physics 212	4
<b>Electives (6)</b>	
Suggested electives: 2	6
Mathematics 203, 204, 205	

**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)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Philosophy 101	3
Select from Group II2	6
<b>Social &amp; Behavioral Science (9)</b>	
Select from Group III	9
<b>Mathematics (3)</b>	
Mathematics 115 or 126 or Select from Group IV3	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Political Science 101	3
Political Science 102	3
Political Science 108	3
Political Science 210	3

**Electives (10-11)**

Select from Transfer Courses identified in the SSC catalog 10-11

**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

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>General Biology (8)</b>	
Biology 105	4
Biology 106	4
<b>Human Anatomy (all organ systems) (8)</b>	
Biology 185	4
Biology 186	4
<b>Microbiology — Purdue only (4)</b>	
Biology 224	4
<b>General Chemistry (10)</b>	
Chemistry 113	5
Chemistry 114	5
<b>Organic Chemistry (10)</b>	
Chemistry 203	5
Chemistry 204	5
<b>Physics* (8)</b>	
Physics 101	4
Physics 102	4
<b>Math (10)</b>	
Math 190	5
Math 203 – Purdue only	5
Math 211 – Midwestern and Chicago State University	4
<b>Economics (3)</b>	
Economics 201**	3
<b>General Education—Check with each university for current requirements</b>	
<b>Chicago State University College of Pharmacy (12)</b>	
courses divided equally among Humanities and Social Science courses	
<b>University of Illinois at Chicago (10)</b>	
must include a cultural diversity course as a requirement, Social/Behavioral Sciences (3), Humanities (3), and Electives (4)	
<b>Midwestern University Chicago College of Pharmacy – (14)</b>	
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.)	
<b>Purdue University</b>	
a minimum of one course from three approved course groupings. See website for full listing of courses.	
<b>Students must check with each university for all current requirements.</b>	

<sup>1</sup>For 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

Faculty: Jan Keresztes, Pharm.D.

## Psychology<sup>1</sup>

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

#### Minimum General Education (42)

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	9
<b>Social &amp; Behavioral Science (9)</b>	
Sociology 101	3
Select from Group III	6
<b>Mathematics (3)</b>	
Mathematics 115 or 126	
or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V	
(must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Psychology 101	3
Psychology 204	3
Psychology 211	3
Select one course from the following:	
Psychology 103, 105, 202, 205, 206, 212, 220	3
<b>Electives (10-11)</b>	
Select from Transfer Courses identified in the SSC catalog	10-11
<b>Minimum for AA Degree</b>	
	<b>62</b>
<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, Sharon Rise, Cheryl Saafir	

## Sociology

Recommended AA Curriculum<sup>1</sup>**Minimum General Education (42-43)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Philosophy 101	3
Select from Group II	6
<b>Social &amp; Behavioral Science (9)</b>	
Anthropology 101	3
Psychology 101	3
Psychology 204	3
<b>Mathematics (3)</b>	
Mathematics 115 or 126 or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (Must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Select from: Sociology 101, 102, 205, 206, 225	12
<b>Electives (10-11)</b>	
Select from Transfer Courses identified in the SSC catalog	10-11

**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: Edith Raices, Sharon Rise**

Spanish<sup>1</sup>

## Recommended AA Curriculum

**Minimum General Education (39)<sup>1</sup>**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
English 206 and/or English 207	3-6
Select from Group II	3-6
<b>Social &amp; Behavioral Science (9)</b>	
Geography 101	3
Anthropology 101	3
Select from Group III	3
<b>Mathematics (3)</b>	
Math 115 or 126 or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (16)</b>	
Spanish 101	4
Spanish 102	4
Spanish 203	4
Spanish 204	4
<b>Electives (7)</b>	
Select from Transfer Courses identified in the SSC catalog	7

**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.

Speech<sup>1</sup>

## Recommended AA Curriculum

**Minimum General Education (39)**

	<i>Semester Hours</i>
<b>Communications (9)</b>	
English 101	3
English 102	3
Speech 108	3
<b>Humanities and Fine Arts (9)</b>	
Select from Group II	6
<b>Social &amp; Behavioral Science (9)</b>	
Psychology 101	3
Select from Group III	6
<b>Mathematics (3)</b>	
Math 115 or 126 or Select from Group IV	3
<b>Physical &amp; Life Science (7-8)</b>	
Select from Group V (must include one lab)	7-8
<b>Health &amp; Fitness (2)</b>	
Select from Group VI	2
<b>Area of Concentration (12)</b>	
Speech 110	3
Speech 111	3
Communications 105, 106, 107	3
<b>Suggested Electives (11-12)</b>	
Drama 151, 152, 157, 167	
Humanities and Fine Arts 108	

**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 Mongillo, Don Norton, Bobbie Saltzman

# University Transfer Information



*Bradley University*  
*Calumet College of St. Joseph*  
*Chicago State University*  
*Clark Atlanta University*  
*Columbia College*  
*Concordia College*  
*DePaul University*  
 *DeVry University*  
*Eastern Illinois University*  
*Elmhurst College*  
*Governors State University*  
*Illinois Institute of Technology*  
*Illinois State University*  
*Indiana University Northwest*  
*Lewis University*  
*Loyola University Chicago*  
*National-Louis University*  
*Northeastern Illinois University*  
*Northern Illinois University*  
*Olivet Nazarene University*  
*Purdue University Calumet*  
*Robert Morris College*  
*Roosevelt University*  
*Southern Illinois University Carbondale*  
*St. Xavier University*  
*Trinity Christian College*  
*University of Illinois Chicago*  
*University of Illinois Springfield*  
*University of St. Francis*  
*Western Illinois University*

# Bradley University

The following courses are recommended for South Suburban College students wishing to fulfill Bradley University basic skills and General Education requirements. Additional courses, which meet the A.A. or A.S. General Education requirements, will also be applied to the appropriate category. Students should consult both their SSC counselor and Bradley representatives when they are on campus or by phone 1-800-447-6460.

The course equivalencies are based upon the most recent information provided by Bradley University. However, students should be aware that changes often occur between the time that students begin their work at SSC and they transfer to Bradley. Therefore, students are again advised to see their counselor for aid in planning. Requirements for your major may differ.

## Group I Core Communications Skills

(9 hrs. required)  
ENG 101 and 102  
SPE 108

## Group II Humanities and Fine Arts (9-12 hrs.)

3 hrs. from HIS 109 or 110  
3 hrs. from ART 105, 106: 107; DRM 151, 152\*; HFA 120, 201, 202; HUM 220\*  
3-6 hrs. from PHL 102; ENG 103, 104, 111, 202, 203, 206, 207\*

## Group III Social & Behavioral Sciences (6 hrs.)

6 hrs. from ECO 201, 202  
PSC 101, 210  
SOC 101, 225\* & PSY 101

## Group IV Mathematics (3 hrs.)

MTH 106\*, 111\*, 115, 126, 161, 165\*, 180,  
190, 203, 204

## Group V Physical-Life Sciences (9 hrs.)

3 hrs. from AST 101\*\*  
6 hrs. from BIO 101, 105, 106\*; CHM 111, 113, 114\*;  
GLG 101; PHS 101; PHY 101, 210, 211\*, 212\*

## Group VI Health-Fitness (No requirement)

## Group VII Computer Literacy

Any transferable course that includes the equivalent of 1 semester hour of computer usage. Differs per major. Please consult with a Bradley University representative.

Bradley University requires a non-western civilization course. It can be either HIS 101 or HIS 271. HIS 101 will satisfy SSC's Social-Behavioral Science requirements. HIS 271 will satisfy either SSC's Humanities or Social-Behavioral Science requirement.

\*Does not satisfy General Education requirements at SSC.

\*\* AST 101 must be taken to meet Bradley University's Science Technology in the Contemporary World requirement.

**Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Calumet College Of St. Joseph

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Calumet College of Saint Joseph (CCSJ). Additional courses may be accepted. Transfer credits from SSC, in combination with any other junior college (s) attended, is limited to 66 semester hours.

The course equivalencies are based upon the most recent information provided by Calumet College of Saint Joseph. However, changes often occur between the time that students begin their work at SSC and they transfer to CCSJ. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

Calumet College of St. Joseph participates in the Illinois Articulation. Students who hold an Associate of Arts or An Associate of Science Degree from South Suburban College are considered to have fulfilled all lower division general education requirements, and will be admitted with upper division standing. Students who hold an Associate of Applied Science degree are eligible for admission, but transfer credit will be determined on a course-by-course basis.

For detailed information on transfer policies and admissions requirements, please contact Calumet College of St. Joseph Admissions office at 1-219-473-4215.

## Group I Core Communications Skills (9 hrs.)

ENG 101 and 102  
SPE 108

## Group II Humanities and Fine Arts (Min. 21 hrs.)

Literature/Fine arts (12 hrs.)

ART 107  
DRM 151  
ENG 206

HIS \*\*109 or 110 or 271

Philosophy (3 hrs.)  
PHL 101

Religious Studies (6 hrs.)  
PHL 103 (may substitute for "Intro to Religious Studies"  
Additional course (Social Justice) must be taken at CCSJ.

## Group III Social & Behavioral Sciences (6 hrs.)

PSY 101  
PSC 101 or SOC 101

## Group IV Mathematics (3 hrs.)

\*\*\*MTH 100 or 115 or 161 or 165

## Group V Physical & Life Sciences (one lab science-4 hrs.)

BIO 102 or 103 or 105  
CHM 111 or 113 or 203\*\*\*\*  
PHY 101 or 102

## Group VI Health and Fitness (no CCSJ requirement)

\* Does not satisfy SSC's Group II – Humanities & Fine Arts

\*\* HIS 109, 110 and 271 count as Social & Behavioral Sciences at SSC.

\*\*\*MTH 100 and 165 do not satisfy General Education Requirements at SSC.

\*\*\*\*CHM 203 does not satisfy SSC's Group V.

Note: ENG 206 and HIS 109/110/271 will meet "Global Perspective" Requirements.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Chicago State University

The following is a guide to the selection of courses to enable students to fulfill general education requirements at SSC and Chicago State University. Students should consult with both their SSC counselor and Chicago State University representatives.

## College of Arts and Sciences

### Core Communication (6 hrs. required)

ENG 101 and 102

For the College of Arts and Sciences, you must complete credit hours in the groups that do not encompass your major area of interest. Regardless of major, all students will be required to complete 6 hours in a single foreign language.

Students who complete the general education core of Illinois Articulation Initiative (IAI) are still responsible for completing the additional hours in the two groups that do not encompass the major area, either at South Suburban or Chicago State University.

If your major is Art, English, Music, or Speech: Select 18 hours from Group B, 18 hours from Group C, and 6 hours from a single foreign language (as shown in Group A).

If your major is Spanish: Select 18 hours from Group B and 18 hours from Group C.

If your major is African-American Studies: Select 9 hours from Group A, 9 hours from Group B, and 18 hours from Group C.

If your major is Criminal Justice, Economics, Geography, History, Political Science, Psychology, or Sociology: Select 18 hours from Group A (6 of which must be in a single foreign language) and 18 hours from Group C.

If your major is Math or Computer Science: Select 18 hours from Group A (6 of which must be in a single foreign language), 18 hours in Group B, and 12 hours in Group C (select from physical sciences and biological sciences).

If your major is Biology: Select 18 hours from Group A (6 of which must be in a single foreign language), and 18 hours in Group B.

If your major is Chemistry or Physics: Select 18 hours from Group A (6 of which must be in a single foreign language), 18 hours in Group B, and 3 hours in a biological science from Group C.

### Group A

Select two 6-hour sequences from two different disciplines. Remaining 6 hours must be completed from remaining disciplines.

ART 101, 105, 106, 107, 109\*, 110, 111\*, 112\*, 201, 203\*, 205\*, and 219

ENG 103, 104, 111, 122\*, 124\*, 202, 203, 206, and 207\*

Foreign Language: FRE 101\*, 102\*, 203\*, 204; GER 101\*, 102\*, 203\*, 204; SPN 101\*, 102\*, 203\*, 204

HFA 120, 201, 202, 203

HUM 205\*, 220\*

MUS\* 100, 101, 102, 115, 151-165, 169, 170, 173, 174, 225, 251-265

PHL 101, 102, 103, and 105

SPE 108, 110\*, 111\*

### Group B

Select two 6-hour sequences from two different disciplines. Remaining 6 hours must be completed from remaining disciplines.

ECO 201, 202

GEO 103, 104

HIS 101\*, 151\*, 203, 204, 271

PSY 101, 103\*, 202\*, 204, 211, 212, 220\*

SOC 101, 102, 110\*, 204\*, 205, 206\*, 225\*

### Group C

Students should complete a total of 18 hours from the three disciplines: 1) 6 hours in math; 2) a 6-hour sequence in biological science; 3) a 6-hour sequence in physical science (chemistry, geology, or physics). At least one science course must be with a lab.

MTH 115, 126, 145\*, 146, 161, 165\*, 167\*, 169\*, 170\*, 180, 190, 203, 204, 211

Biological Sciences: BIO 101, 102, 103, 104\*, 106\*

Physical Science: CHM 111, 113, 114\*; GLG 101, 102\*; PHY 101, 102\*, 210, 211\*

### Chicago State University Proficiency Examinations

All students must take proficiency examinations in the following areas before registering for classes at Chicago State University: reading, Composition, and mathematics. If a student does not pass the proficiency examination in a particular area, he/she must enroll in a developmental class in the area until the proficiency examination is passed.

\* Does not satisfy General Education requirement at SSC.

## Please check with the Illinois Articulation Initiative Agreement.

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Clark Atlanta University

The following is a guide to the selection of courses to enable students to fulfill general education requirements at SSC and Clark Atlanta University. Students should consult with both their SSC counselor and Clark Atlanta representatives.

The course descriptions are based upon the most recent information provided by Clark Atlanta University. However, changes often occur between the time that students begin their work at SSC and they transfer to Clark Atlanta University. Therefore, students are again advised to see their counselor for aid in transfer planning.

**Group I Core Communication Skills**

ENG 101 and 102

**Group II Humanities and Fine Arts**

ART 107

DRM 151

ENG 206, 207\*

HFA 120, 201, 202

PHL 101, 102, 103

\*Does not satisfy Group II - Humanities & Fine Arts

**Group IV Mathematics**

MTH 095\*, 106\*, 165\*, 167\*, 190, 203

\*Does not count as mathematics requirement at SSC.

**Group VII Computer Literacy**

MIS 101

The determination of major program requirements for a baccalaureate degree shall be the responsibility of Clark Atlanta University.

All course work, not to exceed 60 semester hours, taken in completing the A.A. degree will be considered equivalent to the freshman and sophomore level at CAU and will be accepted as transfer credit in lieu of the Core Curriculum requirements if the student follows the prescribed Core delineated by the agreement.

For admission to Clark Atlanta University, the student will be required to have earned at least a 2.5 overall average on a four-point scale with grades of "C" or higher in English Composition and Pre-Calculus. The same criteria required of students for admission to programs having prerequisites other than a 2.5 grade average, will be applicable to South Suburban College students.

***This university does not participate in the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Columbia College

## **Liberal Arts - General Studies**

The following is a guide to the SSC courses which will enable students to fulfill general education requirements at both SSC and Columbia College. Students should consult both their SSC counselor and Columbia College representatives when they are on campus.

The course equivalents are based on the most recent information provided by Columbia College. However, students should be aware that changes often occur between the time when they begin their work at SSC and when they transfer to Columbia College. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

### **Group I Core Communication Skills**

(6 hrs. required)  
ENG 101 and 102  
SPE 108

### **Group II Humanities and Fine Arts (9 hrs. required)**

Any college level PHL or HUM 161  
ART 105, 106,107, 219, 221\*  
DRM 151 & 152\*  
HFA 120, 201, 202 203  
PHO 103\*  
One course from ENG 103, 104, 111, 202, 203, 204, 206 or 207\*

### **Group III Social & Behavioral Sciences**

(6 hrs. required)  
Any college level ANT or ECO or GEO or PSC or PSY or  
SOC or SSS\* or URB\* or HSA 202#\*

#Does not count as Social & Behavioral Sciences at SSC

Columbia requires 6 semester hours in History from:  
HIS 101\*, 109, 110, 151\*, 203, 204, 271  
HIS 109, 110 and 271 count as Humanities requirements at SSC  
HIS 101\*, 151\*, 203, 204 count as Social & Behavioral  
Science at SSC.

### **Group IV Mathematics**

(3 semester hours required)  
MTH 115 or higher

### **Group V Physical and Life Sciences**

(6 sem. hrs.)  
Any college level AST or BIO or CHM or GLG or PHS or PHY

### **Group VI Health & Fitness (No requirement but can be used as an elective)**

### **Group VII Computer Literacy (3 sem. hrs.)**

MIS 101 or C-S 105

\*Does not satisfy General Education requirement at SSC.

General education electives may be completed by taking additional courses from the above beyond the required number of semester hours.

## **Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Concordia University

## Liberal Arts - General Studies

The following is a guideline of courses you may take to fulfill Concordia's general studies requirements for the Liberal Arts program, which includes all majors except Education and Nursing. Up to 66 semester hours of lower division/ community college course work may be transferred to Concordia. You do not have to take all of these classes before entering Concordia. Credit may be accepted for courses not listed; consult the transfer coordinator at Concordia.

### **Group I Core Communication Skills (11 hrs.)**

Choose any three courses from the following:

ENG 101  
ENG 102  
SPE 108  
MIS 101#

### **Group II Humanities and Fine Arts (9 hrs.)**

Choose three courses from three different subject areas:

ART 105, 106, 107, 111\*, 112\*, 219  
HIS 101\*, 109, 110, 151\*, 203, 204, 271  
HFA 202  
MUS 100, 3 sem. hrs. in voice/piano or applied music\*  
PHL 101  
\*HIS 101, 203, 204

### **Group III Social & Behavioral Sciences (9 hrs.)**

Choose three courses from three different subject areas:

ANT 101  
ECO 201, 202  
GEO 103, 104  
PSC 101, 210  
PSY 101  
SOC 101  
SSS 101\*

### **Group IV Mathematics (3-5 hrs.)**

Choose one of the following:

MTH 161, 165\*, 167\*, 170\*, 190 or higher  
PHL 105

### **Group V Physical and Life Sciences**

Choose two courses from two different areas:

AST 101  
BIO 101, 102, 103, 105, 106\*, 115\*  
185\*, 186\*  
CHM 111 or above  
GLG 101, 102\*  
PHS 101  
PHY 101, 102\*, 210  
PHS 101 or take at Concordia.

### **Group VI Health & Fitness (3 sem. hrs.)**

One of the three must be PE 100.

Choose additional courses from Physical Education activity courses (PE); HLT 101 and FAD 205

There is also a Theology requirement which must be taken at Concordia University. Consult the transfer coordinator at Concordia University.

\*Does not satisfy General Education requirement at SSC.

#Does not satisfy Communication Skills at SSC.

**Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# DePaul University

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and DePaul University. Students who are completing the Illinois Articulation Initiative (IAI) or completing an A.A. or A.S. degree should follow South Suburban's requirements for graduation since DePaul will honor successful completion for the IAI general core curriculum. A maximum of 66 semester hours will be accepted in transfer from a community college. Students should consult both their SSC counselor and with a DePaul representative.

The course equivalencies are based upon the most recent information provided by DePaul. However, changes often occur between the time that students they begin their work at SSC and they transfer to DePaul. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ, and DePaul may accept additional credit that is not shown below.

## Group I Core Communication Skills (Min. 6 hrs.)

ENG 101 and 102

SPE 108 is required for all business, computer, and communications majors.

## Group II Arts and Literature (3-9 hrs.)

One to three courses required (dependent on major) with no more than two courses from the same department or program.

ART 101\*, 102\*, 105, 106, 107, 111\*, 112\*, 113\*, 201\*, 202\*, 203\*, 204\*, 205\*, 206\*, 213\*, 215\*, 219, 221\*, 223\*

DRM 151

ENG 102, 104, 111, 202, 203, 204, 206, 207, 208

HFA 120, 201, 202, 203, 205

HUM 161, 205\*

MUS 100\*, 115\*

PHO 103\*

SPE 110\*

URB 141\*

## Group I Self, Society, and the Modern World (3 to 9 hrs.)

One to three courses required (dependent on major) with no more than two courses from the same department or program.

ANT 101

ECO 201, 202

GEO 103, 104, 205\*

PSC 101, 102, 105\*, 108\*, 210

PSY 101, 103\*, 105\*, 204, 205\*, 206\*, 211, 212, 220\*

SSS 101\*

SOC 101, 102, 110\*, 205, 206\*

URB\* 101, 214

## Group IV Mathematics (Min. 3 to 4 hrs.)

Most majors: will be required to complete Quantitative Reasoning course at DePaul.  
Business majors: recommended to complete MTH 180 and MTH 211 before transfer.  
Computer majors: computer science majors can complete MTH 190 and MTH 203 but other majors will need to complete their math at DePaul. Elementary Education majors: can complete MTH 145 and MTH 146.

## Group V Scientific Inquiry (4 to 12 hrs.)

One to three courses required (dependent on major) with no more than two courses from the same department or program. One course must be a laboratory science, one course a quantitative science, and one course a scientific inquiry elective.

AST 101

BIO 101, 102, 103, 105, 106\*, 152, 224\*

CHM 111, 113, 114\*, 203\*, 204\*

GLG 101, 102\*

PHS 101

PHY 101, 102\*, 210, 211\*

Multiculturalism in the United States (3 hrs.)

SOC 225

## Group VI Health & Fitness

Not required for general education. Early Childhood, Elementary, and Secondary Education-Physical Education majors do require a health or nutrition course.

NTR 100 or NTR 101

## Group VII Computer Literacy (No general education requirement.)

Philosophical Inquiry (3 to 6 hrs.)

One to two courses required in philosophy (dependent on major).

PHL 101, 102

## Religious Dimensions (3 to 6 hrs.)

One to two courses required in religion (dependent on major.)

## Understanding the Past (Min. 6 hrs.)

Students are required to take one pre-1800 history and one post-1800 history course. These courses must be from two different geographic categories: 1) Asia; 2) Latin America; 3) Africa; 4) North America or Europe; Intercontinental or Comparative. Most education majors require a United States history course and a pre-1800 history that is not North American or European.

HIS 101\*, 109, 110, 151\*, 203, 204, 271

\*Does not satisfy General Education requirement at SSC.

NOTE: These guidelines are not necessarily applicable to the School for New Learning (SNL), DePaul's college designed to serve the needs of adult students who wish to accelerate degree completion by using learning gained through experience, as well as prior course work, for academic credit. SNL offers classes at South Suburban College's University & College Center (UCC) in Oak Forest.

Orientation sessions are regularly scheduled at the UCC. In addition, SNL advisors are available at SSC's main campus and the UCC to review SSC student's academic records and to explain how the program may fit their individual transfer needs and interests. For more information or to schedule an orientation session, call 312-362-8001 or 708-633-9091.

Students are not limited to the courses on this sheet.

Please see transfer guide for additional courses.

## **Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Devry University

The following is a guide to the SSC courses which will enable students to fulfill general education requirements at both SSC and DeVry University. Students should consult both their SSC counselor and a DeVry University advisor. The course equivalents are based on the most recent information provided by DeVry University. However, students should be aware that changes often occur between the time they begin their work at SSC and when they transfer to DeVry University. Therefore, students are advised to see their counselor for aid in transfer planning. Requirements may differ for the various programs.

## Group I Communication Skills

ENG 101 and 102  
SPE 108, 109#  
ENG 121#

## Group II Humanities

3 hrs. from ENG 103, 104, 111  
3 hrs. from HIS 203, 204  
3 hrs. from HUM 161, HFA 201, 202 (1)  
3 hrs. from PHL 102, 105

## Group III Social & Behavioral Sciences

6 hrs. from ANT 101, BLW 201#, 203#, COM 107#,  
PSC 101, PSY 101, 105#, 204, SOC 101, 205  
3-6 hrs. from ECO 201, 202 (2)

## Group IV Mathematics (3)

MTH 100#, 165#, 169#, 190, 203 (4), 211 (3)

## Group V Physical & Life Sciences

3 hrs. from AST 101, BIO 102, 103, 105  
CHM 111, 113, GLG 101 (3)  
8 hrs. from PHY 210, 211#, 212# (4)

## Group VI Health & Fitness (No Requirement)

## Group VII Computer Literacy

MIS 101

## Group VIII Area of Concentration

ACC 120, 121, 200  
BUS 108, 203, 220, 271  
MIS 102

#Does not satisfy General Education requirements at SSC.

(1) Required for Business Administration and Network Communications & Management Programs.

(2) ECO 201 and 202 required for Business Administration Program.

(3) For Business Administration, Computer Information Systems and Network Communications & Management Programs.

(4) For Electronics Engineering Technology and Computer Engineering Technology Programs.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Eastern Illinois University

The following is a guide to the SSC courses to enable students to fulfill general education requirements at SSC and Eastern Illinois University. Students should consult both their SSC counselor and Eastern Illinois representatives.

The course requirements are based upon the most recent information provided by Eastern Illinois University. However, changes often occur between the time that they begin their work at SSC and when they transfer to Eastern Illinois. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

Associate in Arts Degree

## Group I Core Communication (9 hrs.)

ENG 101  
ENG 102  
SPE 108  
ENG 103#, 104#, 111#, 202#, 203#, 204#, 206#, 208#

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

ART 105, 106, 219  
DRM 151  
HFA 107, 120, 201, 202  
HUM 161, 205  
PHL 101, 102, 103, 105  
SPN 204

## Group III Social and Behavioral Sciences (9 hrs.)

ANT 101  
COM 105\*  
ECO 201, 202  
GEO 103, 104, 205\*  
HIS 203, 204, 205  
PSC 101  
PSY 101  
SOC 102

## Group IV Mathematics

One of the following is required  
MTH 115, 126, 146, 161, 180, 190, 203, 204, 211

## Group V Physical and Life Sciences (8 hrs.)

Must have one Biology and one Physical Science course.  
AST 101  
BIO 101, 102, 103, 105, 152, 185\*, 186\*, 224\*  
CHM 111, 113, 114\*, 114H\*  
GLG 101  
PHS 101  
PHY 101, 102\*, 210,

## Group VI Health and Fitness (no requirement)

## Group VII Computer Literacy (no requirement)

Foreign Language requirement is a graduation requirement at Eastern Illinois University, two years in high school with a grade of C or two semesters in college.

\* Does not satisfy General Education requirements at South Suburban College.

\*\* BIO 105 is equivalent to BIO 1100 at Eastern Illinois University.

# Does not satisfy Group I requirement at South Suburban College.

(1) Counts as Fine Arts component in Eastern Illinois University Integrated Core.

(2) Counts as PHL/LIT component in Eastern Illinois University Integrated Core.

(3) Counts as Social Interaction in Eastern Illinois University Integrated Core.

(4) Counts as Human Behavior.

## Associate in Science Degree

### Group I Core Communication Skills (9 hrs.)

ENG 101, 102, 103#, 104#, 111#, 202#, 203#, 204#, 206#, 208#  
SPE 108

### Group II Humanities (6 hrs.)

HUM 161, 205  
Civilization and Assessment  
ART 105, 106, 107, 218, 219  
DRM 151  
HFA 107, 120, 201, 202  
PHL 101, 102, 103, 105  
SPN 204  
Communication and Creativity  
Foreign Language

### Group III Social and Behavioral Sciences (9 hrs.)

ANT 101, 101H  
COM 105  
ECO 201, 202  
GEO 103, 104, 205  
HIS 203, 204, 271  
PSC 101, 102, 210  
PSY 101, 204, 211, 212  
SOC 101, 102, 205

### Group IV Mathematics (One of the following required)

MTH 115, 126, 146, 161, 180, 190, 203, 204, 211

### Group V Physical and Natural Sciences (8 hrs.)

AST 101  
BIO 101, 102, 103, 105, 185\*, 186\*, 152, 224\*  
CHM 111, 113, 114\*, 114H\*  
GLG 101  
PHS 101  
PHY 101, 102\*, 210

### Group VI Health and Fitness (No requirement)

### Group VII Computer Literacy (No requirement)

Note: EIU is reviewing SSC courses and more will probably be added. Check with SSC Transfer Center.

\*Does not satisfy General Education requirement at SSC.

# Does not satisfy Group I requirement at South Suburban College.

## Please check with the Illinois Articulation Initiative Agreement.

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Elmhurst College

The course equivalencies are based upon the most recent information provided by Elmhurst College. However, changes often occur between the time that students begin their work at SSC and they transfer to Elmhurst. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communication Skills (6 hrs.)

ENG 101 and 102

## Group II Humanities and Fine Arts (15 hrs.)

Five courses, one course in each area, 3 semester hours per course

Western Culture

ART 105 106, 107

ENG 206, 207\*

GEO 103

HIS 109, 110, 2031, 2041

MUS 115\*

Fine Arts

ART 101\*, 111\*, 112\*, 201\*, 205\*,

206\*, 212\*, 107

DRM 151, 157\*

HFA 120

MUS 100\*, 101\*, 115\*, PHT 101\*

Literature

ENG 103, 104, 111, 202, 203, 204, 206

and DRM 152\*

Judeo-Christian Heritage and Religious Faith

No equivalent at SSC

Search for Human Values

PHL 101, 102

## Group III Social and Behavioral Sciences (9 hrs.)

Three courses; one course in each area, 3 semester hours per course

Human Behavior

PSY 101, SOC 101 and COM 106\*

Global Society

ANT 101

ART 2192

BUS 208\*

GEO 104

HIS 101\*, 271

HFA 2032

PHL 1032

SPN 101\* and 102\*

People, Power, Politics

PSC 101, 102, 108\*, 210

SOC 102, 204\*, 225\*

URB 101\*, 214\*

## Group IV Mathematics-As required by department of major

## Group V Physical and Life Sciences (8 hrs.)

Two laboratory courses, one in each area, at least 4 semester hours per course

The Natural World

AST 101 (Lab)

BIO 102, 105

CHM 111, 113

GLG 101

PHY 101, 210

Inquiry and Issues in Science and Technology

BIO 103, 106\*, 224\*

CHM 114\*

PHS 101

PHY 102\*, 211\*, 212\*

## Group VI Health and Fitness (No requirement)

## Group VII Computer Literacy (No requirement)

<sup>1</sup>GEO 103 and HIS 203 and 204 count as Social and Behavioral Sciences at SSC.

<sup>2</sup>This course counts as a Humanities requirement at SSC.

\*Does not satisfy General Education requirement at SSC.

If you have any questions, please call the Office of Admissions at (708) 617-3400.

## **Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Governors State University

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Governors State University. Many additional courses will also transfer to Governors State. Students should consult both their SSC counselor and Governors State representatives.

The course equivalencies are based upon the most recent information provided by Governors State University. However, changes often occur between the time that students begin their work at SSC and they transfer to Governors State. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communications Skills (Min. 9 hrs.)

ENG 101 and ENG 102  
SPE 108

## Group II Humanities and Fine Arts (Min. 9 hrs.)

Select at least one from Humanities and at least one from  
Fine Arts  
Humanities  
HUM 161  
ENG 103, 104, 111, 202, 203, 204, 206  
HFA 201, 202, 203  
PHL 101, 102, 103, 105  
SPN 204  
Fine Arts  
ART 107, 105, 106, 219  
DRM 151  
HFA 120

## Group III Social & Behavioral Sciences (Min. 9 hrs.)

Select from at least two disciplines  
ANT 101  
ECO 201, 202  
HIS 203, 204, 271  
PSC 101, 102, 210  
PSY 101, 204, 211, 212  
SOC 101, 102, 205

## Group IV Mathematics (Min. 3 hrs.)

MTH 115, 126, 145 & 146, 190, 203, 204, 211

## Group V Physical and Life Science (7-8 hrs.)

Select one from Physical Science and one from Life Science  
with including at least one laboratory course  
Life Science  
BIO 101, 102, 103, 105, 152  
Physical Science  
AST 101  
CHM 111, 113  
GLG 101  
PHS 101  
PHY 101, 210

## Group VI Health & Fitness (No requirement)

## Group VII Computer Literacy (No requirement)

All undergraduate students must take and ultimately pass the university proficiency examination to assess their writing and mathematics. These examinations must be taken, prior to or during the first trimester of enrollment. Students will not be permitted to Register for a second trimester unless both examinations have been taken.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Illinois Institute Of Technology

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Illinois Institute of Technology. Students should consult both their SSC counselor and Illinois Institute of Technology representatives.

The courses equivalencies are based upon the most recent information provided by Illinois Institute of Technology. However, changes often occur between the time that students begin their work at SSC and they transfer to Illinois Institute of Technology. Therefore, students are again advised to see their counselor for aid in transfer planning.

## Group I Core Communication Skills

I.I.T. does not require English composition as a course requirement. Instead I.I.T. requires writing across their curriculum.

These courses can only be taken at I.I.T.; however, if a student has completed English 101 at SSC, it will be accepted by I.I.T. Please contact the Office of Admissions at I.I.T. for specific information about their courses.

## Group II Humanities (3 hrs.)

ENG 103, 104, 111, 202, 203, 204, 206, 207\*

HIS 109, 110, 203, 204 (1)

HFA 201,202

HUM 161

PHL 101, 102, 103

## Group III Social and Behavioral Sciences (6 hrs.)

ANT 101

ECO 201, 202

GEO 103, 104

PSC 101, 102, 108\*, 210

PSY 101, 103\*, 105\*, 202\*, 204, 205\*, 206\*, 211, 212, 220\*

SOC 101, 102, 110\*, 204\*, 205, 206\*, 225\*

SSS 101 (2)

## Group IV Mathematics (Engineering, mathematics, natural sciences, and computer science majors)

MTH 190, 203, 204, 205\*

## Group V Physical & Life Sciences

Engineering majors: CHM 113

CHM 203\*, 204\*, For Chem and Chem Egr majors only

PHY 210, 211\*, 212\*

Computer Science majors: minimum of 13 credit hours including

BIO 101, 102, 103, 105, 106\*, 115\*, 185\*, 152

CHEM 111, 113, 205\*

PHY 210, 211\*- Need these two classes and any other

from above to equal 13 credit hours.

Mathematics and natural science majors:

BIO 105, 185\*, 224\*- Biology majors only.

CHM\*\* 114, 203\*, 204\*

\*\*Science elective for math majors

PHY 210, 211, 212

Take any one or two courses from a different department to earn a minimum of 12 credit hours. Choose from above or:  
BIO 101, 102, 103, 115\*, 152

## Group VI Health & Fitness (No requirement)

## Group VII Computer Literacy

Engineer majors:

Computer Science Majors:

CS 121

CIS 204\*

Mathematics and natural sciences majors:

CS 121

## Group VIII Area Of Concentration

Engineering major:

EGR 101 (Civil Egr, Arch Egr, Aero Egr, Mech Egr, Met and Mat Egr only)

EGR 201 (EE and CPE only)

EGR 203, 204 (Civil Egr, Aero Egr, Mech Egr, Met & Mat Egr only)

1. HIS 203 and 204 counts as Social & Behavioral Science at SSC.

2. Social Science (SSS) 101 does not count as Social & Behavioral Science at SSC.

\*Does not satisfy General Education requirement at SSC.

I.I.T. no longer has an Undergraduate Business program. It only has a Master's Degree program.

I.I.T. does participate in the engineering segment of the IAI agreement.

***This university does not participate in the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Illinois State University

1. Students who transfer with a completed baccalaureate-oriented A.A. or A. S. degree at an Illinois public community college are considered to have satisfied the General Education program requirement at Illinois State University.

2. Students who have completed the Illinois transferable general education core curriculum at a participating IAI institution are considered to have satisfied the General Education program requirement at ISU.

3. Students who do not complete an A.A. or A.S. degree will be evaluated under the Illinois Articulation Initiative General Education core program to meet the ISU General Education program requirements. Students who have not completed the IAI General Education core prior to transfer will be allowed to finish the program with ISU's IAI approved courses to satisfy the General Education requirement.

## Communication – 9 hrs. required

ENG 101 and ENG 102 and SPE 108

## Humanities & Fine Arts– 9 hrs required (at least one course Humanities and one course Fine Arts)

### Fine Arts:

HFA 108, HFA 109, HFA 120, HFA 210

DRM 151, DRM 155

ART 105, ART 106, ART 107, ART 219

### Humanities:

SPA 204

ENG 103, ENG 104, ENG 111, ENG 202, ENG 203, ENG 204, ENG 206, ENG 208

DRM 152

PHL 101, PHL 102, PHL 103, PHL 105

HUM 161, HUM 210

HFA 107, HFA 158, HFA 201, HFA 202, HFA 203

## Physical & Life Sciences – 7 hrs. required (one course Physical Science and one course Life Science/at least one must include lab)

### Life Science:

BIO 101, BIO 102, BIO 103, BIO 104, BIO 105, BIO 152

### Physical Science:

PHY 101, PHY 210

AST 101

GLG 101

CHM 101, CHM 111, CHM 113

PHS 101

## Mathematics – 3 hrs.

MTH 108, MTH 115, MTH 126, MTH 146, MTH 161, MTH 190,

MTH 203, MTH 204, MTH 211

## Social and Behavioral Sciences – 9 hrs. from at least 2 departments

ANT 101

HIS 109, HIS 110, HIS 203, HIS 204, HIS 271

ECO 201, ECO 202

GEO 103, GEO 104

PSC 101, PSC 120, PSC 210

PSY 101, PYS 204, PSY 211, PSY 212

SOC 101, SOC 102, SOC 205

One of the following courses is recommended to satisfy the Global Studies graduation requirement: ART 219, PHL 103, HFA 203, HFA 210, ANT 101, HIS 101, HIS 271, GEO 104

If a BA degree is planned, foreign language 101, 102 and 103 are recommended.

If a B.S. degree is planned, one course from BIO 102, BIO 244, CHM 114, CHE 203, CHM 205, CIS 207, GLG 102, HLT 101, MTH 180, MTH 200, MTH 203, MTH 204, MTH 211, PHY 102, PHY 211 is recommended in addition to the math and science used to complete the IAI General Education core requirement.

Students who plan a major within the College of Arts and Sciences must complete at least 3 years of one foreign language in high school. If not completed in high school, foreign language 101 and 102 (with a grade of C or better) are recommended.

Please consult the Illinois State University Undergraduate Catalog for specific information about general education, graduation and major/minor requirements.

## ***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Indiana University Northwest

The following curriculum satisfies some of the general education requirements for all Bachelor of Arts degrees at Indiana University Northwest. Additional courses may be accepted. Indiana University Northwest participates in the Illinois Articulation Initiative Agreement.

## Group I English Composition and Mathematics (one MTH course)

ENG 101

MTH\*103#, 161, 167#, 169#, 180, 190

## Group II Humanities\*\* (Min. 12hrs.)

ART 101#, 105, 107, 109#, 111#, 112#, 201#, 205#, 206#

DRM 151

ENG 102\*\*\*, 121#, 202, 203, 204, 206, 208

HIS\*\*\*\*203, 204

HFA 120

PHL 101, 102, 105

SPE 108\*\*\*

URB 101#

## Group III Social & Behavioral Sciences\*\* (Min. 12 hrs.)

PSC 101, 108#, 210

PSY 101, 202#, 206#, 211

SOC 101, 102, 206#

## Groups IV and V Mathematics, Physical & Life Sciences\*\* (Min. 12 hrs.)

MTH 103#, 115, 161, 167#, 169#, 180, 190, 203, 204, 211

AST 101

BIO 101, 102, 105, 106#, 224#

CHM 111, 113, 114#

GLG 101, 102#

PHY 115#

Foreign Language (two semesters at 200 level or higher)

SPN 101#, 102#, 203#, 204\*\*\*\*

Culture Studies (one course)

HIS 151#, 271\*\*\*\*\*

#Does not satisfy General Education requirements at SSC.

\*MTH does not satisfy Group I requirement at SSC.

\*\*For IUN, students must take 12 credit hours outside of their major discipline in each of the three categories [Group II (Group IIIC at IUN), Group III (Group IIIB at IUN), Groups IV and V (Group IIIA at IUN)] from at least two disciplines within each category. No more than 9 credit hours within a single discipline will be counted for IUN's Group III credit.

\*\*\*ENG 102 and SPE 108 do not satisfy Group II requirements at SSC but do satisfy Group I requirement.

\*\*\*\*SPN 204 satisfies Group II requirement at SSC.

\*\*\*\*\*HIS 271 satisfies Group III requirement at SSC.

**Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Lewis University

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Lewis University. Many additional courses will also transfer to Lewis University. Students should consult both their SSC counselor and Lewis University representatives.

The course equivalencies are based upon the most recent information provided by Lewis University. However, changes often occur between the time that students begin their work at SSC and they transfer to Lewis University. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communication Skills (Min. 6 hrs.)

ENG 101 and 102  
SPE 108

## Group II Humanities and Fine Arts (Min. 6 hrs.)

Literature/Fine Arts  
3 hrs. from ART 105, 106, 107 or DRM 151,152\* or HFA  
120 or HUM 205  
3 hrs. from ENG 103, 104, 111, 202, 203, 204, 206, 207\*  
Philosophy (min. 6 hrs.)  
6 hrs. - PHL 101 and 102

## Group III Social & Behavioral Science (Min. 6 hrs.)

ECO 201  
3 hrs. from PSY 101, SOC 101 or  
PSC 101, 102

## Group IV Mathematics (Min. 3 hrs.)

MTH 115, 126, 161, 165\*, 167\*, 169\*, 180, 190, 200\*, 203, 204, 211

## Group V Physical & Life Science (Min. 6 hrs.)

AST 101 or BIO 101, 102, 103, 105, 106\*, or CHM 111, 113, 114\*  
or  
GLG 101, 102\*; or  
PHS 101 or  
PHY 101, 102\*, 210, 211\*

## Group VI Health & Fitness (No requirement)

## Group VII Computer Literacy (No requirement)

\*Does not satisfy General Education requirement at SSC.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Loyola University Chicago

The following is a guide to the SSC courses to enable students to satisfy general education requirements for both SSC and Loyola. Loyola's new core effective Fall 2005 applies to all majors. Many additional courses will also transfer to Loyola. A maximum of 64 semester hours may be transferred from a community college.

The Transfer Guide on Loyola's website lists the SSC courses taken prior to Fall 2005 that satisfy the core. The second page of the Transfer Guide shows the additional requirements for Loyola's Schools of Business, Education, Nursing and Social Work. Go to [www.luc.edu/undergrad/institutions.shtml](http://www.luc.edu/undergrad/institutions.shtml)

For information regarding general education requirements for the School of Business, Education, and Nursing, and Social Work, contact the SSC Transfer Center or the Undergraduate Admission Office at Loyola.

The course equivalences are based upon the most recent information provided to Loyola. However, changes often occur between the time when students began their work at SSC and they transfer to Loyola. Therefore, students are advised to see their counselor for help in transfer planning.

### Group I Core Communication Skills (Min. 6 hrs)

ENG 102

SPE 108 is required for all business, education and nursing majors

### Group II Humanities and Fine Arts (Min. 21 hrs. required by Loyola, only 12 required by SSC)

9 hrs. From ENG 103, 104, 204, 208

6 hrs. –HIS 109, 110, 203, 204; ART 105, 106; EDU 110

6 hrs. –PHL 101, and 102

3 hrs. –PHL 103; SOC 204

6 hrs. –SPN 101,102,203,204(2)

### Group III Social & Behavioral Sciences (Min. 6 hrs.)

Any two courses from:

ECO 201, 202

PSC 101

PSY 101, 204, 212

SOC 101, 102, 225\*

### Group IV Mathematics (Min. 3 hrs.) (3)

MTH 126, 161, 170, 180, 190, 200, 203, 204, 205, 211

MIS 216

CS 121#, 221

PHL 105

### Group V Physical & Life Science (Min. 6 hrs.)

AST 101;

BIO 102, 105, 106, 185, 186, 224

CHM 113, 114, 205;

GLG 101, 102;

PHY 101, 102, 210, 211, 212

PSY 101

### Group VI Health & Fitness (No requirement)

### Group VII Computer Literacy (No requirement)

(1) PHL 103 or SOC 204 can be used towards Loyola's Theology requirement.

(2) Language courses are not required of all students. Check with a Loyola Transfer Coordinator for more information.

(3) Students who major in Math, Biology, Chemistry, or Physics need specific courses.

#Does not satisfy Group IV but does satisfy Group VII requirement at SSC.

***This university does not participate in the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# National-Louis University

The following is a guide to the select courses to fulfill general education requirements at both South Suburban College and National-Louis University. The course equivalents are based on the most recent information provided by NLU. However, changes often occur between the time students begin their work at SSC and they transfer to NLU. Therefore, students are advised to see their counselor for aid in transfer planning.

## Group I Core Communication Skills (Min. 9 hrs.)

ENG 101, 102  
SPE 108

## Group II Humanities (Min. 6 hrs)<sup>1</sup>

Fine Arts (6 hrs.)  
ART 107  
MUS 100\*  
Children's literature is required for the Elementary Education program, any of the following courses can be used as Humanities electives: \*  
(Art, Music, Theatre Arts, Literature, Philosophy, Foreign Language)

## Group III Social & Behavioral Sciences (Min. 12 hrs.)

PSC 101  
HIS 203, 204  
HIS 101\*, 271, or ART 219 (Non-Western Culture course required)  
PSY 211, 212, or CHD 104\* (Business Admin. must take 2 additional electives)

## Group IV Mathematics<sup>2</sup>

MTH 115, 145\*, 165\*  
MTH 211 is required for the Psychology program  
MTH 167\* is required for the Allied Health program  
MTH 161\*, 211 is required for the Business program

## Group V Science (Min. 12 hrs.)

BIO 101, 105,  
CHM 111, GLG 101, PHS 101 or PHY 101  
At least 1 of the above must be a laboratory science.

## Group VI Health & Physical Development

(At least 1 course)  
HLT 101

Note: The appropriate selection of general education courses is based on the intended major at National-Louis University. Requirements for your major may differ. Be sure to consult an NLU Academic Advisor for specific major requirements, or contact an NLU Enrollment Counselor.

\*Does not satisfy General Education requirement at SSC.

<sup>1</sup>Humanities requirements are based on NLU's program requirements.

<sup>2</sup>Students may be required to take a math examination prior to receiving transfer credit for math courses taken. NLU reserves the right to require a math skills assessment to all Undergraduate students.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Northeastern Illinois University

The following is a guide to the selection of courses to enable students to fulfill general education requirements at SSC and Northeastern Illinois University. Students should consult with both their SSC counselor and Northeastern Illinois University representatives. All course numbers listed are for South Suburban College.

## Group I Core Communication Skills (Min. 9 hrs.)

ENG 101\*, 102\*

SPE 108

## Group II Fine Arts (15 hrs.)

ART 101#, 102#, 105, 106, 107, 109#,

110#, 111#, 112#, 113#, 203#, 205#, 219,  
221\*\*\*

MUS 100#, 101#, 102#, 115#, 170#, 171#, 173#, 174#

DRM 120#, 151, 152#, 157#, 158#, 120#, 167#

Humanities (9 hrs.)

ENG 103, 104, 111, 113#, 123#, 124#, 202,

203, 204, 206, 207#

SPN 101#, 102#, 203#, 204

HFA 107, 120, 201, 202, 203

PHL 101, 102, 103, 105

## Group III Social & Behavioral Sciences (12 hrs.)

ANT 101

ECO 201, 202

HIS 101#, 109, 110, 151#, 203, 204, 271

PSC 101, 102, 105#, 210

PSY 101, 103#, 202#, 204, 211, 212, 220#

SOC 101, 102, 110#, 205, 206#, 225#

SSS 101#

## Group IV Mathematics

(See Northeastern Illinois Academic Advisor)

MTH 115, 126, 145#, 146, 161, 165#, 167#, 169#, 170#,

180, 190, 200#, 203, 204, 205#, 211

## Group V Physical and Natural Science

(4 courses, 15-16 hrs.)

AST 101

BIO 101, 102, 103, 104, 105, 106#, 115#

152, 224#

CHM 111, 113, 114#, 203#, 204#, 205#

GLG 101, 102#

PHS 101

PHY 101, 102#, 115#, 210, 211#, 212#

\*All incoming transfer students with 30 or more semester hours of credit who have successfully completed Eng 101 must take the English Competency Examination prior to their first semester or within six weeks of the beginning of that semester.

\*\*These courses are in different areas at SSC:

HIS 109, 110-Humanities

\*\*\* If a South Suburban Student graduates with an A.A. or A.S. degree, Northeastern Illinois University will accept English 101 and 102, otherwise, English 101 and 102 are not part of the General Education course curriculum at Northeastern Illinois University.

# Does not count as General Education requirement at SSC.

**Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Northern Illinois University

## Associate in Arts Degree

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Northern Illinois University. Many additional courses will also transfer to NIU. Students should consult both their SSC counselor and NIU representatives.

The course equivalencies are based upon the most recent information provided by Northern Illinois University. However, changes often occur between the time that students begin their work at SSC and they transfer to NIU. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

### Group I Core Competencies (12 hrs. required, includes 3 semester hrs. math -see Group IV)

ENG 101 and ENG 102

SPE 108

MTH (see Group IV)

### Group II Humanities & Fine Arts (12 hrs. required from 3 departments and 2 colleges)

College 1: Liberal Arts and Sciences

DRM 151, 152\*

ENG 103, 104, 111, 202, 203, 204, 206, 207\*

HIS 109, 110

HFA 201, 202,

HUM 161

PHL 101, 102, 103

URB 141\*

\*\*HIS 101\*, 109, 110, 203, 204

College 2: Visual and Performing Arts

ART 105, 106, 107, 219

HFA 120, 201, 202

HUM 205\*

MUS 115\*

### Group III Social Sciences (9 hrs. required from at least 2 departments)

ANT 101

ECO 201, 202

PSC 101, 102

PSY 101

SOC 101, 102, 205, 206\*

URB 101\*

### Group IV Mathematics\*\*\*

One of the following is required:

MTH 161, 169\*, 180, 190

### Group V Physical & Life Science (7 hrs. required from at least 2, but no more than 3 depts. —1 dept. and 4 hrs. if MTH 190 taken)

AST 101

BIO 101, 102, 103, 105, 106\*, 152

CHM 111, 113, 114\*

GLG 101, 102\*

PHS 101

PHY 101, 102\*, 210, 211\*

### Additional INTERDISCIPLINARY STUDIES (3 hrs. required)

PSY 211

SOC 110\*

\*Does not satisfy General Education requirements at SSC.

\*\*HIS 109, 110, 203, and 204 count as social science at South Suburban and as humanities at NIU.

The appropriate selection of these general education courses depends on the intended major at NIU. If a B.A. degree is planned, South Suburban's foreign language 101, 102, 203, and 204 are recommended. If a B.S. degree is planned, the appropriate courses will be based on the NIU Undergraduate catalog.

\*\*\*MTH 115, 126, 146, 203, 204 AND 211 will transfer to NIU as mathematics for general education for students that have not previously attended NIU.

## Please check with the Illinois Articulation Initiative Agreement.

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Northern Illinois University

## Associate in Science Degree

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Northern Illinois University. Many additional courses will also transfer to NIU. Students should consult both their SSC counselor and NIU representatives.

The course equivalences are based upon the most recent information provided by Northern Illinois University. However, changes often occur between the time that students begin their work at SSC and they transfer to NIU. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

### Group I Core Competencies (12 hrs. required, including 3 hrs. of math-see Group IV)

ENG 101 and ENG 102  
SPE 108  
MTH (see Group IV)

### Group II Humanities & Fine Arts (9 hrs. required from 3 departments and 2 colleges)

College 1: Liberal Arts and Sciences  
DRM 151, 152\*  
ENG 103, 104, 111, 202, 203, 204, 206, 207\*  
HIS 109, 110  
HFA 201, 202  
HUM 161  
PHL 101, 102, 103  
URB 141\*  
\*\*HIS 101\*, 109, 110, 203, 204

College 2: Visual and Performing Arts  
ART 105, 106, 107, 219  
HFA 120, 201, 202  
HUM 205\*  
MUS 115\*

### Group III Social Sciences (9 hrs. required from at least 2 departments)

ANT 101  
ECO 201, 202  
PSC 101, 102  
PSY 101  
SOC 101, 102, 205, 206\*  
URB 101\*

### Group IV Mathematics (3-5 hrs. required)\*\*\*

One of the following is required:  
MTH 161, 169\*, 180, 190

### Group V Physical & Life Sciences (8-9 hrs. required from at least 2, but not more than 3 depts. - 1 dept. and 7 hrs. if MTH 190 is taken)

AST 101  
BIO 101, 102, 103, 105, 106\*, 152  
CHM 111, 113, 114\*  
GLG 101, 102\*  
PHS 101  
PHY 101, 102\*, 210, 211\*

### Additional INTERDISCIPLINARY STUDIES (3 hrs. required)

PSY 211  
SOC 110\*

\*Does not satisfy General Education requirements at SSC.

\*\*HIS 109, 110, 203 and 204 count as social science at South Suburban College and Humanities at NIU.

The appropriate selection of these general education courses depends on the intended major at NIU. If a B.A. degree is planned, South Suburban's foreign languages French 101, 102, 203, 204 or Spanish 101, 102, 203, and 204 are recommended. If a B.S. degree is planned, the appropriate courses will be based on the NIU Undergraduate catalog.

\*\*\*MTH 115, 126, 146, 203, 204, and 211 will transfer to NIU as mathematics for general education for students that have not previously attended NIU.

## Please check with the Illinois Articulation Initiative Agreement.

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Olivet Nazarene University

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Olivet Nazarene University. Students should consult both their SSC counselor and Olivet Nazarene representatives.

The course equivalencies are based upon the most recent information provided by Olivet Nazarene. However, changes often occur between the time that students begin their work at SSC and they transfer to Olivet Nazarene. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communication Skills (Min. 9 hrs.)

ENG 101 and ENG 102

SPE 108

## Group II Humanities and Fine Arts (Min. 6 hrs.)

Select from SSC Group II guidelines in SSC catalog

One course from ART 106, 107

HFA 120, 201, 202

One course from ENG 103, 104, 111, 202, 203, 206, 207\*\*\*

## Group III Social & Behavioral Sciences (Min. 9 hrs.)

One course from History\*

Two courses from two of the following departments:

ANT 101

ECO 201, 202

PSC 101

PSY 101, 211

SOC 101, 205

PHL 101 \*\*

## Group IV Mathematics (Min. 3-6 hrs.)

Enhanced ACT Math Score 1-13: Two courses from MTH 095, 100; Plus one math course with a MTH 100 prerequisite

ACT Math Score 14-18: MTH 100; Plus one math course with a MTH 100 prerequisite

ACT Math Score 19-21: Any math course with a MTH 100 prerequisite

ACT Math Score 22-Up: Math courses only as required by major.

## Group V Physical & Life Science (Min. 7-14 hrs.)

One Laboratory Science course from:

AST 101

BIO 102, 103, 105, 106\*\*\*

CHM 111, 113, 114\*\*\*

GLG 101, 102\*\*\*

PHS 101

PHY 101, 102\*\*\*, 210, 211\*\*\*

One course from the science courses above or CIS 103.\*\*\*

## Group VI Health & Fitness (Min. 4 hrs.)

Two activity courses from: P-E 100, 101-206

One course from HLT 101, NTR 101\*\*\*

## Group VII Computer Literacy (See additional course requirement from Group IV-Mathematics and Group V-Physical & Life Science)

\*History 101, 151\*\*\*, 203 or 204 will satisfy both Olivet Nazarene's and SSC's Social Science requirement. History 109 or 110 will satisfy Olivet Nazarene's Social Science requirement, but at SSC these courses apply to the Humanities requirement.

\*\* PHL 101 will satisfy Group II requirements at SSC, but Group III requirements at Olivet Nazarene.

\*\*\*Does not satisfy General Education requirement at SSC

Additional International Culture course is required from:

ANT 101

PHL 103

HIS 101, 271

An additional 2-4 courses are required under Christianity which must be taken at Olivet Nazarene.

Students who plan to major in an education program should consult the transfer advisor at Olivet Nazarene before taking courses in Groups III, IV, and V.

## **Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Purdue University Calumet

The following curriculum satisfies the general education requirements for all Bachelor of Arts degrees at Purdue University Calumet. These include majors in philosophy, history, political science, foreign languages, communications, psychology, sociology, social work, radio/television and all options, including secondary teaching within those majors.

For information regarding general education requirements for Bachelor of Science and other degrees, contact the South Suburban College Transfer Center or the appropriate department at Purdue University Calumet.

## Group I Core Communication Skills (Min. 9 hrs.) 1

ENG 101, 102

SPE 108

## Group II Humanities and Fine Arts

One course from:

ENG 103, 104, 111, 202, 203, 206, 207\*

One course from:

PHL 101, 102, 105

One course from: 4

HIS 109, 110#

One course from:

ART 105, 106, 107, 219

MUS 211\*, 212\*

DRM 151, 152\*

HFA 120, 201, 202,

HUM 161, 205\*

## Group III Social & Behavioral Sciences<sup>1</sup>

(One course each is required from each of the following categories: economics, history<sup>4</sup>, political science, psychology and sociology)

PSY 101

SOC 101 or ANT 101

PSC 101 or 102

HIS 101, 151\*, 203 or 2044

## Group IV Mathematics (Min. 12 hrs.)

Twelve hours in science and mathematics with a minimum of three hours in each. No sequence required.

Math—Any course numbered MTH 167\*-200\*

(except 103, 106, 111)

PHL 105 (Logic) also fulfills math requirement at Purdue University Calumet

## Group V Physical & Life Sciences<sup>1</sup> (Min. 12 hrs.)

Twelve hours in science and mathematics with a minimum of three hours in each. No sequence required.

BIO 102, 103, 105, 106\*

CHM 113, 114\*

GLG 101, 102\*, 105\*

PHY 101, 102\*, 210, 211\*

PHS 101

## Group VI Health & Fitness (No requirement)<sup>1</sup>

## Group VII Computer & Society (No requirement)<sup>1</sup>

## Group VIII Area of Concentration

## Group IX Electives<sup>3</sup>

Spanish

<sup>1</sup>These requirements may vary if you choose a major in the School of Professional Studies.

<sup>2</sup>Purdue Calumet's requirements for humanities are rigid. See your SSC counselor.

<sup>3</sup>Spanish 101\*, 102\*, 203\*, 204 are required by the College of Liberal Arts and Sciences.

<sup>4</sup>One history course is required, either from humanities or social science.

\*Does not satisfy General Education requirements at SSC.

# HIS 109 and 110 do not satisfy Group II requirement at SSC. They satisfy Group III.

***This university does not participate in the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Robert Morris College

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Robert Morris College. Additional courses may be accepted. These course requirements are based upon the most recent information provided by Robert Morris College. However, changes often occur between the time that students begin their work at SSC and they transfer to Robert Morris College. Students are advised to consult with their counselors for aid in transfer planning.

Note: The following information applies to all SSC Associate Degrees — Associate in Arts, Associate in Science, and Associate in Applied Science.

## Group I English/Communications\*

(Minimum of 12 semester hrs.)

ENG 101, 102

SPE 108

## Group II Humanities and Fine Arts\*\*

(Minimum of 9 semester hrs.)

ART 107, 219

DRM 151, 152#, 157#, 158#, 167#

ENG 103, 104, 111, 124#, 202, 203, 204, 206, 207#

HIS 109, 110, 271##

HFA 107, 120, 202, 203

HUM 161, 205#, 206#

MUS 100#, 101#, 102#, 115#, 225#

PHL 101, 102, 103, 105

## Group III Social/Behavioral Science\*\*\*

(Minimum of 6 semester hrs.)

ANT 101

ECO 201, 202

HIS 101#, 109, 110, 151#, 203, 204, 271

PSC 101, 102, 108#, 210

PSY 101, 103#, 105#, 202#, 204, 211, 212, 220#

SOC 101, 102, 108#, 204#, 205, 206#, 225#

## Group IV Mathematics\*\*\*\*

(Minimum of 3 semester hrs.)

Intermediate Algebra or higher

MTH 100#, 115, 126, 161, 165#, 167#, 169#, 180, 190, 200#, 203, 204, 205#

## Group V Physical/Life Science\*\*\*\*

(Minimum of 3 semester hrs.)

AST 101

BIO 101, 102, 103, 105, 106#, 115#, 152, 185#, 186#, 224#

CHM 111, 113, 114#

PHY 101, 102#, 210, 211#, 212#

PHS 101

## Group VI Health & Fitness

No requirement, but can be used as free elective

## Group VII Computer Literacy

(Minimum of 3 semester hrs.)

MIS 101, 104#, 111#, 216#, 221#

ELC 115#, 132#

CS 121

## Area Of Concentration

Business Major

(Minimum of 18 semester hrs.)

ACC 120, 121, 260

BLW 201, 202, 203

BUS 108

MIS 101

Electives

(Minimum of 21 semester hrs.)

Any ACC, BLW, BUS, CIS/MIS, CAD

Also accepted: CHD, MFG, COR, DRF, ELC, FRS, HSA, CJS,

MDR, MUS, PNU, NUR, OTA, OAT, PLA, PHT, PHO, PPT, RAD

\*Robert Morris will also accept the following Communications courses: ENG 121, 122, SPE 110, 111

\*\*Robert Morris will also accept the following Humanities courses: ART 221; DRM 157, 158; COM 110; MUS 103; SPN 205

\*\*\*Robert Morris will also accept the following Social Science courses: PSC 108, 210; SOC 110

\*\*\*\*Robert Morris will also accept the following Physical and Life Science courses: BIO 224; CHM 203, 204, 205; PHY 212

#Does not satisfy General Education requirements at SSC.

## HIS 109, 110, and 271 do not satisfy Group II requirements at SSC.

No more than 88 hours semester hours will be accepted in transfer toward Baccalaureate Degree requirements.

Consult the Transfer Center for information on transfer and degree particulars.

PLEASE NOTE: This Transfer guide is subject to change without notice.

## ***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Roosevelt University

The following is a guide to selection of courses to enable students to fulfill general education requirements at both SSC and Roosevelt University. These course requirements are based upon the most recent information provided by Roosevelt University. However, changes often occur between the time that students begin their work at SSC and they transfer to Roosevelt. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communication Skills (6 hrs.)

ENG 101 and 102

SPE 108 is required for the College of Education

## Group II Humanities and Fine Arts (Min. 9 hrs.)

SPE 108 plus 6 sem. hrs. selected from disciplines listed below.

ART – any course\*\*

DRM 151, 152\*

ENG – any course except 121

Foreign Language – any course

HUM 161, 205\*, 220\*

PHL 101, 102

Only 9 sem. hrs. of Humanities is required for the College of Business.

## Group III Social & Behavioral Sciences (9 hrs.)

Selected from disciplines below.

ECO 201, 202

GEO 103\*, 104\*, 205\*

HIS 101\*, 151\*, 203, 204, 271

PSC 101, 102, 108\*, 210

PSY 101, 103\*, 105\*, 202\*, 204, 211, 220\*

URB 101\*, 141\*, 214\*

At Roosevelt University History and Philosophy can count as either a Humanities or Social Science course.

## Group IV Mathematics

(used as life science discipline)

See Roosevelt University rep. for math requirements for MTH 161 or 165 or 180 and 211 are recommended for the College of Business.

## Group V Physical and Life Science and Mathematics (12 hrs.)

One course in Biological Science: One course in Physical Science, One must have a Lab.

BIO 101, 102, 103, 105, 106\*, 115\*, 152, 185\* 186\*, 224\*

CHM 111, 113, 114\*, 203\*, 204\*, 205\*

GLG 101, 102\*

MTH 161, 165\*, 167\*, 180, 200\*, 203, 204, 205\*, 211

PHS 101

PHY 201, 211\*, 212\*

## Group VI Health and Fitness (No requirement)

## Group VII Computer Literacy (No requirement)

\*Does not satisfy General Education requirement at SSC.

\*\* ART 105, 106, 107, 218, 219 only count as Fine Arts for SSC.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Southern Illinois University Carbondale

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Southern Illinois University Carbondale. Students should consult their SIUC representatives.

The course equivalencies are based upon the most recent information provided by Southern Illinois University Carbondale. However, changes often occur between the time that students begin their work at SSC and they transfer to SIU-C. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Competencies (12 hrs. required, including 3 hrs. of math -see Group IV)

\*ENG 101 and ENG 102 SPE 108, 109#, MTH

(see Group IV), COM 106#

\*A grade of "C" or better required

## Group II Humanities and Fine Arts (9 hrs. required)

Select one course from each group or select a sequence from ENG 111, 206 and ENG 104, 203, 207# or HFA 201 and 202

Group 1

HIS 101#, 109\*, HFA 201, 203, HUM 161, PHL 105

PHL 101, 102, 105, ENG 103, 202, 204, HFA 202

Group 2

ART 105, 106, 107, 219, HFA 107, 120, DRM 151, 152#

PHO 103#

## Group III Social & Behavioral Sciences (6 hrs. required)

ANT 101

BUS 216#

ECO 201, 202

GEO 103, 104

HIS 204, 271\*\*

PSC 101, 210

PSY 101, 204, 211

SOC 101, 102

SSS 101#

## Group IV Mathematics (3 hrs.)

MTH 111#, 115, 126, 145#, 146, 161, 165#, 167#, 169#, 170#, 180, 190, 200#, 203, 204, 205#, 211, 106#

## Group V Physical & Life Science (6 hrs., students may take only one course from each group)

Physical

AST 101

CHM 111, 113, 114#, 203#, 204#, 205#

GLG 101, 102#

PHY 101, 102#, 115#, 210, 211#, 212#

PHS 101

Life

BIO 101, 102, 105, 106#, 224#

## Group VI Health & Fitness (2 hrs. required)

BIO 185#, 186#, HLT 101;

NTR 100#, 101#

## Group VII Computer Literacy (No requirement)

Multicultural Diversity in the U.S. (3 hrs.)

ENG 208#, HIS 151#, 203

HUM 205#, PHL 103

SOC 110#, 204#, 225#

SPE 110#, 111#

URB 141#, 214#

Interdisciplinary (3 hrs.)

BIO 103, 152

SOC 205

COM 107#

#Does not satisfy General Education requirements at SSC.

Master Academic Plan (MAP) signatures will be dependent upon the student declaring an intended major available at SIUC.

The associate degree waives general education requirements required for general graduation purposes but will not waive academic unit/major requirements required at the lower division.

\* HIS 109 does not satisfy Group II requirement at SSC but does satisfy Group III requirement.

\*\* Students may take only one course in History toward Group III requirement.

## **Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# St. Xavier University

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and St. Xavier University. Many additional courses will also transfer to St. Xavier University. Students should consult both their SSC counselor and St. Xavier University representatives.

The course equivalencies are based upon the most recent information provided by St. Xavier University. However, changes often occur between the time that students begin their work at SSC and they transfer to St. Xavier University. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communication Skills (Min. 8 hrs.)

ENG 101 and 102  
SPE 108

## Group II Humanities and Fine Arts (12 hrs.)

Literature/Fine Arts (Min. 6 hrs.)  
ART 101\*, 105, 106, 107, 109\*, 110\*, 111\*, 112\*, 201\*, 203\*, 205\*, 219  
DRM 151, 152\*  
ENG 103, 104, 111, 122\*, 202-206, 207\*  
HFA 120, 201, 202  
HUM 161, 205\*  
MUS 151\*-165\*, 169\*, 170\*, 173\*, 174\*, 190\*, 251-265\*  
SPE 110\*, 111\*  
URB 141\*  
History (Min. 6 hrs.)  
HIS 101\*, 109, 110, 151\*, 203, 204  
Philosophy (Min. 6 hrs.; 3 hrs. must be taken at SXU)  
PHL 101, 102  
Religious Studies (Min. 6 hrs.; 3 hrs. must be taken at SXU)  
PHL 103

History is a separate general education category at SXU.

## Group III Social & Behavioral Sciences (Min. 9 hrs.)

ANT 101  
ECO 201, 202 is required for Business Majors  
PSC 101, 102  
PSY 101, 103\*, 202\*, 204, 211, 212, 220\*  
SOC 101, 102, 205, 206\*

## Group IV Mathematics (Min. 3 hrs.)

MTH 115, 161, 165\*, 167\*, 180, 190, 200, 203, 204, 211  
MTH 161 and 211 are required for Business Majors

## Group V Physical & Life Science (Min. 6 hrs.)

AST 101  
BIO 101, 102, 103, 105, 106\*  
CHM 111, 113, 114\*  
GLG 101, 102\*  
PHS 101  
PHY 101, 102\*, 210, 211\*

## Group VI Health & Fitness

Students under the age of 23 must take two physical education activity courses (2 semester hours) or FAD 205.

## Group VII Computer Literacy (No requirement)

\*Does not satisfy General Education requirements at SSC.

Saint Xavier University will accept students from South Suburban College who have earned an Associate of Arts (AA) or Associate of Science (AS) degree with a 2.5/4.0 GPA or better as students who have reached junior standing and as having completed the liberal studies core requirements of Saint Xavier University, with the following exceptions:

- a. One three (3) semester hour course in Philosophy (PHL 150) and one three (3) semester hour course in Religious Studies must be taken at Saint Xavier University.
- b. Nursing majors must have a cumulative GPA of 2.75/4.0 from all colleges attended to be considered for admission. November 1st is the priority application deadline for transfer students who intend to major in nursing for the Fall 2006 semester. Students must complete the entire application process by November 1 before being considered for admission. Students who complete the process by November 1 and are accepted will receive a complete academic program plan, which includes the date clinical nursing courses will begin. If the student follows the academic plan as written, there will be a space reserved for the student in the clinical nursing courses.

Transfer students who apply after November 1 with the intent to major in nursing may still be considered for admission, if qualified. For these students, a program plan will be developed that includes a potential date for entry into clinical nursing courses. These students may be placed on a waitlist to begin clinical nursing courses and accommodated as space allows. Transfer students accepted under the post-November 1 conditions will wait no more than one academic year before beginning clinical nursing courses.

## ***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Trinity Christian College

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and Trinity Christian College. Students should consult both their SSC counselor and Trinity Christian College representatives.

The course equivalencies are based upon the most recent information provided by Trinity Christian. However, changes often occur between the times that students begin their work at SSC and they transfer to Trinity Christian. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for you major may differ.

## Group I Core Communication Skills (6 hrs. required)

ENG 101 and 102

## Group II Humanities and Fine Arts (9 - 12 hrs.)

HIS 109\*\*

HIS 203\*\*

Any art or music course and certain communication courses.

(3 hrs. coursework or 6 hrs. applied music or studio art)\*

ART 107

MUS 100

## Group III Social & Behavioral Science (3 hrs. required)

Any course in the following areas:

Economics, Psychology or Sociology\*

## Group IV Mathematics (3 hrs. required)

At least MTH 100\*

## Group V Physical & Life Science (6 hrs. required both with labs.)

Any natural science course, which includes a lab:

BIO 102, 103, 105, 106\*, 185\*, 186\*,

CHM 111, 113, 114\*, GLG 101, 102\*;

PSH 101; PHY 101, 102\*

## Group VI Health & Fitness (1 hr. required)

## Group VII Computer Literacy (No requirement)

\*Not all courses in these groups satisfy General Education requirement at SSC.

Students with an Associate's degree are required to take one Theology and one Philosophy course at Trinity. Those without the Associate's degree or upper class standing are required to take two Theology and two Philosophy courses at Trinity.

## Trinity Christian College's Intersocial Studies (6 hrs. required)

A. Two semesters of any foreign language

B. Any two of the following courses:

ART 219, GEO 103, 104, 205\*, HIS 101\*, 271, PHL 103

\*\*HIS 109 and 203 do not satisfy Group II requirement at SSC but do satisfy Group III requirement.

***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# University Of Illinois—Chicago

The following is a guide to the selection of courses to enable students to fulfill general education requirements at both SSC and the University of Illinois-Chicago. Students should consult with both their SSC counselor and the University of Illinois - Chicago representative. These recommendations are based on the 1995-1996 UIC catalog. Students are expected to meet the UIC graduation requirements in effect at the time of their admission. UIC reserves the right to correct errors.

## Group I Core Communication Skills (Min. 6 hrs.)

ENG 101 and ENG 102

General Education from Group II, III, IV and V must total 24 semester hours with a minimum of 6 semester hours in each group.

## Group II Humanities and Fine Arts (Min. 6 hrs.)

ART 105, 106, 107, 219\*

DRM 151, 152#

ENG 103, 104, 111, 123, 202, 203, 204, 205#, 206, 207#

HIS 101\*, 109, 110, 271\*

HFA 120, 201, 202

HUM 205#

PHL 101, 102

URB 141#

## Group III Social & Behavioral Sciences (Min. 6 hrs.)

ANT 101\*\*

CJS 101#

ECO 201, 202

GEO 205\*\*#

HIS 151\*\*, 203, 204

PSC 101, 102, 210

PSY 101, 103#, 204

SOC 101, 102, 110#, 205

## Group IV Quantitative Reasoning (Min. 3 hrs.)

MTH 161, 169#, 180, 190 or PHL 105## can also satisfy this requirement at UIC.

## Group V Physical and Life Sciences (7 hrs. with lab)

AST 101

BIO 102, 103, or 105, 106#, 185#, 186#, 200#, 213#, 224#

CHM 111 or 113, 114#

GLG 101, 102#

MTH 161, 180, 190, 203, 204

PHY 101, 102#, 210, 211#, 212#

PHS 101

## Group VI Health and Fitness (No requirement)

## Group VII Computer Literacy (No requirement)

## College of Liberal Arts and Sciences Additional Requirements:

### 1. Foreign Language (Min. 16 hrs.)

Spanish 101, 102, 203, 204.

### 2. Cultural Diversity (Min. 3 hrs.)

Courses listed with an \* satisfy both the humanities and cultural diversity requirements. Courses listed with a \*\* satisfy both the social sciences and cultural diversity requirements.

4. The minimum hours required in the following areas are greater than what are listed for the SSC degree. Students should also consult the LAS Transfer Guide for additional course selections that meet these requirements.

### Humanities: (Min. 9 hrs.)

Must include course work from at least two departments or areas

### Social Sciences: (Min. 9 hrs.)

Must include course work from at least two departments or areas

### Life and Physical Sciences: (Min. 15 hrs.)

Must include course work from at least two departments or areas and at least two courses from a single department; all life and physical sciences courses must include a formal laboratory component.

All UIC colleges have specific general education and graduation requirements. Refer to the UIC college specific transfer guides in the Transfer Center for these requirements.

#Does not satisfy General Education Requirements at SSC.

## PHL 105 does not satisfy Group IV requirement but does satisfy Group II requirement.

## Please check with the Illinois Articulation Initiative Agreement.

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# University Of Illinois — Springfield

The following is a guide to the South Suburban College courses to enable students to fulfill general education requirements at both SSC and University of Illinois - Springfield. Students should consult both their SSC counselor and UIS representatives. Assessment tests used for advising purposes at UIS are required of all entering undergraduates. \*\*

The course equivalencies are based upon the most recent information provided by University of Illinois - Springfield. However, changes often occur between the time that students begin their work at SSC and they transfer to UIS. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communication Skills (Min. 6 hrs. \*\*\*)

ENG 101, 102, 122#, 124#  
SPE 108

## Group II Humanities and Fine Arts (Min. 6 hrs.)

ART 105, 106, 107, 219, 221#  
DRM 151, 152#  
ENG 103, 104, 111, 122#, 123#, 202, 203, 204, 206, 208#  
HIS 101, 271  
HFA 120, 201, 202, 203, 210  
HUM 161, 205  
PHL 101, 102, 103, 105  
URB 141#  
Foreign Language\*\*\*\*\*

## Group III Social & Behavioral Sciences (Min. 6 hrs.)

ECO 201, 202  
GEO 103 and 104  
HIS 109, 110, 151#, 203, 204, 271  
PSC 101, 102, 105#, 108#, 210  
PSY 101, 103#, 202#, 204, 211, 212, 220#  
SOC 101, 102, 205, 206#  
HIS 101#, 109, 110, 271 and URB 214# may be used for  
Non-Western Culture course for Elementary Education\*\*\*\*\*

## Group IV Mathematics (Minimum 3 hrs.)

MTH 115, 145#, 146, 161, 126, 180, 190, 203, 204, 211

## Group V Physical & Life Science (Min. 6 hrs., including 1 laboratory science course)

AST 101  
BIO 101-103, 105, 152  
CHM 111, 113, 114#, 203#, 204#, 205#  
GLG 101  
PHY 101, 210  
PHS 101

## Group VI Health & Fitness (No requirement)

## Group VII Computer Literacy (3 hrs. required)

UIS's general education policy requires an additional 12 semester hours of general education electives be completed in any of the general education groups I-V.

#Does not satisfy General Education requirements at SSC.

\*\*All undergraduate students must take university approved assessment examinations to assess their proficiency in writing and mathematics. These examinations must be taken prior to or during the first semester of enrollment. Students will not be permitted to register for a second semester unless both examinations have been taken.

\*\*\*Information on specific courses that may be applied to general education course requirements may be obtained from the UIS campus or from the Transfer Center. English 101 or a comparable course must be taken prior to admission to UIS.

\*\*\*\*It is essential that Elementary Education majors seek academic advising as freshmen.

\*\*\*\*\*Conversational courses do not meet Humanities requirement. Only one beginning foreign language course may be used to satisfy the Humanities area; one additional course may be used to satisfy education electives.

## **Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# University Of St. Francis — Joliet

The following is a guide to the SSC courses to enable students to fulfill general education requirements at both SSC and the University of St. Francis. Students should consult both their SSC counselor and University of St. Francis representatives.

The course equivalencies are based upon the most recent information provided by University of St. Francis. However, changes often occur between the time that students begin their work at SSC and they transfer to the University of St. Francis. Therefore, students are again advised to see their counselor for aid in transfer planning. Requirements for your major may differ.

## Group I Core Communications Skills (9 hrs.)

ENG 101, 102 and SPE 108

## Group II Humanities and Fine Arts (21 hrs.)

Philosophy, two courses

First course: PHL 101 or 102

Second course: PHL 101, 102, or 105

Religious Studies, two courses

First course: Intro to Theology at U.S.F.

Second course: PHL 103

Literature, one course:

ENG 103, 104, 111, 202, 203, 204, 205\*, or 206

Fine Arts, one Course:

ART 101\*, 102\*, 105, 106, 107, 109\*, 112\*, 201\*, 219;

DRM 151:

HFA 120, 201, 202, 203; HUM 205\*

History one Course:

HIS 101\*, 109, 110, 203\*\*, 204\*\*, or 271\*\*

Humanities elective, one course:

The suggested Art, Music, Literature, History or Theater or any listed above; or any Foreign Language or HUM 161.

\*\*History 203, 204 and 271 count as Social and Behavioral Sciences at SSC.

## Group III Social and Behavioral Sciences

(6 hrs) 2 courses from any disciplines

ANT 101

ECO 201, 202

PSC 101, 102, 210

PSY 101, 204, 211

SOC 101, 102, 205

SSS 101\*

## Group IV Mathematics (Min. 3 hrs.)

MTH 115, 126, 146, 161, 165\*, 169\*, 170\*, 180, 190, 203, 204, 211

## Group V Physical & Life Science (Min. 3 hrs.)

AST 101; BIO 101, 102, 103, 105, 106\*

CHM 111, 113, 114\*, 205\*

GLG 101

PHS 101

PHY 101, 102\*, 210, 211\*

University of Saint Francis requires one additional math and science from the mathematics courses listed above or CHM 114\* or 205\* or a Computer Literacy/programming course from CIS 101, 103\*, 104\*; CS 105 OR 121.

\*Does not satisfy General Education requirements at SSC.

**Please check with the Illinois Articulation Initiative Agreement.**

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Western Illinois University

Associate in Arts Degree and Associate in Science Degree

## Group I Communications Skills

(9 hrs. required<sup>\*\*\*</sup>)

ENG 101 AND 102  
SPE 108

## Group II Humanities and Fine Arts

(9 hrs. required in two departments)

Humanities      HUM 161  
ENG 103\*, 104\*, 111, 202\*, 203\*, 204, 206  
HIS 109, 110  
HUM 205#  
PHL 101, 102, 103\*\*, 105  
SPN 101#, 102#, 203#, 204  
Fine Arts      ART 105, 106, 107, and 219\*\*  
DRM 151, 152#  
HFA 120, 201, 202, 203\*\*  
MUS 115#  
URB 141#

## Group III Social and Behavioral Sciences

(9 hrs. required in two departments)

ANT 101\*\*  
ECO 201, 202  
GEO 103, 104, 205#  
HIS 101, 203, 204, 271\*\*

These are Humanities at WIU

PSC 101, 102\*, 210  
PSY 101, 103#, 202#, 204, 211, 212  
SOC 101, 102, 110#, 204#, 205  
SSS 101#  
URB 101#, 214#

## Group IV Math

(Students must demonstrate competency by receiving credit from one of the following, receiving credit for a course which requires one of the courses listed as a prerequisite or receiving a satisfactory score on an assessment for any of the following.)

MTH 103#, 115, 126, 145#, 146\*, 161, 165#, 167#, 169#,  
170\*#, 180, 190, 203\*, 204\*, 211

## Group V Physical and Life Sciences

(10 hrs. required from two departments. May use Group IV)

AST 101  
BIO 101, 102, 103, 105, 106#, 152  
CHM 111, 113, 114#  
GLG 101, 102#  
PHS 101  
PSY 101, 102#, 210

## Group VI Health and Fitness

(3 hrs. required from two departments)

HLT 101  
PE 100, 106, 115

## Group VII Computer Literacy

(none required by the University)

\*This course does NOT count for WIU General Education unless IAI or AA/AS has been completed.

\*\*This is a multi cultural studies course at WIU. Those students transferring without the AA/AS will need to take a course with this designation in addition to the General Education Groups listed above.

\*\*\*A grade of C or better is required in English by all majors (unless completing the AA/AS). Those in teacher certification programs will also need a grade of C in Speech)

#This course does not count for SSC General Education.

The AA/AS Degree receives the benefits of the Compact Agreement which states students will have junior standing and have met the University General Education requirements. This does not waive academic major graduation requirements at the lower division.

Students interested in teacher certification should consult the IAI web page at [www.itransfer.org](http://www.itransfer.org) or consult an advisor at SSC or WIU.

## ***Please check with the Illinois Articulation Initiative Agreement.***

Please note: There have been ongoing changes in requirements. To get the most updated information, please visit the South Suburban College Transfer Center.

# Career Curricula

*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 122, 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:

- To think deeply, critically, and clearly, using a variety of intellectual tools;
- To argue with intelligence, insight, eloquence, and responsibility;
- To express oneself with discipline, rigor, and creativity;
- To know facts but also to know contexts for those facts;
- To acknowledge the existence of ambiguity and multiple perspectives and to recognize the consequences of this acknowledgment;
- To comprehend both the self and the world of humanity and nature outside the self.

### Group I—Communication

(Minimum 6 hours)

Students will learn to write and speak standard English in a grammatically correct, well-organized and coherent manner for a variety of purposes; they will demonstrate an understanding of the various forms of rhetoric; and they will demonstrate library/research skills.

ENG 101-Composition and Rhetoric  
SPE 108-Oral Communication

**And...**

### Group II—Humanities and Fine Arts

(Minimum 3 hours)

Students electing Humanities will learn to understand and assess cultural achievements. Students electing Fine Arts will learn to analyze and interpret aesthetic reasoning, or to 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 and Renaissance  
ART 107-Art Appreciation  
ART 109-Ceramics  
ART 110-Metals and Jewelry  
ART 111-Two Dimensional Design  
ART 112-Three-Dimensional 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 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)**

Students will learn about a variety of behaviors, populations, cultures and settings, and will develop the ability to analyze, interpret, and apply social and behavioral science knowledge in a variety of settings.

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 Mental Health  
 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)**

Students will be able to demonstrate analytical, quantitative and problem-solving skills, and they will develop an understanding of the relationships between mathematics, the sciences, and other fields of endeavor.

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)**

Students will be able to demonstrate analytical, quantitative and problem-solving skills, and they will develop an understanding of the relationships between mathematics, the sciences, and other fields of endeavor.

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 (9) 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 90 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 25 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 25 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 (AAS-0002)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
BUS 105	Business Mathematics	
	<b>Or</b>	
	Any Mathematics Elective	3
BUS 108	Introduction to Business	
	<b>Or</b>	
	Business Elective**	3
ACC 120	Financial Accounting	
	<b>Or</b>	
ACC 110 & 111	Financial Accounting Parts 1 & 2	4
MIS 101	Computer Literacy and Applications	3
OAT 100	Basic Keyboarding Skills (optional)*	(1.5)
<b>Cluster 2</b>		
ACC 121	Managerial Accounting	3
ACC 130	Computerized Accounting (Quickbooks)	3
BLW 201	Introduction to Business Law	3
OAT 143	Excel	3
GROUP III	Social and 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	How To 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	3
	Business Elective	3
OAT 172	Business Communication	3
TQM 101	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 (C-0003)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
OAT 143	Excel	3
ACC 120	Financial Accounting	
	<b>Or</b>	
ACC 110 & 111	Financial Accounting Parts 1 & 2	4
ACC 121	Managerial Accounting	3
ACC 130	Computerized Accounting (Quickbooks)	3
<b>Cluster 2</b>		
MIS 101	Computer Literacy and 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	Introduction 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 (C-0004)

<b>CLUSTER 1</b>		<b>CREDITS</b>
BUS 108	Introduction to Business	
	<b>Or</b>	
OAT 143	Excel	3
BUS 105	Business Mathematics	3
ACC 115	Accounting/ A User Perspective	3
	<b>Or</b>	
ACC 110 & 111	Financial Accounting Parts 1 & 2	4
	<b>Or</b>	
ACC 120	Financial Accounting	
ACC 130	Computerized Accounting (Quickbooks)	3
<b>Minimum for Certificate</b>		<b>12</b>

# Accounting Systems- Information Management

## Accounting Systems-Information Management (AAS-0537)

The modern corporation recognizes a strong interrelationship among accounting, data processing and management. The Accounting Systems-Information Management program is designed to meet the need for 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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
ACC 120	Financial Accounting	
	<b>Or</b>	
	ACC 110 and ACC 111	4
BUS 108	Introduction to Business	3
MIS 101	Computer Literacy and Applications	3
GROUP IV	Mathematics Elective (MTH 165 recommended)	3
OAT 100	*Basic Keyboarding Skills (optional)	(1.5)
<b>Cluster 2</b>		
OAT 143	Excel	
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>		
BLW 201	Introduction to Business Law	3
ACC 130	Computerized Accounting (Quickbooks)	3
MIS 215	IT Project Management	
	<b>Or</b>	
MIS 210	Information Systems Administration	3
MIS 110	Windows Vista Operating System	3
GROUP III	Social & Behavioral Science Elective	3
<b>Cluster 4</b>		
	Business Elective	3
ACC 200	Cost Accounting	3
ACC 230	Information Management	3
BUS 220	Principles of Management	3
	<b>Or</b>	
BUS 227	Human Resources Administration	3
MIS 206	Field Project I	3
<b>Minimum for Degree</b>		<b>64</b>

\*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.

\*\*NOTE: Business Elective is defined as any ACC, BUS, BLW, OAT, CIS/MIS, or ECO 202.

**"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.

<b>Accounting Paraprofessional (C-0588)</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
	<b>Or</b>	
OAT 143	Excel	
ACC 120	Financial Accounting	
	<b>Or</b>	
	ACC 110 and ACC 111	4
ACC 121	Managerial Accounting	3
ACC 130	Computerized Accounting (Quickbooks)	3
	Accounting Elective	3
<b>Total Credit Hours</b>		<b>16</b>

<b>Computerized Accounting (C-0602)</b>		<b>Credits</b>
ACC 120	Financial Accounting	
	<b>Or</b>	
	ACC 110 and 111	4
ACC 121	Managerial Accounting	3
OAT 100	*Basic Keyboarding Skills (Optional)	(1.5)
ACC 130	Computerized Accounting (Quickbooks)	3
OAT 143	Excel	3
<b>Total Credit Hours</b>		<b>13</b>

\*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.

<b>Tax Preparer (C-0600)</b>		<b>Credits</b>
ACC 120	Financial Accounting	
	<b>Or</b>	
	ACC 100 and 111	4
ACC 290	Federal Taxes	3
ACC 100	Personal Income Tax	
	<b>Or</b>	
ACC 291	Advanced Federal and Illinois Taxes	3
<b>Total Credit Hours</b>		<b>10</b>

# Biomedical Electronics Technology

## Biomedical Electronics Technology (AAS-0518)

This program prepares students for careers as electronics technicians in hospitals, health agencies, businesses and industries that manufacture and maintain electronic and biomedical equipment. Training is provided in installation, calibration, inspection, repair and maintenance of these medical tools.

<b>Cluster 1</b>		<b>Credits</b>
ELC 101	Electrical Circuits I	4
ELC 102	Digital Electronics	4
ENG 101	Composition and Rhetoric	3
MTH 106	Technical Mathematics I	5
<b>Cluster 2</b>		
ELC 105	Electrical Circuits II	4
ELC 110	Electronic Circuits	4
BIO 115	Human Body Structure	4
GROUP II	Humanities Elective	3
<b>Cluster 3</b>		
BMD 217	Biomedical Instrumentation I	4
BMD 220	Intro to Radiographic Imaging	3
PHY 101	Mechanics, Heat & Sound	4
CIS 132	Cisco IT Essentials I (A+)	4
<b>Cluster 4</b>		
SPE 108	Oral Communication	3
BMD 218	Biomedical Instrumentation II	4
BMD 232	Biomedical Clinical	3
CIS 180	Cisco IT Essentials II (Net +)	3
GROUP III	Social Science Elective	3
<b>Minimum for Degree</b>		<b>62</b>

Business & Technology baccalaureate option available at GSU.

**"2+2" B.S. Degree in Professional Arts/Applied Organizational Management or Human Resource Management available at the University of St. Francis.**

## 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>Biomedical Electronics Technology (C-0576)</b>		<b>Credits</b>
BIO 115	Human Body Structure	4
BMD 217	Biomedical Instrumentation I	4
BMD 218	Biomedical Instrumentation II	4
BMD 232	Biomedical Clinical	3
<b>Total Credit Hours</b>		<b>15</b>

# Building Code Enforcement

## Building Code Enforcement (AAS-0558)

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 Code 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 & Behavioral Sciences Elective	3
<b>Cluster 2</b>		
BCD 201	Decision Making in Code Enforcement	3
BCD 103	Residential Concrete and Framing Inspections	3
BCD 109	Property Maintenance	3
SPE 108	Oral Communication	3
ENG 121	Technical Business Writing	3
<b>Cluster 3</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	3
<b>Cluster 4</b>		
BCD 105	Residential Electrical Inspection	3
BCD 108	Building Construction Fire Science	3
BCD 202	Plan Review	3
BLD	Building Construction Elective*	5
GROUP II	Humanities Elective	3
<b>Cluster 5</b>		
BCD 230	Internship	3
<b>*Electives</b>		
BLD 210	Building Rehabilitation I	5
BLD 220	Adv. Carpentry I Rough Framing	6
BLD 221	Adv. Carpentry II Finish Carpentry	6
<b>Minimum for Degree</b>		<b>66.5</b>

**"2+2" B.S. Degree in Professional Arts/Applied Organizational Management or Human Resource Management available at the University of St. Francis.**

## Building Code Enforcement Certificate (C-0559)

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>Cluster 1</b>		<b>Credits</b>
BCD 101	Introduction to Code Enforcement	3
BCD 103	Residential Concrete & Framing Inspections	3
BCD 109	Property Maintenance	3
BLD 103	Home Energy Dynamics	3.5
<b>Cluster 2</b>		
BCD 108	Building Construction Fire Science	3
BCD 201	Decision Making in Code Enforcement	3
BCD 202	Plan Review	3
BCD 225	Light Commercial Inspection	3
Electives (Select A Minimum Of 5 Hours)		
BLD 210	Building Rehabilitation I	5
BLD 220	Adv. Carpentry I Rough Framing	6
BLD 221	Adv. Carpentry II Finish Carpentry	6
<b>Minimum for Certificate</b>		<b>29.5</b>

## Basic Certificates

### Concrete And Framing Inspections (C-0617)

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>Cluster 1</b>		<b>Credits</b>
BCD 103	Residential Concrete & Framing Inspections	3
BCD 202	Plan Review	3
BLD 102	Construction Materials & Methods II- Masonry	4
BLD 220	Adv. Carpentry I Rough Framing	6
<b>Total Credit Hours</b>		<b>16</b>

### Plumbing Inspections (C-0614)

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 in Code Enforcement	3
BCD 202	Plan Review	3
BLD 221	Adv. Carpentry II Finish Carpentry	6
<b>Total Credit Hours</b>		<b>15</b>

### Mechanical Inspections (C-0615)

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	Construction Materials & Methods V- Home Energy Dynamics	3.5
BLD 221	Adv. Carpentry II Finish Carpentry	6
<b>Total Credit Hours</b>		<b>15.5</b>

### Electrical Inspections (C-0616)

BLD 101	Intro to Carpentry	4
BCD 105	Residential Electrical Inspecting	3
BCD 202	Plan Review	3
BLD 220	Adv. Carpentry I Rough Framing	6
BLD 206	Construction Material & Methods IV- Electrical	4
<b>Total</b>		<b>20</b>

## Building Construction Technology

### Building Construction Technology (AAS-0011)

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 18 for more information. 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>
BLD 100	Intro to Construction Technology	2
ENG 101	Composition and Rhetoric	3
BLD 101	Construction 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 Construction	3
<b>Cluster 2</b>		
BLD 102	Construction Materials & Methods II-Masonry	4
BLD 103	Home Energy Dynamics	3.5
BLD 206	Construction Materials and Methods IV- Electrical	4
BCD 104	Residential Plumbing Inspections	3
ENG 121	Technical Business Writing	3
<b>Cluster 3</b>		
BLD 220	Adv. Carpentry I Rough Framing	6
BLD 215	Topics: Residential Constr Preplanning	3
BCD 103	Residential Concrete & Framing Inspections	3
SPE 108	Oral Communications	3
GROUP V	Elective	3
<b>Cluster 4</b>		
BLD 203	Estimating	3.5
BLD 221	Adv. Carpentry II Finish Carpentry	6
GROUP II	Elective	3
GROUP III	Elective	3
<b>Minimum for Degree</b>		<b>67.5</b>

"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.

<b>New Residential Construction (C-0564)</b>		<b>Credits</b>
BLD 101	Construction Materials and Methods I-Wood	4
BLD 103	Construction Materials and Methods V-Home Energy Dynamics	3.5
BLD 220	Adv. Carpentry I Rough Framing	6
BLD 221	Adv. Carpentry II Finish Carpentry	6
<b>Total Credit Hours</b>		<b>19.5</b>

<b>Building Rehabilitation (C- 0563)</b>		<b>Credits</b>
BLD 101	Construction Materials and Methods I-Wood	4
BLD 210	Building Rehabilitation I-Rough Rehab	5
BLD 221	Adv. Carpentry II-Finish Carpentry	6
<b>Total Credit Hours</b>		<b>15</b>

<b>Construction Supervision &amp; Management (C-0566)</b>		<b>Credits</b>
BLD 105	Print Reading for Building Construction	3
BLD 203	Estimating	3.5
BLD 205	Project Supervision and Management	3
BLD 215	Residential Construction Pre-Planning	3
<b>Total</b>		<b>12.50</b>

<b>Home Maintenance (C-0565)</b>		<b>Credits</b>
BLD 101	Intro to Carpentry	4
BLD 102	Construction Material & Methods II - Masonry	4
BLD 206	Construction Material & Methods IV- Electrical	4
BCD 104	Residential Plumbing Inspections	3
<b>Total</b>		<b>15</b>

<b>Home Inspection (C-0668)</b>		<b>Credits</b>
BLD 225	Introduction to Home Inspection	3
BLD 206	Construction Material & Methods IV- Electrical	4
BCD 104	Residential Plumbing Inspection	3
BCD 106	Mechanical Inspections	3
<b>Total</b>		<b>13</b>

<b>General Contracting (C-0667)</b>		<b>Credits</b>
BLD 100	Introduction to Construction Technology	2
BLD 205	Project Supervision and Management	3
BLD 215	Residential Pre-planning	3
SPE 108	Oral Communication	3
ENG 121	Technical and Business Writing	3
<b>Total</b>		<b>14</b>

## Computer-Aided Design

### Computer-Aided Design (AAS-0548)

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 18 for more information.

<b>Common Core Requirements</b>		<b>Credits</b>
CAD 100	Introduction to CADD	1.5
CAD 101	Basic Drawing and 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
TQM 101	Total Quality Management	3

<b>General Education Requirements</b>		<b>Credits</b>
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

<b>AEC Option (C-0548-AT)</b>		<b>Credits</b>
BLD 101	Construction Materials & Methods I-Wood	4
BLD 203	Estimating	3.5
BLD 221	*Adv. Carpentry II Finish Carpentry	6
CAD 109	Architectural Design and Drafting I	4
CAD 209	Architectural Applications II	4
CAD 269	Technical Publishing	3.5
DRF 101	Architectural Drafting	3
<b>Total Credit Hours</b>		<b>63</b>

<b>MET Option (C-0548-MT)</b>		<b>Credits</b>
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 (C-0547)

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 18 for more information.

	<i>Credits</i>	
BLD 101	Construction Materials & Methods I-Wood	4
CAD 100	Introduction to CADD	1.5
CAD 101	Basic Drawing and Design	2
CAD 105	Special Applications	4
CAD 109	Architectural Design and 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
TQM 101	Total Quality Management	3
<b>Total Credit Hours</b>		<b>33.5</b>

## Computer-Aided Design Mechanical Engineering Technology Certificate (C-0541)

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 18 for more information.

	<i>Credits</i>	
CAD 100	Introduction to CADD	1.5
CAD 101	Basic Drawing and 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
TQM 101	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.

<i>Mechanical Certificate (C-0621)</i>		<i>Credits</i>
CAD 100	Introduction to CADD	1.5
CAD 101	Basic Drawing and 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>

<i>Advanced Mechanical Certificate (C-0622)</i>		
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>

<i>AEC Certificate (C-0623)</i>		
CAD 100	Introduction to CADD	1.5
CAD 101	Basic Drawing and Design	2
CAD 105	Special Applications	4
CAD 109	Architectural Drawing and Design I	4
DRF 101	Architectural Drafting	3
<b>Total Credit Hours</b>		<b>14.5</b>

<i>CADD Technical Publishing (C-0625)</i>		
CAD 100	Introduction to CADD	1.5
CAD 101	Basic Drawing and 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>

<i>Advanced AEC Certificate (C-0624)</i>		
BLD 101	Construction 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>

# Court Reporting / Verbatim Technology

## Court Reporting / Verbatim Technology (AAS-0556)

Placement into college-level English on the Asset test is a requirement for COR 110. Students must also possess a minimum typing speed of 30 wpm. This program prepares individuals to take the Illinois Certified Shorthand Reporters examination for licensing in the State.

### Program Approval

This program is approved by the National Court Reporters Association. All Court Reporting courses are offered exclusively at South Suburban College's University & College Center in Oak Forest. All students must demonstrate a minimum math competency equivalent to MTH 095.

<b>Cluster 1</b>		<b>Credits</b>
COR 101	Introduction to Court Reporting	1
COR 110	Machine Theory	3.5
COR 111	Machine Theory Advanced	3.5
ENG 101	Composition and Rhetoric	3
OAT 170	Business English	3
OAT 171	Legal Terminology and Documents	3
<b>Cluster 2</b>		
COR 112	Machine Theory & Practice	3
COR 125	Machine Shorthand III	3
COR 130	Machine Shorthand IV	3
MDR 103	Medical Terminology	3
<b>Summer Term</b>		
COR 135	Machine Shorthand Speedbuilding (optional)	(2)
COR 140	Machine Shorthand V	3
COR 145	Machine Shorthand VI	3
<b>Cluster 3</b>		
COR 200	Transcription for Court Reporters	3
COR 210	Computer-Aided Transcription I	2
COR 240	Machine Shorthand VII	3
COR 245	Machine Shorthand VIII	3
COR 251	CSR and Professional Preparation	2
SPE 108	Oral Communication	3
GROUP III	Social and Behavioral Science Elective	3
<b>Cluster 4</b>		
COR 211	Computer-Aided Transcription II	2
COR 250	Court Practicum	1
COR 260	Machine Shorthand IX	3
COR 265	Machine Shorthand X	3
BUS 105	Business Mathematics	
	<b>Or</b>	
GROUP IV	Mathematics Elective	
	<b>Or</b>	
GROUP V	Physical and Life Science Elective	3
GROUP II	Humanities Elective	3
<b>Minimum for Degree</b>		<b>69</b>

The Machine Shorthand graduation requirements, which are satisfied within the courses outlined 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; one 225 wpm jury charge with 96 percent accuracy; two 225 wpm jury charge with 95 percent accuracy; three 180 wpm literary with 95 percent accuracy, one 170 medical with 95 percent accuracy.

**Business & Technology baccalaureate option available at GSU.**

**"2+2" B.S. Degree in Professional Arts/Applied Organizational Management or Human Resource Management available at the University of St. Francis.**

## Machine Shorthand Secretarial Certificate (C-0604)

<b>Cluster 1</b>		<b>Credits</b>
COR 110	Machine Theory	3.5
COR 111	Machine Theory Advanced	3.5
OAT 170	Business English	3
<b>Cluster 2</b>		
COR 112	Machine Theory & Practice	3
COR 125	Machine Shorthand III	3
OAT 171	Legal Terminology and Documents	3
ENG 101	Composition and Rhetoric	3
<b>Cluster 3</b>		
COR 200	Transcription for Court Reporters	3
SPE 108	Oral Communications	3
MDR 103	Medical Terminology	3
<b>Minimum for Certificate</b>		<b>31</b>

## Court Reporting / Verbatim Technology Certificate (C-0605)

This program is designed for students whose previous machine shorthand experience places them into COR 140.

<b>Cluster 1</b>		<b>Credits</b>
COR 140	Machine Shorthand V	3
COR 145	Machine Shorthand VI	3
COR 210	Computer-Aided Transcription I	2
OAT 170	Business English	3
<b>Cluster 2</b>		
COR 211	Computer-Aided Transcription II	2
COR 240	Machine Shorthand VII	3
COR 245	Machine Shorthand VIII	3
OAT 171	Legal Terminology and Documents	3
MDR 103	Medical Terminology	3
<b>Cluster 3</b>		
COR 250	Court Practicum	1
COR 251	CSR and Professional Preparation	2
COR 260	Machine Shorthand IX	3
COR 265	Machine Shorthand X	3
<b>Minimum for Certificate</b>		<b>34</b>

## Basic Certificate

### Court Reporting / Verbatim Technology (C-0606)

This program is designed for students whose previous machine shorthand experience places them into COR 245.

COR 245	Machine Shorthand VIII	3
COR 250	Court Practicum	1
COR 251	CSR and Professional Preparation	2
COR 260	Machine Shorthand IX	3
COR 265	Machine Shorthand X	3
<b>Minimum for Certificate</b>		<b>12</b>

# Criminal Justice System

## Criminal Justice System (AAS-0045)

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.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
CJS 101	Introduction to Criminal Justice*	3
CJS 103	Police Operations	3
PSC 101	American National Government	3
SOC 101	Introduction to Sociology	3
<b>Cluster 2</b>		
SPE 108	Oral Communication	3
CJS 104	Criminology	3
CJS 105	Criminal Law*	3
CJS 215	Police Report Writing	3
PSY 101	Introduction to Psychology	3
<b>Cluster 3</b>		
CJS 206	Criminal Investigation	3
CJS 207	Evidence and Criminal Procedure*	3
CJS 209	Community Policing	3
CJS 211	Criminal Justice Fieldwork I	3
SOC 206	Juvenile Delinquency	3
PSC 102	American State and Local Government	3
<b>Cluster 4</b>		
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
<b>Minimum for Degree</b>		<b>63</b>

### 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. See CJS Coordinator.)

\*\*Recommended for those currently working in the profession.

For additional information please contact Dr. Wayne Wolf, Program Coordinator, on Ext. 2355.

**"2+2" B.A. degree option in Criminal Justice available at the University of St. Francis.**

## Criminal Justice System Certificate (C-0046)

		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
CJS 101	Introduction 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 and Criminal Procedure	3
CJS 209	Community Policing	3
	<b>Or</b>	
CJS 214	International Criminal Justice	3
CJS 211	Criminal Justice Fieldwork I	3
CJS 208	Forensic Science	3
	<b>Or</b>	
CJS 220	Topics in Criminal Justice	
	<b>Or</b>	
CJS 212	Constitutional Law	3
<b>Minimum for Certificate</b>		<b>36</b>

## Corrections Officer / Youth Supervisor Option (AAS-0641)

This program is designed for individuals interested in working in correctional settings, including youth facilities, penitentiaries, jails, and probation and parole settings.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition & Rhetoric	3
SPE 108	Oral Communication	3
SOC 101	Introduction to Sociology	
	<b>Or</b>	
PSY 101	Introduction to Psychology	3
CJS 106	Introduction to Corrections	3
GROUP IV	Mathematics Elective	3
<b>Cluster 2</b>		
CJS 101	Intro to CJS	3
CJS 102	Police Administration	3
CJS 104	Criminology	3
CJS 105	Criminal Law	3
CJS 207	Evidence and Criminal Procedure	3
<b>Cluster 3</b>		
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
<b>Cluster 4</b>		
TQM 101	Total Quality Management	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

**Recommended electives from the following:**

SOC 102	Social Problems	3
ENG 102	Composition and 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.**

## Electronics Engineering Technology

### Electronics Engineering Technology (AAS-0025)

**The Electronics Engineering Technology program is currently being revised. The new program, Applied Engineering Technology is being developed and is pending State approval. The preliminary program is as follows:**

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 & 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 Dr. Holevinsky at Ext. 2359 for additional information.

**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 (C-0026)

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 18 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
<b>Minimum for Certificate</b>		<b>25</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.

<b>Basic Electricity (C-0572)</b>		<b>Credits</b>
MTH 106	Technical Mathematics I	5
ELC 101	Electrical Circuits I	4
ELC 105	Electrical Circuits II	4
<b>Total Credit Hours</b>		<b>13</b>

<b>Digital Electronics (C-0574)</b>		<b>Credits</b>
ELC 102	Digital Electronics	4
MIS 110	Windows Vista Operating System	3
CIS 132	Cisco IT Essentials I (A+)	4
<b>Total Credit Hours</b>		<b>11</b>

# Emergency Medical Technician

## Basic Certificate

### Emergency Medical Technician (C-0639)

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.

EMT 215	Emergency Medical Training	6
<b>Total Certificate Credit Hours</b>		<b>6</b>

### Emergency Medical Services Paramedic (C-0533)

#### Prerequisite

EMT 215 – Emergency Medical Training	6
<b>Total Certificate Credit Hours</b>	<b>6</b>

## 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

		<b>Credits</b>
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 or 6902.

**The following EMT program has been discontinued: Basic Certificate – Paramedic Basic Certificate (C-0633)**

# Fitness Professional Program

## Fitness Professional (AAS-0649)

The associate of applied science curriculum is an educationally comprehensive and technically oriented program designed for individuals wanting to pursue professions in the fitness industry. The industry is now experiencing a growing number of employment opportunities in corporate fitness programs, health clubs, YMCA/YWCA, fitness centers, and other professional franchises. Students in the fitness professional program receive skilled instruction in aerobics, strength training, fitness assessment, exercise prescription, and equipment use and maintenance. The sixty-five to sixty-six hour degree program provides a more comprehensive education when compared to the certificate path, but also allows the option to transfer many courses to four-year institutions. The degree can be completed in a four-semester format although there is opportunity to alter the course sequencing based on individual student needs and circumstances.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
BUS 105	Business Mathematics	3
MIS 101	Computer Literacy & Applications	3
BIO 115	Human Body Structure	4
<b>Or</b>		
BIO 101	Concepts of Biology	3
<b>Or</b>		
BIO 102	Introductory Biology	4
FAD 205	Emergency Care & Safety	2
BUS 123	How to Start Your Own Small Business	1
P-E 100	Physical Fitness I	1

### Cluster 2

PSY 101	Introduction to Psychology	3
FIT 104	Introduction to Leisure Studies	3
NTR 100	Basic Nutrition	2
FIT 101	Exercise Physiology I	3
FIT 102	Biomechanics of Human Motion	3
FIT 103	Basic Water Rescue	1
P-E 106	Beginning Weight Training I	1

### Cluster 3

MUS 106	Fundamentals of Music	
<b>Or</b>		
HUM 205	Introduction to Rock 'n Roll	
<b>Or</b>		
HFA 120	Introduction to Music	3
SPE 108	Oral Communication	3
FIT 205	Fitness Professional Internship I	3
FIT 201	Exercise Physiology II	3
FIT 202	Aquatic Fitness	1
FIT 207	Fitness for Diverse Populations	3

## Personal Trainer Certificate-Coming Fall 2009

If you are interested in becoming a Personal Trainer or Fitness Professional, this Certificate is for you. Classes will prepare you to begin working in the field as a certified personal trainer as well as give you the tools to successfully take the ACE examination. See Sandy Mongillo, Fitness Coordinator, at (708) 596-2000, ext. 2368 or smongillo@southsuburbancollege.edu for more information.

**Cluster 4**

BUS 221	Human Relations in Organizations	3
FIT 203	Sports Facility Management	3
FIT 204	Fitness Assessment Technique	
	<b>Or</b>	
FIT 206	Personal Trainer	3
FIT 208	Fitness Professional Internship II	3
	*Career Elective	3
P-E 115	Low Impact/Impact Step Aerobics	1

**Minimum for Degree 64**

\*Note: Career elective is defined as any FIT, ACC, BUS, BLW, CIS/MIS, or OAT course.

**Fitness Specialist (C-0647)**

The Fitness Professional certificate program is designed to provide the fastest possible achievement of academic credentials for entry or promotion in the field.

<b>Cluster 1</b>		<b>Credits</b>
PSY 101	Introduction to Psychology	3
MIS 101	Computer Literacy & Applications	3
BIO 115	Human Body Structure	4
	<b>Or</b>	
BIO 101	Concepts of Biology	3
	<b>Or</b>	
BIO 102	Introductory Biology	4
FIT 203	Sports Facility Management	3
NTR 100	Nutrition	2
FAD 205	Emergency Care & Safety	2
P-E 100	Physical Fitness I	1

**Cluster 2**

BUS 221	Human Relations in Organizations	3
FIT 101	Exercise Physiology I	3
FIT 102	Biomechanics of Human Motion	3
FIT 103	Basic Water Rescue	1
FIT 204	Fitness Assessment Technique	
	<b>Or</b>	
FIT 206	Personal Trainer	3
P-E 106	Beginning Weight Training I	1

**Minimum for Certificate 31**

**Basic Certificates**

South Suburban College offers a variety of basic certificates designed to provide training in specific areas. The following basic certificate is designed for men and women who need basic employment skills.

**Fitness Assistant Certificate (C-0648)**

<b>Credits</b>		
HLT 101	Health and Wellness	2
MIS 101	Computer Literacy & Applications	3
BIO 115	Human Body Structure	4
	<b>Or</b>	
BIO 101	Concepts of Biology	3
	<b>Or</b>	
BIO 102	Introductory Biology	4
FAD 205	Emergency Care & Safety	2
P-E 100	Physical Fitness I	1
FIT 103	Basic Water Rescue	1
P-E 106	Beginning Weight Training I	1

**Minimum for Certificate 13**

**Forensic Science Technology****Forensic Science Technology (AAS-0098)****pending ICCB approval:**

This program will prepare student theoretically and technically for entry level positions with crime laboratories. This program is designed to expose students to a broad subject matter of anthropology, psychology, pathology, forensic laboratory technology, crime scene analysis, fingerprint technology, document analysis, pattern analysis, examination procedures, applicable law and regulations, and professional standards and ethics.

**Admission to the Program**

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. Submit a Forensic Science Technology application to the program by mail or in person (Room 4453) no later than May 1 prior to the fall semester anticipating admissions.
3. Admissions to the Forensic Science 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. You will be notified in writing of your admissions status no later than June 1.

Student must complete all prerequisites by December prior to the year seeking admission. Students must complete all Forensic Science Technology program courses and general education courses with a "C" or better.

Once admitted into the Forensic Science 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.

<b>Program Prerequisites</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
SPE 108	Oral Communication	3
BIO 105	**General Biology	4
<b>Fall</b>		
CHM 113	***General Chemistry I	5
FOS 101	Forensic Orientation	3
	Humanities	3
PSY 101	Introduction to Psychology	3
<b>Spring</b>		
CJS 101	Introduction to the Criminal Justice System	3
FOS 110	Forensic Photography	4
CHM 114	General Chemistry II	5
<b>Summer</b>		
CHM 205	Introduction to Organic and Biochemistry	5
<b>Fall</b>		
CJS 104	Criminology	3
CJS 207	Evidence and Criminal Procedure	3
FOS 120	Forensic Death Investigation	4
FOS 205	Forensic Biology/DNA	4
<b>Spring</b>		
FOS 210	Forensic Chemistry	5
FOS 230	Forensic Internship	2
CJS 208	Forensic Science	3

**Total: 65 Credit Hours**

For additional information, please contact Dr. Anna Helwig, Program Coordinator at 708-596-2000 ext. 2417 or Dr. Jan Keresztes, Career Advisor for Allied Health Professions at 708-596-2000 ext.2432.

\*\*All Students must demonstrate minimum math competency equivalent to MTH 095.

\*\*\* All Students must demonstrate minimum math competency equivalent to MTH 100.

# 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 113	Color Theory & Practice	3
ART 107	Art Appreciation Group II Gen. Ed.	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 (Non-Linear 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 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 (AAS-0084)

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 designed to give them both an overview of the helping field and an opportunity to experience it through a field practicum and 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 for the State Certified Alcohol and Drug Counselor (C.A.D.C.) examination.

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

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
HSA 101	Introduction to Human Services	3
BIO 115	Human Body Structure	4
<b>Or</b>		
BIO 101	Concepts of Biology	3
HSA 108	Introduction to Addiction Counseling	3
FAD 205	Emergency Care and Safety	2
GROUP II	Elective (Spanish I recommended)	3
<b>Cluster 2</b>		
ENG 102	Composition and Research	3
HSA 102	Interviewing Principles and Techniques	3
PSY 101	Introduction to Psychology	3
SPE 108	Oral Communication	3
MTH 126	Fundamentals of Statistics	3
<b>Cluster 3</b>		
HSA 113	Issues of Diversity	3
SOC 101	Introduction to Sociology	3
MIS 101	Computer Literacy and Applications	3
HSA 109	Addictions Treatment	3
HSA 231	Human Services Internship I	
<b>Or</b>		
HSA 233	*Addictions Studies Internship I	3
<b>Cluster 4</b>		
PSY 211	Human Growth and Development	3
PSC 101	American National Government	3
GROUP II	Humanities Elective (Spanish II recommended)	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	3
<b>Or</b>		
HSA 107	Psychoactive Drugs	3

**Minimum for Degree** **65**

\*Students specializing in Addiction Studies only.

## Basic Certificates

### Addiction Counseling (C-0629)

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.

		<i>Credits</i>
HSA 107	Psychoactive Drugs	3
HSA 108	Introduction 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
<b>Minimum for Certificate</b>		<b>18</b>

\*Offered in Summer only.

### Sign Language (C-0085)

#### Pending ICCB Approval

		<i>Credits</i>
HSA 110	Sign Language I	3
HSA 111	Sign Language II	3
HSA 112	Sign Language III	3
HSA 113	Issues of Diversity	3
<b>Minimum for Certificate</b>		<b>12</b>

### MRI (Magnetic Resonance Imaging) Programs

See Radiologic Technology program, page 113-114

## Management

### Management-Administrative Assistant (AAS-0545)

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.

		<i>Credits</i>
<b>Cluster 1</b>		
BUS 108	Introduction to Business	3
BUS 105	Business Mathematics	3
BUS 220	Principles of Management	3
PSY 101	Introduction to Psychology	3
ENG 101	Composition & Rhetoric	3
<b>Cluster 2</b>		
BUS 227	Human Resources Administration	3
ECO 201	Principles of Economics, MACRO	3
TQM 101	Total Quality Management	3
OAT 172	Business Communication	3
MIS 101	Computer Literacy and Applications	3
SPE 108	Oral Communication	3
<b>Cluster 3</b>		
ACC 120	Financial Accounting	
	<b>Or</b>	
ACC 115	Accounting: A User Perspective*	3-4
BUS 221	Human Relations in Organizations	3
BUS 224	Supervisory Management	3
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
BUS 253	Marketing-Management Internship I	3
BLW 201	Introduction to Business Law	3
	**Health and Fitness Elective	2
<b>Cluster 4</b>		
OAT 115	Outlook	1
OAT 128	Word	
	<b>Or</b>	
OAT 143	Excel	3
OAT 155	PowerPoint	3
OAT 201	Administrative Support Procedures	
	<b>Or</b>	
	Business Elective	3
ACC 121	Managerial Accounting	
	<b>Or</b>	
ACC 130	Computerized Accounting (Quickbooks)*	3
GROUP II	Humanities Elective	3
<b>Minimum for Degree</b>		<b>66-67</b>

NOTE: Business elective is defined as any BUS, ACC, BLW, OAT or CIS/MIS course.

\*ACC 115 and ACC 130 are non-transfer courses.

\*\*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 (C-0044)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
BUS 220	Principles of Management	3
MIS 101	Computer Literacy and Applications	3
OAT 172	Business Communication	3
BUS 227	Human Resource Administration	3
<b>Cluster 2</b>		
ACC 120	Financial Accounting	4
	<b>Or</b>	
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	3
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
BLW 201	Introduction to Business Law	3
TQM 101	Total Quality Management	3
<b>Minimum for Certificate</b>		<b>33-34</b>

\*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.

<b>Administrative Assistant (C-0608)</b>		<b>Credits</b>
BUS 108	Introduction to Business	
	<b>Or</b>	
TQM 101	Total Quality Management	3
BUS 221	Human Relations in Organizations	3
OAT 172	Business Communication	3
MIS 101	Computer Literacy and Applications	
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
<b>Minimum for Certificate</b>		<b>12-13</b>

Note: Business elective is defined as any BUS, ACC, BLW, OAT, or CIS/MIS course.

## Management-Manager/ Supervisor (AAS-0544)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
BUS 105	Business Mathematics	3
BUS 203	Principles of Marketing	3
BUS 220	Principles of Management	3
ENG 101	Composition and Rhetoric	3
PSY 101	Introduction to Psychology	3
<b>Cluster 2</b>		
BUS 227	Human Resource Administration	3
ECO 201	Principles of Economics, MACRO	3
TQM 101	Total Quality Management	3
OAT 172	Business Communication	3
MIS 101	Computer Literacy and Applications	3
SPE 108	Oral Communication	3
<b>Cluster 3</b>		
ACC 120	Financial Accounting*	4
BUS 221	Human Relations in Organizations	3
BUS 224	Supervisory Management	3
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
BUS 253	Marketing-Management Internship I	3
BLW 201	Introduction to Business Law	3
	**Health and Fitness Elective	2
<b>Cluster 4</b>		
ACC 121	Managerial Accounting*	3
BLW 202	Intermediate Business Law	3
ECO 202	Principles of Economics, MICRO	3
GROUP II	Humanities Elective	3
<b>Minimum for Degree</b>		<b>66-67</b>

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 (C-0322)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
ACC 120	Financial Accounting	
	<b>Or</b>	
	Accounting 110 and 111	4
BUS 220	Principles of Management	3
MIS 101	Computer Literacy and Applications	3
BLW 201	Introduction to Business Law	3
<b>Cluster 2</b>		
BUS 203	Principles of Marketing	3
BUS 221	Human Relations in Organizations	3
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
ACC 121	Managerial Accounting	3
TQM 101	Total Quality Management	3
BLW 202	Intermediate Business Law	3
ECO 201	Principles of Economics, MACRO	3
<b>Minimum for Certificate</b>		<b>34-35</b>

## 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.

### Supervisor Skills (C-0609)

BUS 105	Business Math	3
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
BUS 108	Introduction to Business	
	<b>Or</b>	
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 (C-0607)

BUS 123	How to Start Your Own Small Business	1
BUS 133	Organization for Small Business	1
BUS 134	Marketing for Small Business	1
BUS 135	Accounting and Finance for Small Business	1
BUS 136	Building Your Business Plan	3
	<b>Or</b>	
BUS 137	International Business Practice Firm	4
<b>Total</b>		<b>7-8</b>

### Communication Skills For The Entrepreneur (C-0669)

PSY 101	Introduction to Psychology	3
BUS 221	Human Relations in Organization	3
SPE 108	Oral Communication	3
ENG 101	Composition and Rhetoric	3
ENG 121	Technical and Business Writing	3
<b>Total</b>		<b>15</b>

## Management-Small Business Management/Entrepreneurship (AAS-0546)

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 18 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 and Behavioral Sciences	3
GROUP IV	Mathematics	
	<b>Or</b>	
GROUP V	Physical and Life Sciences	3
<b>Minimum hours</b>		<b>15</b>

### Small Business Management/Entrepreneurship Core Requirements:

BUS 108	Introduction to Business	3
BUS 123	How To Start Your Own Small Business	1
BUS 133	Organization for Small Business	1
BUS 134	Marketing for Small Business	1
BUS 135	Accounting & Finance for Small Business	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
	<b>Or</b>	
ACC 115	Accounting: A User Perspective*	3
TQM 101	Total Quality Management	3
BLW 201	Introduction to Business Law	3
<b>Minimum Hours</b>		<b>26</b>

### Small Business Management/Entrepreneurship 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 Automation Technology  
MIS - Management Information Systems

**Minimum Hours 24**

**Minimum for Degree (includes Gen. Ed., Core & Electives) 65**

\*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 (C-0022)

This certificate is designed for men and 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	How To 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 for Small Business	1
FAD 205	Emergency Care & Safety	2
ACC 120	Financial Accounting	4
BUS 108	Introduction to Business	3
<b>Or</b>		
BUS 137	International Business Practice Firm	4
TQM 101	Total Quality Management	3
BLW 201	Introduction to Business Law	3

**Minimum Hours** **20**

### Small Business Management/Entrepreneurship 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 Automation 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 (C-0590)</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
<b>Or</b>		
BUS 137	International Business Practice Firm	4
OAT 172	Business Communication	3
<b>Or</b>		
MIS 101	Computer Applications and Literacy	3
BUS 105	Business Mathematics	3
BUS 123	How To Start Your Own Small Business	1
BUS 133	Organization for Small Business	1
BUS 134	Marketing for Small Business	1
BUS 135	Accounting & Finance for Small Business	1
<b>Or</b>		
Business Elective		

**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 (AAS-0019)

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

##### CLUSTER 1

		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
MIS 101	Computer Literacy and Applications	3
MIS 102	Computer Logic	3
BUS 105	Business Mathematics	3
MIS 110	Windows Vista Operating System	3

##### Cluster 2

SPE 108	Oral Communication	3
CIS 132	Cisco IT Essentials I (A+)	4
MIS 190	Windows Vista Workstations	3
MIS 104	BASIC/Visual BASIC Programming	3
GROUP II	Humanities Elective	3

##### Cluster 3

ACC 120	Financial Accounting	4
CIS 180	Cisco IT Essentials II (Net +)	3
MIS 205	Computer Systems Development	3
MIS 111	LINUX Operating System	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
GROUP III	Social Science Elective	3

##### Cluster 4

BUS 220	Principles of Management	3
MIS 210	Information Systems Administration	3
MIS 206	Field Project I	3
MIS 221	Data Base Processing	3
ACC 130	Computerized Accounting (Quickbooks)	3
	CIS/MIS Elective	3

**Minimum for Degree** **68**

\*\*Recommended Electives: :

MIS 216	JAVA Programming Introduction	3
MIS 120	Cisco CCNA Exploration-Network Fundamentals	3
MIS 125	Cisco CCNA Exploration-Routing Protocols & Concepts	3
MIS 220	Cisco CCNA Exploration-LANS Switching & Wireless	3
MIS 225	Cisco CCNA Exploration-Access the WAN	3
MIS 214	Visual Basic	3
MIS 212	Visual C++ Programming	3
MIS 181	Novell Network Administration	3
MIS 185	Windows Server Administration	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 the 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

### Network Technician (C-0613)

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 (C-0663)

MIS 101	Computer Literacy & Applications	3
MIS 110	Windows Vista Operating System	3
CIS 180	Cisco IT Essentials II (Net+)	3
MIS 185	Windows Server Administration	3
MIS 190	Windows Vista Workstations	3
CIS 132	Cisco IT Essentials I (A+)	4
MIS 178	Data Communication Networking	3
<b>Total</b>		<b>22</b>

#### Novell Network Technician (C-0664)

MIS 101	Computer Literacy & Applications	3
MIS 110	Windows Vista Operating System	3
CIS 180	Cisco IT Essentials II (Net+)	3
MIS 178	Data Communication Networking	4
CIS 132	Cisco IT Essentials I (A+)	4
CIS 111	LINUX Operating System	3
<b>Total</b>		<b>20</b>

#### UNIX Network Technician (C-0665)

MIS 101	Computer Literacy & Applications	3
MIS 110	Windows Vista Operating System	3
MIS 111	LINUX Operating System	3
CIS 180	Cisco IT Essentials II (Net+)	3
MIS 102	Computer Logic	3
MIS 212	Visual C++ Programming	3
CIS 132	Cisco IT Essentials I (A+)	4
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
<b>Total</b>		<b>25</b>

#### Cisco Network Technician (C-0613)

MIS 101	Computer Literacy & Applications	3
MIS 110	Windows Vista Operating System	3
CIS 120	Cisco CCNA Exploration – Network Fundamentals	4
CIS 125	Cisco CCNA Exploration– Routing Protocols & Concepts	3
CIS 220	Cisco CCNA Exploration– LAN Switching & Wireless	3
CIS 225	Cisco CCNA Exploration– Accessing the WAN	3
CIS 132	Cisco IT Essentials I (A+)	4
<b>Total</b>		<b>23</b>

#### Help Desk Certificate (C-0666)

MIS 101	Computer Literacy and Application	3
MIS 110	Windows Vista Operating System	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	Cisco IT Essentials II (Net+)	3
MIS 206	Field Project I	3
<b>Total</b>		<b>32</b>

#### Microcomputer Programming (C-0597)

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 and 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 (C-0593)

MIS 102	Computer Logic	3
MIS 104	BASIC/Visual Basic Programming	3
MIS 110	Windows Vista Operating System	3
MIS 214	Visual BASIC Programming	3

**Total Credit Hours 12**

#### Programming For Windows (C-0612)

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	Windows Vista Operating System	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 (AAS-0653)

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	Windows VISTA Operation System	3
OAT 173	Internet Applications	3

#### Cluster 2

SPE 108	Oral Communication	3
MIS 216	Introduction to JAVA Programming	3
ART 130	Computer Art I	3
MIS 178	Data Communications & Networking	4
OAT 177	Advanced Web Page Authoring (Dreamweaver)	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3

#### Cluster 3

MIS 111	Introduction to Linux Operating System	3
CIS 180	CISCO IT Essentials II	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 (C-0655)

MIS 102	Computer Logic	3
MIS 214	Visual BASIC Programming	3
MIS 216	JAVA Programming Introduction	3
OAT 173	Internet Applications	3
<b>Total Credit Hours</b>		<b>12</b>

### E-Commerce (C-0656)

BUS 108	Introduction to Business	3
BUS 207	Principles of Internet Marketing	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
CIS 180	Cisco IT Essentials II (Net +)	3
<b>Total Credit Hours</b>		<b>12</b>

## Network & Computer Technology (AAS-0673)

The program AAS will prepare students for entry level 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 an entry-level technical position in: help desk support, PC repair/installation, cabling installer, network administrator, system integrator, product support, system designer, and system analyst.

### Core Courses

Cluster 1	Credits	
ENG 101	Composition and Rhetoric	3
MIS 101	Computer Literacy and Applications	3
MIS 102	Computer Logic	3
BUS 105	Business Mathematics	3
MIS 110	Windows Vista Operating System	3
<b>Cluster 2</b>		
SPE 108	Oral Communication	3
CIS 132	Cisco IT Essentials I (A+)	4
MIS 190	Windows Vista Workstations	3
MIS 104	BASIC/Visual BASIC Programming	3
GROUP II	Humanities Elective	3
<b>Cluster 3</b>		
CIS 120	Cisco CCNA Exploration-Network Fundamentals	4
CIS 180	Cisco IT Essentials II (Net +)	3
MIS 205	Computer Systems Development	3
CIS 125	Cisco CCNA Exploration-Routing Protocols & Concepts	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
GROUP III	Social Science Elective	3
<b>Cluster 4</b>		
CIS 220	Cisco CCNA Exploration-LANS Switching & Wireless 3	3
MIS 210	Information Systems Administration	3
MIS 206	Field Project I	3
MIS 221	Data Base Processing	3
CIS 225	Cisco CCNA Exploration-Access the WAN	3
MIS	Elective	3
<b>Minimum for Degree</b>		<b>68</b>

\*\*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	Cisco Wireless	3
MIS 213	Computer Information Security	3
MIS 216	JAVA Programming Introduction	3
MIS 214	Visual Basic	3
MIS 212	Visual C++ Programming	3
MIS 181	Novell Network Administration	3
MIS 185	Windows Server Administration	3
MIS 226	Field Project II	3
ACC 230	Information Management	3
OAT 132	Access	3
3		
OAT 143	Excel	3
MIS 299	Selected Topics in Computer Systems	
CIS 296	Topics in Computer Technology	

Other Courses as approved by the Program Coordinator 3  
**NOTE: New classes are underlined.**

# Marketing

## Marketing-Management (AAS-0053)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
BUS 108	Introduction to Business	3
BUS 105	Business Mathematics	
	<b>Or</b>	
GROUP IV	Mathematics Elective	3
PSY 101	Introduction to Psychology	3
BLW 201	Introduction to Business Law	3
<b>Cluster 2</b>		
OAT 172	Business Communication	3
MIS 101	Computer Literacy and Applications	3
BUS 203	Principles of Marketing	3
SPE 108	Oral Communication	3
BUS 210	Principles of Sales	3
ECO 201	Principles of Economics, Macro	3
<b>Cluster 3</b>		
BUS 205	Introduction to Direct Marketing	3
BUS 211	Principles of Advertising	3
BUS 220	Principles of Management	3
BUS 253	Marketing - Management Internship	3
ACC 120	Financial Accounting	
	<b>Or</b>	
	Accounting 110 and Accounting 111	4
<b>Cluster 4</b>		
BUS 204	Principles of Retailing	
	<b>Or</b>	
	Business Elective*	3
BUS 254	Marketing-Management Internship II	
	<b>Or</b>	
	OAT Elective(s)**	3
ACC 121	Managerial Accounting	3
GROUP II	Humanities	3
TQM 101	Total Quality Management	
	<b>Or</b>	
BUS 221	Human Relations in Organizations	3
<b>Minimum for Degree</b>		<b>64</b>

\*NOTE: Business elective is defined as any BUS course.

\*\*\*OAT Elective(s) select from: OAT 128, OAT 132, OAT 143, OAT 155, OAT 173.

**Students enrolled in this program who intend to transfer should contact the Transfer Center.**

## Marketing-Management Certificate (C-0054)

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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ACC 120	Financial Accounting	
	<b>Or</b>	
	Accounting 110 and Accounting 111	4
BUS 108	Introduction 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
<b>Cluster 2</b>		
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 and Applications	3
<b>Minimum for Certificate</b>		<b>34</b>

## 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 (C-0589)</b>		
BUS 105	Business Mathematics	3
BUS 108	Introduction 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 (AAS-0550)

This program is designed for men and women who plan employment or promotion within a business which involves the marketing of fashion-oriented merchandise. For increased specialization, students can complete two marketing-management internship courses during the second year of study to gain on-the-job experience in marketing fashion merchandise. 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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
ENG 101	Composition and Rhetoric	3
BUS 108	Introduction to Business	3
BUS 105	Business Mathematics	3
<b>Or</b>		
GROUP IV	Mathematics Elective	
BUS 203	Principles of Marketing	3
ART 111	Design Elements and Principles	3
<b>Cluster 2</b>		
OAT 172	Business Communication	3
BUS 111	Fashion Merchandising I	3
MIS 101	Computer Literacy and Applications	3
SPE 108	Oral Communication	3
BLW 201	Introduction to Business Law	3
<b>Cluster 3</b>		
BUS 112	Fashion Merchandising II	3
BUS 210	Principles of Sales	3
ACC 120	Financial Accounting	
<b>Or</b>		
	Accounting 110 and Accounting 111	4
BUS 220	Principles of Management	3
BUS 253	Marketing-Management Internship I	3
<b>Cluster 4</b>		
ACC 121	Managerial Accounting	3
BUS 211	Principles of Advertising	3
BUS 254	Marketing-Management Internship II	
<b>Or</b>		
	Business Elective*	3
ECO 201	Principles of Economics, MACRO	3
GROUP II	Humanities Electives	3
TQM 101	Total Quality Management	
<b>Or</b>		
BUS 221	Human Relations in Organizations	3
<b>Minimum for Degree</b>		<b>64</b>

\*NOTE: Business elective is defined as any BUS course.

**"2+2" B.S. degree in Professional Arts/Applied Organizational Management or Human Resources Management available at the University of St. Francis.**

## Marketing-Management Fashion Merchandising Certificate (C-0543)

This fashion merchandising certificate prepares men and women for employment in marketing fashion merchandise in the shortest possible time period. 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 18 for more information.

<b>Cluster 1</b>		<b>Credits</b>
BUS 108	Introduction to Business	3
ACC 120	Financial Accounting	
<b>Or</b>		
	Accounting 110 and Accounting 111	4
ART 111	Design Elements and 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 and Applications	3
<b>Minimum for Certificate</b>		<b>34</b>

## 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.

### Fashion Merchandising (C-0598) Credits

BUS 108	Introduction to Business	3
BUS 105	Business Mathematics	3
BUS 111	Fashion Merchandising I	3
BUS 112	Fashion Merchandising II	3
ART 111	Design Elements and Principles	3
<b>Total Credit Hours</b>		<b>15</b>

# Massage Therapy

## Massage Therapy Basic Certificate (C-0642)

The Massage Therapy Basic Certificate provides students with the foundation of knowledge in theory and practice of current massage techniques. The student will be prepared to sit for the National and State licensing exams. The certificate program is approved by the Illinois Community College Board (ICCB).

The Massage Therapy Basic Certificate has specific admission requirements. Residents of South Suburban College's District will be given first priority for admission into the program. Admission to the College does not guarantee admission to the program.

### General Information

Before receiving an application to the Massage Therapy Basic Certificate 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 095-Elementary Algebra level; through ENG 099-Writer's Workshop II; through RDG 082-Reading & Learning Skills III.

### Admission Requirements

The applicant must:

1. Submit a Massage Therapy Basic Certificate Application to the Allied Health Department office, Room 4453.
2. Be 18 years of age or older.
3. Complete the following courses with a grade of "C" or better:
  - THM 101-Introduction to Therapeutic Massage
  - MDR 102-Fundamentals of Medical Terminology
4. Have current CPR certification or complete FAD 205.

Prerequisite Courses		Credits
THM 101	Introduction to Therapeutic Massage	2
MDR 102	Fundamentals of Medical Terminology	1
	CPR Certification	
	<b>Or</b>	
	Completion of FAD 205	

Semester 1		Credits
THM 102	Massage Techniques I	3
BIO 115	Human Body Structure	4

Semester 2		Credits
THM 112	Massage Techniques II	3
THM 113	Technique Practicum with Clinical	3
FIT 102	Biomechanics of Human Motion	3
BUS 123	How to Start Your Own Small Business	1

Semester 3		Credits
THM 122	Massage Techniques III	3
THM 123	Technique Practicum with Clinical	3
THM 110	Massage Assessment	2

**Minimum for Certificate 28**

# Medical Assistant

## Medical Assistant Certificate (C-0603)

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.

### Accreditation/Approval Process

The Medical Assistant Program is approved by the Commission on Accreditation of Allied Health Programs (CAAHEP), 20 North Wacker Drive, Suite 1575, Chicago, Illinois 60606, telephone (312) 899-1500, 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. Residents of South Suburban College's District will be given first priority for admission into the program. 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 4120 by June 1.

For additional information, please contact the Nursing Department, ext. 2053.

Admission to the college does not guarantee acceptance into the program. Students are admitted to the program once a year.

Prerequisite Courses		Credits
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		Credits
MAS 105	Administrative Medical Assistant I	3
MAS 106	Clinical Medical Assistant I	3
MDR 115	Medical Law and Ethics	3
OAT 170	Business English	3

Semester Two-Spring		Credits
MAS 101	Pharmacology for Health Care Providers	2
MAS 107	Administrative Medical Assistant II	3
MAS 108	Clinical Medical Assistant II	3
PSY 101	Introduction to Psychology	3

Semester Three-Summer		Credits
MAS 111	Medical Assistant Externship	3

**Minimum for Certificate 37**

## Coding and Billing Specialist Certificate (C-0627)

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.

### 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. Residents of South Suburban College's District will be given first priority for admission into the program. Admission to the College does not guarantee admission to the program. Before receiving an application to the Coding and 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.
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. MDR 108 – Essentials of Human Diseases. This course can be taken prior to acceptance and must be completed prior to entering Semester Two.
6. Submit an application to Room 4120 by June 1.

For additional information, please contact the Nursing Department, ext. 2053.

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 and 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	Introduction to Medical Records	3
MDR 106	Introduction to CPT Coding	3
MDR 115	Medical Law and Ethics	3
MDR 116	Outpatient Billing & Reimbursement	2
<b>Semester Two</b>		
MDR 105	Introduction to ICD-9-CM Coding	3
MAS 101	Pharmacology for Health Care Providers	2
MDR 117	Inpatient Billing & Reimbursement	2
MDR 210	Medical Support Procedures	3
<b>Semester Three</b>		
MDR 107	Intermediate ICD-9-CM & CPT Coding	3
MDR 118	Clinical Practicum	3
<b>Minimum for Certificate</b>		<b>41</b>

## Nursing Department

### Nursing Programs

There are four Nursing Programs at South Suburban College, which are the Nursing Assistant Training Program (CNA), The Practical Nursing Program (PN), The Associate Degree Nursing Program (ADN), and the Associate Degree Nursing Program Bridging Process.

#### General Admission Information for the ADN and PN Programs

The Associate Degree Nursing program admits students twice a year, for both the fall and spring semesters. The Practical Nursing Program only admits once a year in the fall.

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 and PN programs. The examination is at the expense of the student. Selection for admission to nursing programs is determined by an admission committee after evaluation of the applications. Residents of South Suburban College's District will be given first priority for admission into the programs. Admission to the College, completion of prerequisites or application to the programs does not guarantee acceptance to the nursing programs. If the number of qualified candidates exceeds the number of seats available, admission to the program will be competitive and selection is based on published admission requirements and residency status.

Nursing programs are challenging. Students are encouraged to meet with a nursing counselor regularly as they progress through the program. Counseling appointments are made at ext. 2306. It is strongly recommended that all nursing students complete all General Education (non-nursing) courses before entering either 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. It is strongly suggested that students carefully consider limiting the number of hours they work per week while enrolled in the nursing program. Students are required to provide their own transportation to classes and clinical sites.

#### Background Checks for all Programs

All individuals applying for licensure as a Registered Nurse, Licensed Practical Nurse and/or certification for Certified Nursing Assistant must submit verification of a criminal background check from a designated agent identified by the State of Illinois. Additionally, some of the hospital agencies are requiring drug screenings. These requirements will be at the student's expense.

#### Program Changes

Effective with the Fall 09 incoming ADN and PN class, the Nursing Department has restructured various program requirements and course descriptions. See updates as listed in the following pages.

## Nursing Assistant Training Program (C-0523)

The Nursing Assistant Training Program is approved by the Illinois Department of Public Health (IDPH) and prepares the student to assist the registered professional nurse and licensed practical nurse as an integral member of the health care team in a variety of health care settings. The course instruction includes basic nursing skills through lecture, campus laboratory and supervised clinical experiences at a long-term health care facility. A passing grade requires the student to have achieved an average score of 75% on written examinations and to meet all laboratory and clinical requirements. Criminal background check applications will be provided to students during the first week of class. Upon successful completion of the program the individual is eligible to take the State of Illinois Nursing Assistant Competency Examination. Applications for the state exam will be provided during the last week of the course.

### Accreditation/Approval Process

The Nursing Assistant Program is approved by the: Illinois Department of Public Health (IDPH)  
607 W. Jefferson St.  
Springfield, IL 62702-5097  
(217) 782-6553  
www.idph.state.il.us

### Specific Admission Requirements

The applicant must:

- be at least 16 years of age
- have completed 8 years of education
- submit a completed health-physical form PROVIDED by the South Suburban College Department of Nursing that documents immunity for mumps, measles, varicella, diphtheria, tetanus, tuberculosis, and hepatitis B (or waiver)
- have completed the college placement test and placed into Reading 081 and above

Students are admitted every eight weeks during the fall and spring semester and during one eight week session in the summer. The Nursing Assistant Training Program is eight weeks in length. The students complete 18 hours of lecture, clinical laboratory and clinical practicum per week. The theory and laboratory are held at South Suburban College. Clinical practicums are held in community long term health care facilities. Attendance is mandatory as prescribed by the Illinois Department of Public Health.

### Credits

NAS 100	Nursing Assistant Training Program	6
<b>Minimum for Certificate</b>		<b>6</b>

### Expenses

The Nursing Assistant Training program is six credit hours. Students pay the current cost for each credit hour along with a lab fee. In addition to the college tuition and lab fee, students pay for a textbook, workbook and supplies, which include a watch with a second hand, a stethoscope, a sphygmomanometer, white nurse's shoes and white nurse's pants. A South Suburban College name pin and blue scrub top are to be ordered though the College Bookstore. Students must provide their own transportation. Any certified nursing assistant employed by a health care facility that receives Medicare funds, may be entitled to tuition reimbursement by the employer.

## Practical Nursing Program (C-0077)

The Practical Nursing (PN) Program provides students with a basic knowledge of nursing theory and practice. It prepares nursing graduates to take the National Council of Licensure Examination (NCLEX-PN). Practical nurses are employed in a variety of settings such as long term care facilities, ambulatory care settings and hospitals. The practical nurse functions as an integral member of the health care team, reporting to the registered nurse. This is a full time program, with some classes being offered online.

### Accreditation/Approval Process

The Practical Nursing Program (PN) is accredited by the: National League for Nursing Accrediting Commission (NLNAC)  
61 Broadway, 33rd Floor  
New York, NY 10006  
1-212-363-5555  
www.nlnac.org

The program 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

### Pre-Application Process

Prior to receiving an application to the PN Program the student is required to:

- submit a South Suburban College application to Admissions.
- forward official high school or GED and college transcripts to the Office of Admissions.
- complete the college placement test prior to a meeting with a counsler. See the college catalogue for details.
- complete required college preparatory classes as indicated by the college placement test.
- meet with a nursing counselor (x2306) for assistance in academic planning.
- provide evidence of nursing assistant certification.
- complete or be currently enrolled in the following admission requirements with a "C" or better:

BIO 115 - Human Body Structure (BIO 185&186 can be used in place of BIO 115)

*\* All biology must be completed with a C or better within the last 5 years to be eligible for admission to the nursing programs*

ENG 101 - Composition and Rhetoric

NUR 101 - Medication Dosage Calculation

### Application Process

After completion of the above requirements the applicant is required to:

- make an appointment with a nursing counselor (x2306) to obtain a PN application form. Counselors will provide applications after students complete the above requirements and/or while students are enrolled in their final admission requirements. Applications for Fall will be available after November 15.
- submit the completed PN application with attachments to the Department of Nursing Office, Room 4120. All information must be on file by April 1. Students are encouraged to apply well in advance of the deadline.
- obtain a permit to register for the standardized preadmission nursing entrance examination from the Department of Nursing when the application is submitted. Applicants must test on one of the established testing dates in the SSC Testing Center. Entrance examination is at students' expense.

### Acceptance Process

The Admissions Committee reviews all applications to the PN Program. Acceptance to the program is based on:

- completion of placement test and required college preparatory classes with a grade of "C" or better
- admission requirement course work grades
- a minimum cumulative college grade point average (GPA) of 2.0
- performance on standardized preadmission nursing entrance examination

All students will be notified in writing of their admission status by the end of June.

- Students accepted into the program are required to attend an orientation prior to the first day of scheduled class. The orientation date will be announced in the acceptance letter.
- Students accepted will also be encouraged to take NUR 102 during the summer.

All Practical Nursing students, prior to graduation will be required to take a standardized exit test and pass with a score of 800 or better. The exit exam is taken during the terminal course, PNU 115.

Students who do not achieve a score of 800 will receive an Incomplete (I) for this terminal class.

## **Associate Degree Nursing Program (AAS-0069)**

The Associate Degree Nursing (ADN) Program provides students with specialized training to acquire a basic knowledge of nursing theory and practice. Nurses are employed in a variety of settings, namely hospitals, outpatient clinics, physician offices and long term care facilities. Registered Nurses are often considered for charge nurse and team leader responsibilities and play an integral role within the health care team. Upon completion of the program, students are prepared to take the National Council of Licensure Examination (NCLEX-RN). This is a full time program, with some classes being offered online.

### **Accreditation/Approval Process**

The ADN program at South Suburban College is accredited by the: National League for Nursing Accrediting Commission (NLNAC)  
61 Broadway, 33rd Floor  
New York, NY 10006  
1-212-363-5555  
www.nlnac.org

The program 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

### **Pre-Application Process**

Prior to receiving an application to the ADN Program the student is required to:

- submit a South Suburban College application to Admissions.
- forward official high school or GED and college transcripts to the Office of Admissions.
- complete the college placement test prior to meeting with a counselor. See the college catalogue for details.
- complete required college preparatory classes as indicated by the college placement test.
- meet with a nursing counselor (x2306) for assistance in academic planning.
- complete two semesters of high school Chemistry with a grade of "C" or better or take CHM 111. (Students planning to transfer to a baccalaureate institution are advised to take CHM 113.)
- provide evidence of nursing assistant certification.
- complete the following admission requirements with a "C" or better:
  - BIO 185-Human Anatomy and Physiology I
  - \* All biology must be completed with a C or better within the last 5 years to be eligible for admission to the nursing programs
  - ENG 101-Composition and Rhetoric
  - PSY 101-Introduction to Psychology
  - NUR 101-Medication Dosage Calculation.

### **Application Process**

After completion of the above requirements the applicant is required to:

- make an appointment with a nursing counselor (x2306) to obtain an ADN application form. Counselors will provide applications after students complete the above requirements. Applications will be available November 15 for Fall admission and June 15 for Spring.
- submit the completed ADN application with attachments to the Department of

Nursing Office, Room 4120. All information must be on file by April 1 for Fall and October 1 for Spring. Students are encouraged to apply well in advance of the deadline.

- obtain a permit to register for the standardized preadmission nursing entrance examination from the Department of Nursing when the application is submitted. Applicants must test on one of the established testing dates in the SSC Testing Center. Applicants will be allowed to test once per application year. Entrance examination is at students' expense.

### **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 with a grade of "C" or better
- admission requirement course work grades
- a minimum cumulative college grade point average (GPA) of 2.50
- performance on standardized preadmission nursing examination
- All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement

All students will be notified in writing of their admission status in June for fall admissions or in December for spring admissions.

- Students accepted into the program are required to attend an orientation prior to the first day of scheduled class. The orientation date will be announced in the acceptance letter.
- Students accepted will also be encouraged to take NUR 102 during the summer prior to the fall admission or during the fall term prior to spring admission.

All students completing the first year of the Associate Degree Nursing Program will be required to take a standardized test and achieve a score of 800 before progressing to the second year. Students who do not achieve this score will be required to complete remediation.

All Associate Degree Nursing students prior to graduation will be required to take a standardized exit test and pass with a score of 800 or better. 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.

## **Associate Degree Nursing Program (ADN) Bridging Process**

The Bridging Process is designed to prepare Licensed Practical Nurses (LPN) to enter the Associate Degree Nursing (ADN) Program. The Associate Degree Nursing (ADN) Program provides students with specialized training to acquire a basic knowledge of nursing theory and practice. Nurses are employed in a variety of settings, namely hospitals, outpatient clinics, physician offices and long term care facilities. Registered Nurses are often considered for charge nurse and team leader responsibilities and play an integral role within the health care team. Upon completion of the program, students are prepared to take the National Council of Licensure Examination (NCLEX-RN). This is a full time program, with some classes being offered online.

### **Accreditation/Approval Process**

The ADN program at South Suburban College is accredited by the: National League for Nursing Accrediting Commission (NLNAC)  
61 Broadway, 33rd Floor  
New York, NY 10006  
1-212-363-5555  
www.nlnac.org

The program 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

**Pre-application Process**

Prior to receiving a Bridging Application to the ADN Program the student is required to:

- graduate from an Illinois state-approved Practical Nursing Program and hold a current LPN license
- submit a South Suburban College application form to Registration
- forward official high school or GED and college transcripts to the Office of Admissions
- meet with a nursing counselor (x2306) for assistance in academic planning
- complete two semesters of high school Chemistry with a grade of "C" or better or take CHM 111 (Students planning to transfer to a baccalaureate institution are advised to take CHM 113.)
- complete within the last two years 600 hours of current practice as a Licensed Practical Nurse documented by an employer or 600 hours of lab/clinical practicum in a practical nursing program
- possess a minimum college cumulative grade point average (GPA) of 2.50
- complete the following admission requirements with a "C" or better:
  - ENG 101-Composition and Rhetoric
  - BIO 185-Human Anatomy & Physiology I\*
  - BIO 186-Human Anatomy & Physiology II\*
  - BIO 224-Microbiology\*
  - \* All biology must be completed with a C or better within the last 5 years to be eligible for admission to the nursing programs
  - PSY 101-Introduction to Psychology
  - PSY 211-Human Growth & Development
  - NUR 101-Medication Dosage Calculation (Student may ECEP this course)

**Application Process**

After completion of the above requirements the applicant is required to:

- make an appointment with the 2nd year nursing coordinator (x2012) to obtain a Bridging application form. The coordinator will provide applications after students complete the above requirements and/or are enrolled in their final admission course requirements.
- submit the completed Bridging application with a photocopy of the current LPN license and evidence of 600 hours of current practice to the Department of Nursing Office, Room 4120. All information must be on file by November 1 for the summer ADN200 bridging course or by April 1 for the fall ADN200 bridging course. Students are encouraged to apply well in advance of the deadline.
- obtain a permit to register for a standardized preadmission entrance examination from the Department of Nursing when the application is submitted. Applicants must test on one of the established testing dates in the SSC Testing Center. Entrance examination is at students' expense.

**Acceptance Process**

The Admissions Committee reviews all bridging applications to the ADN Program. Acceptance to the program is based on:

- completion of placement test and required college preparatory classes with a grade of "C" or better
- admission requirement course work grades
- a minimum cumulative college grade point average (GPA) of 2.50
- performance on standardized preadmission nursing examination

All students will be notified in writing of their admission status in June for fall admissions or in December for summer admissions.

**Bridging Courses**

		<i>Hours</i>
NUR 103	Health Assessment	2
ADN 110	Alterations in Body Functions I	2
ADN 200	LPN to ADN	3

A signature from a Department Coordinator or the acceptance letter from the Nursing department will be required to register for the above courses

It is recommended that Bridging students take required Bridging courses (ADN 110 and NUR 103) prior to taking ADN 200. Bridging students may also take NUR 108 (Nursing Pharmacology) to expand their knowledge base.

All students enrolled in ADN200 Bridging course will be required to take a standardized test and achieve a score of 800. Students who do not achieve this score will be required to complete remediation.

Following successful completion of NUR 103, ADN 110, and ADN 200 the bridging student will be awarded proficiency credit for the following first and second semester ADN courses:

<i>Courses</i>		<i>Hours</i>
NUR 105	Foundations of Nursing Practice	5
NUR 106	Professional Development I (8 weeks)	1
NUR 108	Nursing Pharmacology	2
ADN 112	Essentials of Nursing I	6

Completion of the bridging process will in no way guarantee a seat in the ADN program. The number of students accepted into the third semester of the ADN program is based on space availability.

**ADN Program Course Requirements**

Following completion of Bridging Courses, students are required to complete all of the following third and fourth semester ADN courses with a grade of "C" or better prior to graduating:

<i>Courses</i>		<i>Hours</i>
ADN 206	Professional Development II	2
ADN 210	Alterations in Body Functions II	2
ADN 21	Essentials of Nursing II (8 weeks)	4
ADN 214	Essentials of Nursing III (8 weeks)	4
ADN 216	Essentials of Nursing IV (12 weeks)	6
ADN 218	Role Synthesis (4 weeks)	3

**General Education Courses**

SOC 101	Intro to Sociology	3
SPE 108	Oral Communication	3
GROUP II	Humanities Elective	3

Students must complete additional general education course requirements with a grade of "C" or better before graduating from SSC with an Associate of Applied Science (AAS) Degree. These courses may be taken prior to or concurrently with ADN courses.

<i>Courses</i>		<i>Hours</i>
NUR 105	Foundations of Nursing Practice	5
NUR 106	Professional Development I (8 weeks)	1
NUR 108	Nursing Pharmacology	2
ADN 112	Essentials of Nursing I	6

Completion of the bridging process will in no way guarantee a seat in the ADN program. The number of students accepted into the third semester of the ADN program is based on space availability.

**Changes Effective Fall 2010:**

**ONLY the following sections change; all other information and requirements still apply.**

<i>Courses</i>		<i>Hours</i>
NUR 105	Foundations of Nursing Practice	6

**ADN Program Course Requirements**

Following completion of Bridging Courses, students are required to complete all of the following third and fourth semester ADN courses with a grade of "C" or better prior to graduating:

<i>Courses</i>		<i>Hours</i>
ADN 206	Professional Development II	1
ADN 210	Alterations in Body Functions II	2
ADN 212	Essentials of Nursing II (8 weeks)	4
ADN 214	Essentials of Nursing III (8 weeks)	5
ADN 216	Essentials of Nursing IV (6 weeks)	3
ADN 217	Essentials of Nursing V (6 weeks)	3
ADN 218	Role Synthesis (4 weeks)	2

**Nursing In The 21st Century****Admission Requirements**

College Placement test and required college preparatory classes

Certified Nursing Assistant Certificate

PN or ADN preadmission nursing test upon submitting a nursing application

All biology must be completed with a C or better within the last 5 years to be eligible for admission to the nursing programs

**Program Requirements**

All Nursing courses must be completed with a "C" or better

Courses in bold type must be taken during the semester indicated

**PN Program**

<b>Admission Requirements</b>		<b>Credits</b>
ENG 101	Certified Nursing Assistant Certificate	(Escrow) 3
BIO 115	Composition and Rhetoric Human Body Structure Or BIO 102*, BIO 185* and BIO 186*	3 4
NUR 101	Medication Dosage Calculation	1
<b>Admission Requirements Total</b>		<b>8</b>
<b>1st Semester (Fall)</b>		
NUR 103	Health Assessment	2
NUR 105	Foundations of Nursing Practice	5
NUR 106	Professional Development I (8 weeks)	1
PSY 101	Introduction to Psychology	3
<b>1st Semester Total</b>		<b>11</b>
<b>2nd Semester (Spring)</b>		
NUR 108	Nursing Pharmacology	2
PNU 107	Professional Development II (8 weeks)	1
PNU 109	Essentials of Nursing I (8 weeks)	7
PNU 111	Essentials of Nursing II (8 weeks)	7
<b>2nd Semester Total</b>		<b>17</b>
<b>3rd Semester (Summer)</b>		
PNU 113	Essentials of Nursing III (6 weeks)	6
PNU 115	Role Synthesis (2 weeks)	2
<b>3rd Semester Total</b>		<b>8</b>
<b>Total Program</b>		<b>46</b>

Licensed Practical Nurses may bridge into the 3rd semesters of the Associate Degree Nursing Program after completion of required coursework.

**ADN Program**

<b>Admission Requirements</b>		<b>Credits</b>
ENG 101	Certified Nursing Assistant Certificate	(Escrow) 2
BIO 185	Composition and Rhetoric Human Anatomy & Physiology I*	3 4
PSY 101	Introduction to Psychology	3
NUR 101	Medication Dosage Calculation	1
CHM 111	Introductory Chemistry*	
<b>Admission Requirements Total</b>		<b>11</b>
<b>1st Semester</b>		
NUR 103	Health Assessment	2
NUR 105	Foundations of Nursing Practice	5
NUR 106	Professional Development I (8 weeks)	1
PSY 211	Growth and Development	3
BIO 186	Human Anatomy and Physiology I*	4
<b>1st Semester Total</b>		<b>15</b>
<b>2nd Semester</b>		
NUR 108	Nursing Pharmacology	2
ADN 110	Alterations in Body Functions	2
ADN 112	Essentials of Nursing I	6
BIO 224	Microbiology*	4
SOC 101	Introduction to Sociology	3
<b>2nd Semester Total</b>		<b>17</b>
<b>3rd Semester</b>		
ADN 206	Professional Development II	2
ADN 210	Alterations in Body Functions II	2
ADN 212	Essentials of Nursing II (8 weeks)	4
ADN 214	Essentials of Nursing III (8 weeks)	4
SPE 108	Oral Communication	3
<b>3rd Semester Total</b>		<b>15</b>
<b>4th Semester</b>		
ADN 216	Essentials of Nursing IV (12 weeks)	6
ADN 218	Role Synthesis (4 weeks)	3
HUM	GROUP II Humanities (Career)	3
<b>4th Semester Total</b>		<b>12</b>
<b>Total Program</b>		<b>72</b>

\*Two semesters of High school chemistry with a grade of "C" or better is considered equivalent to CHM 111. BIO courses 185, 186, and 224 must be successfully completed within the last 5 years to satisfy program requirements. BIO 115 must be successfully completed within the last 5 years to be eligible for admission to PN Program. Baccalaureate transfer students are advised to take CHM 113.

# Changes Effective With The Fall 09 Incoming ADN And PN Classes:

## Nursing In The 21st Century

### Admission Requirements

College Placement test and required college preparatory classes

Certified Nursing Assistant Certificate

PN or ADN preadmission nursing test upon submitting a nursing application

All biology must be completed with a C or better within the last 5 years to be eligible for admission to the nursing programs

### Program Requirements

All Nursing courses must be completed with a "C" or better

Courses in bold type must be taken during the semester indicated

#### PN Program

<b>Admission Requirements</b>		<b>Credits</b>
	Certified Nursing Assistant Certificate	(Escrow) 3
ENG 101	Composition and Rhetoric	3
BIO 115	Human Body Structure	
	Or	
	BIO 102*, BIO 185* and BIO 186*	4
NUR 101	Medication Dosage Calculation	1
<b>Admission Requirements Total</b>		<b>8</b>
<b>1st Semester (Fall)</b>		
NUR 103	Health Assessment	2
NUR 105	Foundations of Nursing Practice	6
NUR 106	Professional Development I (8 weeks)	1
PSY 101	Introduction to Psychology	3
<b>1st Semester Total</b>		<b>12</b>
<b>2nd Semester (Spring)</b>		
NUR 108	Nursing Pharmacology	2
PNU 107	Professional Development II (8 weeks)	1
PNU 109	Essentials of Nursing I (8 weeks)	7
PNU 111	Essentials of Nursing II (8 weeks)	7
<b>2nd Semester Total</b>		<b>17</b>
<b>3rd Semester (Summer)</b>		
PNU 113	Essentials of Nursing III (6 weeks)	6
PNU 115	Role Synthesis (2 weeks)	2
<b>3rd Semester Total</b>		<b>8</b>
<b>Total Program</b>		<b>46</b>

Licensed Practical Nurses may bridge into the 3rd semesters of the Associate Degree Nursing Program after completion of required coursework.

#### ADN Program

<b>Admission Requirements</b>		<b>Credits</b>
	Certified Nursing Assistant Certificate	(Escrow) 2
ENG 101	Composition and Rhetoric	3
BIO 185	Human Anatomy & Physiology I*	4
PSY 101	Introduction to Psychology	3
NUR 101	Medication Dosage Calculation	1
CHM 111	Introductory Chemistry*	
<b>Admission Requirements Total</b>		<b>11</b>
<b>1st Semester</b>		
NUR 103	Health Assessment	2
NUR 105	Foundations of Nursing Practice	6
NUR 106	Professional Development I (8 weeks)	1
PSY 211	Growth and Development	3
BIO 186	Human Anatomy and Physiology I*	4
<b>1st Semester Total</b>		<b>16</b>
<b>2nd Semester</b>		
NUR 108	Nursing Pharmacology	2
ADN 110	Alterations in Body Functions	2
ADN 112	Essentials of Nursing I	6
BIO 224	Microbiology*	4
SOC 101	Introduction to Sociology	3
<b>2nd Semester Total</b>		<b>17</b>
<b>3rd Semester</b>		
ADN 210	Alterations in Body Functions II	2
ADN 212	Essentials of Nursing II (8 weeks)	4
ADN 214	Essentials of Nursing III (8 weeks)	5
SPE 108	Oral Communication	3
<b>3rd Semester Total</b>		<b>14</b>
<b>4th Semester</b>		
ADN 206	Professional Development II	1
ADN 216	Essentials of Nursing IV (6 weeks)	3
ADN 217	Essentials of Nursing V (6 weeks)	3
ADN 218	Role Synthesis (4 weeks)	2
HUM	GROUP II Humanities (Career)	3
<b>4th Semester Total</b>		<b>12</b>
<b>Total Program</b>		<b>72</b>

\*Two semesters of High school chemistry with a grade of "C" or better is considered equivalent to CHM 111. BIO courses 185, 186, and 224 must be successfully completed within the last 5 years to satisfy program requirements. BIO 115 must be successfully completed within the last 5 years to be eligible for admission to PN Program. Baccalaureate transfer students are advised to take CHM 113.

# Occupational Therapy Assistant

## Occupational Therapy Assistant (AAS-0072)

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.aota.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). Over the past three years, SSC's pass rate for first time takers of the certification examination is 90%.

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.

### Admission Process

Note: By admission process, all students must complete all OTA program and general education course requirements with a grade of "C" or better.

1. Submit an SSC Application form and forward all high school, as well as other college, transcripts to the Office of Admissions and Records no later than January 1.
2. After successful completion of OTA 101-Introduction to Occupational Therapy, applicant may submit the Occupational Therapy Assistant Program Application form to the Program by mail or in person (Room 4453) no later than February 1 prior to the Summer semester wishing to be admitted.
3. Specific admission requirements include:
  - high school diploma or GED certificate
  - completion of all prerequisite courses with grades of "C" or better
  - a grade point average of 2.5 (A=4.0) or better in prerequisite courses and maintaining a cumulative grade point average of 2.5

In the event that we do not fill our program with students who have completed ALL program admission prerequisites prior to February 1 we will offer "provisional admission" to those students who will finish the program prerequisite(s) at the end of the Spring Semester.

Admission to the Occupational Therapy Assistant Program will be determined on a ranking of the grade point average (GPA) determined on the program prerequisites. For students admitted on the "provisional" status, the mid-term course grades will be used in the ranking. If students are planning to transfer credit from another institution for currently enrolled course(s), they are responsible for providing the mid-term grade to the Program Coordinator. All final course grades will be validated prior to the start of the program.

Although priority for admission will be given to applicants who meet the published application deadline, application forms will be accepted throughout the entire

academic cycle. Residents of South Suburban College's District will be given first priority for admission into the program. Admission to the College does not guarantee admission to the program.

4. You will be notified in writing of your admission status no later than April 30.

Note: This is only a full-time program option.

All students must demonstrate a minimum math competency equivalent to Elementary Algebra (MTH 095) to fulfill the AAS degree requirement.

Upon admission to the professional program, all course work must be passed with a "C" in the fall semester to continue in the spring semester.

<b>Prerequisites for Admission to OTA Program</b>		<b>Credits</b>
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
<b>General Education Requirements</b>		
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

\*Prerequisite: BIO 102-Intro Biology I or BIO 105-General Biology I or equivalency.

Please Note: In order to begin the OTA Professional/Career Education Program Requirements in the summer, all of the above prerequisite AND general education requirements must be completed in the Spring Semester. BIO 185-Human Anatomy & Physiology I and BIO 186 -Human Anatomy & Physiology II must be completed within the last 5 years to satisfy program requirements.

Students must present proof of CPR certification and maintain certification through the entire educational program. All OTA students must complete criminal background checks.

### Professional / Career Education Requirements

<b>Summer</b>		
OTA 108	Foundations of Occupational Therapy	2
<b>Fall</b>		
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
<b>Spring</b>		
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
<b>Summer</b>		
OTA 212	Occupational Therapy Internship I	5
<b>Fall</b>		
OTA 213	Occupational Therapy Internship II	5
<b>Total Credit Hours</b>		<b>69</b>

Students requiring elective course work-please see the Allied Health Career Advisor or OTA Program Coordinator.

For additional information, please contact Ms. Cathy Mistovich, Occupational Therapy Assistant Coordinator, at 708-596-2000, ext. 2473 or Kathi Eberhardt, Career Advisor for Allied Health, at 708-596-2000, ext. 2306.

# Office Administration and Technology

## Office Administration and Technology Associate

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 Tech Prep section of this catalog to determine whether you are eligible.

<i>Core</i>		<i>Credits</i>
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
<b>Total Credit Hours</b>		<b>50</b>

\*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 (AAS-0028AC)

This specialty area is for persons whose career objectives are to prepare for positions ranging from entry-level to administrative support.

		<i>Credits</i>
MIS 110	Windows Vista Operating System	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
<b>Total Credit Hours</b>		<b>22</b>
<i>OAT ELECTIVES</i>		<i>Credits</i>
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 (AAS-0028AM)

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.

		<i>Credits</i>
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
<b>Total Credit Hours</b>		<b>22</b>
* Formerly BIO 111		

## Certified Professional Secretary Emphasis (AAS-0028CP)

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.

		<i>Credits</i>
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
<b>Total Credit Hours</b>		<b>22</b>

## Administrative Support Certificate (C-0083)

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.

		<i>Credits</i>
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	Windows Vista Operating System	3
OAT 170	Business English	3
OAT 172	Business Communication	3
OAT 201	Administrative Support Procedures	3
<b>Minimum for Certificate</b>		<b>35</b>

\*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 (C-0017)

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.

		<i>Credits</i>
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	Windows Vista Operating System	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
<b>Minimum for Certificate</b>		<b>32</b>

\*OAT 100, Basic Keyboarding Skills, must be taken if instruction does not include at least one year of keyboard instruction.

## Microcomputer Applications Certificate (C-0539)

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.

		<i>Credits</i>
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	Windows Vista Operating System	3
<b>Minimum for Certificate</b>		<b>30</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.

<b>Basic Office Skills (C-0582)</b>		<i>Credits</i>
OAT 202	Document Formatting II	3
OAT 128	Word	3
OAT 170	Business English	3
MIS 101	Computer Literacy and Applications	3
<b>Total Credit Hours</b>		<b>12</b>

### Microcomputer Tools (C-0601)

<b>Microcomputer Tools (C-0601)</b>		<i>Credits</i>
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
<b>Total Credit Hours</b>		<b>14</b>

### Microsoft Office Suite Tools (C-0638)

		<i>Credits</i>
OAT 128	Word	3
OAT 132	Access	3
OAT 143	Excel	3
OAT 155	PowerPoint	3
<b>Total Credit Hours</b>		<b>12</b>

*Excellent preparation for the MCAS exam.*

## Paralegal/Legal Assistant

### Paralegal/Legal Assistant (AAS-0531)

Approved by the American Bar Association, the Paralegal/Legal Assistant AAS degree is a two year 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 two internships 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 through distance learning or 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 how the law office operates ;
- successful completion of two approved internships;
- 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,
  - law office management, 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 classes. 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**

- To provide a strong, flexible program for the quality education for the training of occupationally competent paralegals/legal assistants. This includes those new to the paralegal field as well as those who are already in the job marketplace and need either selective training or a degree for career advancement.
- To offer a curriculum that provides a balance of legal theory and practical experience resulting in highly trained paralegals qualified to work under the supervision of an attorney in a variety of legal and law-related environments.
- To provide students with supervised work experience in a legal setting via two internship requirements.
- To provide information, demonstrations and actual practice in: resume writing, job search techniques, and employment interviews in order to assist in making the adjustment from student to employee.
- To determine and respond to the changing needs of the legal and law-related community in relationship to the curriculum and to contribute to the advancement of legal professionals.
- To provide information regarding the importance of the American legal system via its history, relationship to other branches of government, the ethical responsibilities of paralegals, lawyers and judges, and the crucial role of paralegals in the delivery of legal services.
- Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, disability, and 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 PLA204, Internship I, and PLA 206, Internship II.

Note: Paralegals may not provide Legal Services directly to the public except as permitted by law.

<b>Cluster 1</b>	<b>Credits</b>
ENG 101	*Composition and Rhetoric 3
PLA 101	*Fundamentals of Paralegalism 3
BLW 201	*Introduction to Business Law 3
OAT 172	**Business Communication 3
MIS 101	Computer Literacy and Applications 3
PSC 101	American National Government 3
<b>Or</b>	
HIS 204	Later American History 3
<b>Cluster 2</b>	
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
<b>Cluster 3</b>	
PLA 205	##Legal Research and Writing II 3
PLA 204	***Internship I 3
BUS 105	Business Mathematics 3
	Program Elective 3
	Program Elective 3
	Humanities Elective 3
See Program Coordinator for ABA approved Humanities Electives	
<b>Cluster 4</b>	
PLA 102	Law Office Organizations 3
PLA 206	***Internship II 3
	Program Elective 3
	Program Elective 3
GROUP V	Physical or Life Science Elective 3
PSY 101	Introduction to Psychology 3

**Minimum for Degree 72**

**Program Electives (4 Required)**

BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
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 for the Paralegal	3
PLA 212	Elder Law	3
PLA 213	Topics in Law	3
ACC 120	Financial Accounting	4
BLW 203	Legal Environment of Business	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.

#Section using Microsoft Office Professional.

##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.

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 nationally accredited, ABA- approved, American Association for Paralegal Education (AAfPE)- affiliated Legal Studies Programs. These courses must be substantially similar to an existing South Suburban College course and the awarding of this credit must be pre-approved by a qualified faculty member (counselor).

## **Paralegal/Legal Assistant Certificate (C-0532)**

**Program Information**

Approved by the American Bar Association, the Paralegal/Legal Assistant Certificate program is a 42 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 two internships 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 through distance learning or 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 how the law office operates ;
- successful completion of two approved internships;
- 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,
  - law office management, and
  - legal research and writing

**PLA Certificate Program Admission Requirements**

The paralegal/legal assistant certificate program is open to any person possessing 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 the internship classes. 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**

- To provide a strong, flexible program for the quality education for the training of occupationally competent paralegals/legal assistants. This includes those new to the paralegal field as well as those who are already in the job marketplace and need either selective training or a degree for career advancement.
- To offer a curriculum that provides a balance of legal theory and practical experience resulting in highly trained paralegals qualified to work under the supervision of an attorney in a variety of legal and law-related environments.
- To provide students with supervised work experience in a legal setting via two internship requirements.
- To provide information, demonstrations and actual practice in: resume writing, job search techniques, and employment interviews in order to assist in making the adjustment from student to employee.
- To determine and respond to the changing needs of the legal and law-related community in relationship to the curriculum and to contribute to the advancement of legal professionals.
- To provide information regarding the importance of the American legal system via its history, relationship to other branches of government, the ethical responsibilities of paralegals, lawyers and judges, and the crucial role of paralegals in the delivery of legal services.
- Maintain equality of opportunity in the educational program without discrimination or segregation on the grounds of race, color, religion, disability, and 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 and PLA 206, Internship II.

<b>Cluster 1</b>		<b>Credit</b>
PLA 101	*Fundamentals of Paralegalism	3
PLA 201	**Evidence and Investigation	3
PLA 202	**Litigation	3
PLA 203	**Legal Research and Writing I	3
BLW 201	*Introduction to Business Law	3
<b>Cluster 2</b>		
PLA 102	Law Office Organizations	3
PLA 205	**Legal Research and Writing II	3
BLW 202	**Intermediate Business Law	3
PLA 204	***Internship I	3
PLA	Program Elective	3
<b>Cluster 3</b>		
PLA 206	***Internship II	3
PLA	Program Elective	3
PLA	Program Elective	3
PLA	Program Elective	3

**Minimum for Certificate 42**

**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 for the Paralegal	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. BLW 202 & 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 an internship.

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 nationally accredited, ABA- approved, American Association for Paralegal Education (AAfPE)- affiliated Legal Studies Programs. These courses must be substantially similar to an existing South Suburban College course and the awarding of this credit must be pre-approved by a qualified faculty member (counselor).

# Pharmacy Technician

## Pharmacy Technician Certificate (C-0529)

With the national pharmacist shortage and the expected 30% increase in the number of prescriptions dispensed over the next few years, the need for better skilled pharmacy technicians has risen dramatically. 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. Salaries and benefits vary according to experience, ability, geographic location, and types of pharmacy practice. Completion of the program does not guarantee employment.

### Accreditation And Licensure

The Pharmacy Technician Program follows the national standards of the model curriculum for pharmacy technicians and is fully accredited by the American Society of Health-System Pharmacists (ASHP), located at: 7272 Wisconsin Avenue, Bethesda, MD 20814; telephone 301/ 657-3000. Website: www.ashp.org. The Pharmacy Technician Program is recognized as an approved training program by the Indiana State Board of Pharmacy. The State of Illinois requires a pharmacy technician license for internship and employment in a pharmacy. As of January 2010, a pharmacy technician must pass the certification examination to work in the state of Illinois.

Prior to enrolling in the Pharmacy Technician 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 Pharmacy Technician program at South Suburban College. Eligibility for licensure may be limited by the results of a criminal background investigation and possible drug screening.

### The Program

Technicians assisting pharmacists in the preparation and dispensing of medications can be trained through this fully-accredited certificate program. 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. This 36-credit hour certificate program meets in the evening and can be taken either on a part-time or full-time basis. Students are admitted to the Pharmacy Technician Program each fall or spring 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 requires a pharmacy technician license prior to the beginning of the internship. The Indiana State Board of Pharmacy requires Board approval before the student begins the internship. The program coordinator will provide the application for a pharmacy technician license at the appropriate time or will provide the information regarding the Indiana Board approval at the appropriate time. Please note that it takes approximately eight weeks to receive the required paperwork from the states.

Due to the nature of internships, most assignments are for the daytime shifts. Internship assignments are at the discretion of the program coordinator. Students are responsible for transportation to and from the internship sites.

Students must have a white lab jacket for use in the Pharmacy Technician Courses that include a lab section, and for their 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 for additional information.

### Application Process

1. Submit an SSC Admissions Application 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.

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. Residents of South Suburban College's District will be given first priority for admission into the program. Admission to the College does not guarantee admission to the program.

### Admission Criteria

Admission to the Pharmacy Technician Program requires successful completion of all developmental course(s) if indicated on the Placement test. If indicated by the Placement test scores, students must successfully complete all indicated developmental reading, English and math coursework. A student must place beyond MTH 095-Elementary Algebra or pass the course with a grade of "C" or better and receive a "C" or better in both BIO 115-Human Body Structure and MDR 102-Fundamentals Of Medical Terminology in order to be accepted to the Pharmacy Technician Program. In addition, the student must have computer literacy skills, or have concurrent enrollment in a computer course and have a typing proficiency of 25 wpm.

A potential student should take the Placement test prior to scheduling an appointment with the program coordinator. For Placement test information, please contact the Testing Center at 708-596-2000, ext. 2495.

## Pharmacy Technician Program

### Suggested Sequence for Full-Time Students

Prerequisite Courses		Credits
BIO 115	Human Body Structure	4
MDR 102	Fundamentals of Medical Terminology Proficiency in Elementary Algebra (or higher) Evidence of typing/computer proficiency	1
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

<b>Semester 2</b>		
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
<b>Minimum for Certificate (including prerequisites)</b>		<b>36</b>

<b>Short Course Option</b>	
PHT 115 - Fundamentals of Pharmacy Technician Practice	6

\*Students unsuccessful in their first attempt in PHT 101 must register for CHM 099. PHT 101 requires a grade of "C" or better.

\*\*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 students must be licensed by the State of Illinois prior to the onset of internship. Indiana students must also have prior approval to perform an internship from the Indiana State Board of Pharmacy. Please note processing of the State license/approval takes approximately eight weeks

## 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 Medical Terminology Proficiency in Elementary Algebra (or higher) Evidence of typing/computer proficiency	1

<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>		<b>Credits</b>
PHT 108	Pharmacy Operations II	3
PHT 103	Sterile Products	3

<b>Semester 3</b>		<b>Credits</b>
SPE 108	Oral Communication	
	<b>Or</b>	
COM 106	Interpersonal Communication	3

<b>Semester 4</b>		<b>Credits</b>
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

<b>Semester 5</b>		<b>Credits</b>
PHT 106	Pharmacy Technician Internship II***	2
PHT 109	Pharmacology II	3
PHT 107	Pharmacy Law	1
<b>Minimum for Certificate (including prerequisites)</b>		<b>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 - Fundamentals of Pharmacy Technician Practice	6

\*Students unsuccessful in their first attempt in PHT 101 must register for CHM 099. PHT 101 requires a grade of "C" or better.

\*\*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 students must be licensed by the State of Illinois prior to the onset of internship. Indiana students must also have prior approval to perform an internship from the Indiana State Board of Pharmacy. Please note processing of the State license/approval takes approximately eight weeks.

For additional information, please contact Dr. Jan Keresztes, Pharmacy Technician Program coordinator at 708-596-2000, ext. 2432 or 2306.

# Phlebotomy

## Basic Certificate

### Phlebotomy Certificate (C-0644)

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), 8410 West Bryn Mawr, Suite 670; Chicago, IL 60631-3415; telephone 773-714-8880. 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.

Priority for admission will be given to applicants who meet the published deadline date. Residents of South Suburban College's District will be given first priority for admission into the program. 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>Credits</b>
PHB 101	Phlebotomy/Health	4
	(prerequisites: BIO 115-Human Body Structure and MDR 102-Fundamentals of Medical Terminology)	4
		1
PHB 102	Phlebotomy Internship	2
<b>Total For Certificate</b>		<b>11</b>

**Specific Admission Requirements**

1. 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.
2. Students accepted for PHB 101 and PHB 102 must:
  - a. Possess a valid basic CPR certification card
  - b. 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.)
  - c. Show proof of health insurance coverage or waiver.
3. 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.
4. Students are responsible for transportation to and from the clinical affiliate.

For an application or for additional information, please contact the Nursing Department, , ext. 2053.

# Radiologic Technology

## **Radiologic Technology (AAS-0079)**

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.

### **Accreditation**

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, telephone 1-312-704-5300, website jrcert.org.

### **Admission to the Program**

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 Evaluation no later than March 1.
2. 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.
3. Admission to the Radiologic Technology Program will be determined by a ranking of the grade point average (GPA) of the program prerequisite courses only and residency status. 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.**

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. Residents of South Suburban College's District will be given first priority for admission into the program. Admission to the College does not guarantee admission to the program.

4. 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 option.

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
<b>Summer</b>		
RAD 100	Foundations Of Radiologic Technology	1
<b>Fall</b>		
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
<b>Spring</b>		
RAD 105	Radiographic Procedures 2	3
RAD 107	Radiographic Principles 2	3
RAD 126	Clinical Education 1	3
SPE 108	Oral Communication*	3
<b>Summer</b>		
RAD 127	Clinical Education 2	3
PSY 101	Introduction to Psychology	3
<b>Fall</b>		
RAD 204	Radiographic Procedures 3	3
RAD 205	Radiographic Physics	3
RAD 207	Radiobiology	3
RAD 225	Clinical Education 3	4
<b>Spring</b>		
RAD 208	Radiographic Pathology	3
RAD 226	Clinical Education 4	4
RAD 235	Radiographic Seminar	3
GROUP II	Humanities Elective	3
<b>Total Credit Hours (including prerequisites)</b>		<b>72</b>
<b>Recommended Elective:</b>		
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 Dr. Jan Keresztes, Career Advisor for Allied Health at 708-596-2000, ext. 2432.

## **MRI (Magnetic Resonance Imaging) Program (C-0658)**

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 three-semester program starting in the Fall Semester and ending in the 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. No students will be considered for admission to the Magnetic Resonance Imaging Program unless they possess a minimum cumulative GPA of 2.00 (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. Residents of South Suburban College's District will be given first priority for admission into the program. Admission to the College does not guarantee admission to the program.

Successful candidates are certified as RT(R)(MRI).

### **Admission Process**

1. Submit an SSC Application Form and high school and college transcripts directly to the SSC Admissions Office no later than March 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 March 15.
3. Admission will be given to the most qualified candidates as determined by their cumulative grade point average (GPA) ranking.
4. Applicants will be notified in writing of their admission status no later than June 30.

<b>Fall</b>		<b>Credits</b>
RAD 237	Sectional Imaging Anatomy	3
MRI 201	MRI Principles I	2
MRI 202	MRI Clinical Education I	3
<b>Spring</b>		
MRI 203	MRI Principles II	2
MRI 204	MRI Imaging Applications	3
MRI 205	MRI Clinical Education II	3
<b>Summer</b>		
MRI 206	MRI Clinical Education III	3
<b>Total Credit Hours</b>		<b>19</b>

For additional information, please contact the Radiologic Technology Program Coordinator at 708-596-2000, ext. 2634 or Dr. Jan Keresztes, Career Advisor for Allied Health, at ext. 2432.

# 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 (C-0591)

This certificate is designed to prepare students to take the Illinois State Real Estate Licensing Examination and to learn sales techniques.

		<i>Credits</i>
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>

# Teacher Aide

## Teacher Aide/Child Development (AAS-0528)

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 18 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.

<i>Cluster 1</i>		<i>Credits</i>
ENG 101	Composition and Rhetoric	3
PSY 101	Introduction to Psychology	3
CHD 101	Principles of Educational Practice	3
CHD 105	Introduction to Early Childhood Education	3
EDU 110	Foundations of American Education	3
<i>Cluster 2</i>		
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
<i>Cluster 3</i>		
CHD 215	Administration & Supervision 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	3
<b>Or</b>		
EDU 111	Language Arts in Elementary Schools	3
CHD 108	Child Health, Safety & Nutrition	3

### Cluster 4

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**

### Suggested Electives

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

### 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 35, for specific transfer Math requirements.

For additional information, please contact Dr. Wayne Wolf, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2355.

## Teacher Aide/Child Development Professional Nanny (AAS-0560)

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 18 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.

<i>Cluster 1</i>		<i>Credit</i>
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
<i>Cluster 2</i>		
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
<i>Cluster 3</i>		
EDU 110	Foundations of American Education	3
CHD 208	Techniques of Child Care	3
CHD 105	Introduction to Early Childhood Education	3
CHD 212	Internship II	3
SOC 101	Introduction to Sociology	3

**Cluster 4**

CHD 202	Language Arts for Young Children	
	<b>Or</b>	
EDU 111	Language Arts in Elementary Schools	3
EDU 204	Introduction to Special Education	3
GROUP II	Humanities Elective	3
CHD 215	Administration & Supervision 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 35, for specific transfer Math requirements.

For additional information, please contact Dr. Wayne Wolf, Teacher Aide/Child Development Program coordinator, at 708-596-2000, ext. 2355.

**Teacher Aide Special Education Associate (AAS-0526)**

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.

**Cluster 1 Credits**

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

**Cluster 2**

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

**Cluster 3**

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

**Cluster 4**

CHD 206	Family & Community 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 35, for specific transfer Math requirements.

For additional information, please contact Dr. Wayne Wolf, Teacher Aide/Child Development Program coordinator, 708-596-2000, ext. 2355.

**Teacher Aide Certificate (C-0087)**

		<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	Language 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	Introduction 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 35, for specific transfer Math requirements.

For additional information, please contact Dr. Wayne Wolf, Teacher Aide/Child Development Program coordinator, 708-596-2000, ext. 2355.

**Basic Certificate**

**Professional Child Care Certificate (C-0632)**

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	Introduction 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	Administration & Supervision 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. Wayne Wolf, Teacher Aide/Child Development Program coordinator, 708-596-2000, ext. 2355.

# Transportation Warehouse Logistics

## Basic Certificates

South Suburban College has partnered with Joliet Junior College, Kankakee Community College and Prairie State College to offer a 29-hour certificate program in Global Supply Chain Management. Students will receive training from highly skilled instructors to gain a leg up in this rapidly growing industry. Residents of any of the four college districts may register for the first course, Transportation and Physical Distribution, at in-district tuition rates.

### **Global Supply Side Management Certificate (C-0661)**

#### **Credits**

BUS 108	Introduction to Business	3
BUS 221	Human Relations	3
OAT 172	Business Communication	3
BUS 220	Principles of Management	3
MIS 101	Computer Literacy and Applications	3
TWL 100	Transportation & Physical Distribution	3
TWL 110	Supply Chain Management	3
TWL 120	Introduction to Import/Export	3
TWL 130	Principles of Operations Management	3
TWL 140	Transportation and Cargo Security	2

**Minimum for Certificate 29**

### **Supply Side Management Certificate (C-0662)**

#### **Credits**

TWL 100	Transportation & Physical Distribution	3
TWL 110	Supply Chain Management	3
TWL 120	Introduction to Import/Export	3
TWL 130	Principles of Operations Management	3
TWL 140	Transportation and Cargo Security	2

**Minimum for Certificate 14**

## 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

### **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

### **KISHWAUKEE COMMUNITY COLLEGE**

21993 Malta Road  
Malta, IL 60150-9699  
(815) 825-2086

### **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

### **MORAIN 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

### **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

### **SPOON RIVER COLLEGE**

23235 North County Rd. 22  
Canton, IL 61520  
(309) 647-4645  
(800) 334-7337

### **WAUBONSEE COMMUNITY COLLEGE**

Route 47 at Waubonsee 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 115 — Accounting/A User Perspective (3,3)

*Prerequisite:* None. Prior or concurrent enrollment in BUS 105 recommended

Designed for career-oriented students needing an understanding of financial accounting from a user perspective for successful careers in business. Fundamental concepts and principals are emphasized for decision making. Preparation and analysis of the balance sheet and income statement are underline units. The course does not meet the transfer financial accounting principles requirements for business majors but may count as transfer business elective. Sp

## 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

# 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 (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 — Art History, Survey II (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 (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. 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. 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.**

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.**

*Prerequisite: ART 112 or consent of instructor*

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. 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 (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 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)***Prerequisite: Adobe Photoshop experience required*

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 department chair*

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)***Prerequisite: Adobe Creative Suite experience required*

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.**

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 265 — Computer Art II [Photoshop] (3,6)***Prerequisite: Adobe Photoshop experience required*

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)***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.

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## 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 912) (IAI: CLS 902) (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 911)(IAI: CLS901) (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 (IAI: NUR 903) (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: BIO 102 or BIO 105, grade of "C" or better required*

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 (IAI: NUR 904) (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 (IAI: CLS 905)(IAI: NUR 905) (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

# Biomedical Electronics Technology

## **BMD 217 — Biomedical Instrumentation (4,6)**

*Prerequisite: BIO 115, ELC 110*

Introduces advanced electronics students to electronic equipment and instrumentation in the health care related fields. Students learn repair and maintenance of BP, ECG and EEG instruments, as well as to identify the body conditions monitored by the instruments. Fee. F

## **BMD 218 — Biomedical Instrumentation II (4,6)**

*Prerequisite: BMD 217*

A continuation of BMD 217 with concentrated emphasis on the repair of biomedical equipment. Course offers actual hands-on experience on the most commonly used medical equipment, such as ECG monitors, blood pressure monitors, defibrillators, ECG recorders and laboratory equipment. Fee. Sp

## **BMD 220 — Introduction to Radiographic Imaging (3,4)**

This course introduces the student to the background knowledge required of biomedical electronic technicians to understand radiological imaging principles and practice. This course satisfies core knowledge required for more advanced courses. Students will also be exposed to x-ray imaging hardware in both a classroom and clinical environment. Emphasis will be placed on concepts and information required by all x-ray vendors.

## **BMD 232 — Clinical (3, arranged)**

*Prerequisites: BMD 217 and concurrent enrollment in BMD 218*

Supervised clinical experience at a local participating hospital. A minimum of 300 clock hours is required. Malpractice fee. Sp

# 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 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 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 — Introduction to Construction Technology (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. 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.

**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 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— Building Rehabilitation I (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— Residential Construction Preplanning (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— Advanced Carpentry 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— Advanced Carpentry II (6,10)**

*Prerequisite: BLD 101*

Continuation of BLD 220 with an emphasis on finish carpentry, electrical, plumbing and insulation. The class will complete construction on a new home. May be repeated once for credit. 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 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 (IAI: BUS 911) (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. (Available as a telecourse) F, Sp, S

**BUS 111— Fashion Merchandising I (3,3)**

This course covers the essentials of retail fashion merchandising including history, fashion design, fabric evaluation, manufacturing/distribution resources, inventory, management, budgeting, visual fashion display and current career opportunities. F

**BUS 112— Fashion Merchandising II (3,3)**

This course covers the fundamentals of buying—both non-fashion and fashion goods—for resale to the public. Course instruction based on the actual Buyer's Manual of the National Retail Merchants Association. 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 utilizing QuickBooks 4.0. 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 (3,3)**

An introductory course covering the fundamentals of real estate and ownership. This course fulfills 45-hour state requirement for taking the salesperson's exam; minimum grade of "C" required for exam. See your advisor for detailed regulations. (Pass/Fail option) F, Sp, S

**BUS 246— Advanced Principles 2000 (3,3)***Prerequisite: BUS 245 or consent of instructor*

Listings, title search, fiduciary relationship of broker with client; performance to earn a commission; completion of contract form, broker-salesperson and broker to broker relationship; Illinois Real Estate Brokers and Salesmen License Act; completion of applications for broker and salesperson license. This course fulfills 15 hours of the 120-hour state requirement for taking broker's exam. See your advisor for detailed regulations. Sp

**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 250— Property Management Insurance (3,3)***Prerequisite: BUS 249 or consent of instructor*

Property analysis, rental collection, budgeting, maintenance, repair, investment planning, executive control and insurance as it relates to real property. This course fulfills 15 hours of the 120-hour state requirement for taking broker's exam. See your advisor for detailed regulations. Sp

**BUS 253— Marketing Management Internship I (3, arranged)***Prerequisite: Consent of instructor*

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*

Student receives Internship Certificate upon completion of both semesters. Fee. F, Sp

**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 markers. 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 (IAI: BUS 912) (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 contracts, 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

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**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: BIO 906) (IAI: CHM 911) (IAI: CLS 906) (IAI: EGR 961) (IAI: NUR 906) (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: CLS 907) (IAI: EGR 962) (5,7)****(IAI: BIO 907) (IAI: CHM 912) (IAI: NUR 907)****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: BIO 908) (IAI: CHM 913) (5,7)****(IAI: CLS908) (IAI: EGR963) (IAI: NUR 908)****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: BIO 909) (IAI: CLS 909) (5,7)****(IAI: EGR 964)****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

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**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 (ECE 912) (IAI: EED 902) (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 (IAI: ECE 913) (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 (IAI: EED 904) (IAI: SPE 914) (3,11)**

*Prerequisite: Approval of program coordinator*

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.

**CHD 212— Internship II (3,11)**

*Prerequisite: CHD 211 or approval of program coordinator*

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.

**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.

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## Communications

**COM 105— Mass Communications (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 (IAI: SPC 921) (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 Communications (IAI: SPC 919) (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 analog 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 206— Remote Field Production & Editing (3,4)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: COM 202 or consent of instructor*

Introduction to multi-camera, on-location video production. Advanced study in the terminology, technology, and craft of single-camera production, audio production, and remote lighting techniques. Advanced study in analog and nonlinear editing, and television computer graphics. Fee. F, 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 skills, software and hardware knowledge needed to create hands-on multimedia projects. Additionally, students will explore various modes of media distribution and packaging. F, Sp

**COM 222— Writing for Multimedia (IAI: MC 922) (3,4)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: "C" grade or better in Web Design or consent of instructor*

This course is an introduction to the basic writing skills necessary to create messages for multimedia, including environment, text, audio, and still and moving images. Students will create text and integrate it into the visual creation of a variety of new media projects. 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 LT 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: MTM 911) (2,3)***Prerequisites: CAD 100*

Students will learn basic drawing and design techniques using Computer-Aided Design and Drafting software (AutoCADr2000). 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 (AutoCADr2000), 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 AutoCADr2000), 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 r2000 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 AutoCADr2000, 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 AutoCADr2000 as a design and drafting tool. In addition, students are introduced to the advanced design tool: Mechanical Desktop r4. 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 r2000, 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 (PageMaker) 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 120— Cisco CCNA Exploration-Network Fundamentals (3,4)***Prerequisite: CIS 180 or equivalent*

The course is designed to introduce the various communication equipment used in building an effective Internet infrastructure. The course will provide product-specific installation and configuration. Equipment used in this class will include bridges, routers, gateways, Integrated Services Digital Network (ISDN) modems, Digital and Channel Service Units (DSU/CSUs), and ISDN Pipelines devices. This course prepares the student for the first Cisco certification test. Fee. F, Sp.

**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. Sp

**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 I (A+) (4,6)***Prerequisite: MIS 101 or equivalent*

This course is designed to provide a in-depth knowledge of configuring, installing, diagnosing, repairing, upgrading, and maintaining microcomputers and their peripheral. Customer relations skills will be presented to assure successful entry into computer service technician positions. The course is designed to prepare students to take the A+ certification exam.

**CIS 180— Network+ (3,4)***Prerequisite: MIS 110 or equivalent*

A study of the fundamentals of Data Communication and the part networks play in today's business environment. A foundation for networking is established using the OSI layered model. Both Wide Area Networks (WAN) and Local Area Networks (LAN) are studied. COMPTIA's Net+ vendor independent certification program is used as an outline for the course. 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— Cisco Wireless***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 students achieve the Cisco Wireless LAN Support Specialist (WLANFE) designation and 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

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## Computer Science

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**CS 105— Computers and Society (IAI: CS 910) (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. F, S

**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. Every other Sp

**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.

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## Court Reporting / Verbatim Technology

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**COR 101— Introduction to Court Reporting (1,1)**

An introduction to the profession of court reporting designed to educate the students regarding what will be expected of them and what they will experience when working. Upon completion of this course, the student will understand the classifications of court reporters, the type of work they do, the code of ethics, the technological innovations in the field, the benefits of membership in professional organizations in the field, the basic terminology and the career opportunities.

**COR 110— Machine Theory (3,5,5)***Prerequisite: Placement into English 101 on Placement test and typing speed of thirty words per minute*

Introduction of basic theory compatible with computerized transcription, live dictation practice with practice tapes available to develop theory competency to a minimum average of 86 percent on theory tests. Machines may be rented or purchased from College Bookstore. Course may be repeated one time to meet minimum requirements. Fee.

**COR 111— Machine Theory-Advanced (3,5,5)***Prerequisite: COR 110 or placement by proficiency test before registration*

Continuation of basic computer-compatible theory, live dictation by instructor with practice tapes available to develop theory competency to a minimum of 86 percent on theory tests. Course also builds writing speed to a minimum goal of 40 words per minute for five minutes on new material with 95 percent accuracy. (This course is also open to machine-writing secretarial majors.) Course may be repeated one time to meet minimum requirements. Fee.

**COR 112— Machine Theory & Practice (3,4)***Prerequisite: COR 111*

Live dictation practice on machine by instructor with practice speed tapes to build writing skills from 50 to 100 words per minute. Goal of course is to reach 80 words per minute for five minutes on new jury charge material with 95 percent accuracy. (This course is also open to machine-writing secretarial majors.) Course may be repeated up to three times to meet minimum requirements.

**COR 125— Machine Shorthand III (3,5)***Prerequisite: COR 112 or placement by proficiency test prior to registration*

Course will build speed to between 100 and 140 wpm; course strives to build skills to a minimum of 100 wpm for five minutes of new jury charge and testimony material with 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 130— Machine Shorthand IV (3,5)***Prerequisite: COR 125 or placement by proficiency test prior to registration*

Develops speed to 110 and 160 wpm range on jury charge, legal opinion, and testimony material; course strives for 130 wpm for five minute on new jury charge and 130 minutes for five minutes on new testimony material with a minimum 95 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 135— Machine Shorthand Speedbuilding (2,4)***Prerequisite: COR 111*

Speed development on testimony and jury charge/legal opinion material. Speeds to be determined by the level of the students enrolled.

**COR 140— Machine Shorthand V (3,5)***Prerequisite: COR 130 or placement by proficiency test prior to registration*

Course will build speed to 130 and 170 wpm range on jury charge, legal opinion and testimony material. The goal of this course is to develop speed to 145 wpm for five minutes on new jury charge material with 96 percent accuracy and 145 wpm 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 145— Machine Shorthand VI (3,5)***Prerequisite: COR 140*

Course will develop speed from 140 to 180 wpm on literary, medical, jury charge/legal opinion and testimony material. Course strives to build speed to 110 wpm for three minutes on new medical material, 120 wpm for five minutes on new literary material, and 160 wpm for five minutes on new testimony material, all with 95 percent accuracy; and 160 wpm for five minutes on new jury charge material with 96 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 200— Transcription for Court Reporters (4,4)***Prerequisite: COR 112 or permission of Instructor*

Advanced court reporting transcription course with emphasis on transcribing multi-voice dictation and producing properly formatted deposition and trial transcripts; also focuses on increasing transcription speed and typing speed. Fee.

**COR 210— Computer-Aided Transcription I (2,2)***Prerequisite: COR 111*

This course provides the theory and applications used in producing computer-aided transcription of stenographic notes using CaseCatalyst software. Includes litigation support and advanced editing functions. Fee.

**COR 211— Computer-Aided Transcription II (2,2)***Prerequisite: COR 210*

Continuation of COR 210. Students will develop a personal dictionary. Various litigation support functions will be presented. In-depth study of realtime writing in its various applications, including broadcast captioning and CART reporting. Extensive hands-on experience and transcript production in the realtime mode.

**COR 240— Machine Shorthand VII (3,5)***Prerequisite: COR 145 or placement by proficiency test prior to registration*

Course will develop speed from 160 to 190 on literary, medical, jury charge/legal opinion and testimony material. The goal of the course is to develop speed to 125 wpm for three minutes on new medical material, 135 wpm for five minutes on new literary material, and 175 wpm for five minutes on new testimony material, all with 95 percent accuracy; and 175 wpm for five minutes on new jury charge material with 96 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 245— Machine Shorthand VIII (3,5)***Prerequisite: COR 240 or placement by proficiency test prior to registration*

Course will develop speed from 160 to 210 wpm on literary, medical, jury charge/legal opinion and testimony material. The goal of the course is to develop speed to 140 wpm for three minutes on new medical material, 150 wpm for five minutes on new literary material, 190 wpm for five minutes on new testimony material, all with 95 percent accuracy; and 190 wpm for five minute on new jury charge material with 96 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 250— Court Practicum (1,5)***Prerequisite: Passing one 180 wpm Testimony test at 95%*

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 needed information to help prepare them for the profession of court reporting.

**COR 251— CSR and Professional Preparation (2,2)***Prerequisite: COR 145*

This 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 knowledge exams focuses on medical and legal terminology, spelling, vocabulary, English grammar and usage, and practical aspects of reporting.

**COR 260— Machine Shorthand IX (3,5)***Prerequisite: COR 245*

The course develops speed from 165 to 240 wpm on literary, medical, jury charge/legal opinion and testimony material. The goal of the course is to develop speed to 155 wpm for three minutes on medical material, 160 wpm for five minutes on new literary material, and 210 wpm for five minutes on new testimony material, all with 95 percent accuracy; and 210 wpm for five minutes on new jury charge material with 96 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

**COR 265— Machine Shorthand X (3,5)***Prerequisites: COR 260*

This course will develop speed from 190 to 240 wpm on literary, medical, jury charge/legal opinion and testimony material. The goal of the course is to develop speed to 170 wpm for three minutes on new medical material, 180 wpm for five minutes on new literary material, 225 wpm for five minutes on new testimony material, all with 95 percent accuracy; and 225 wpm for five minutes on new jury charge material with 96 percent accuracy. Course may be repeated up to three times to meet minimum requirements. Fee.

# 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 (IAI: CRJ 913) (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*

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*

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**

## 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 play scripts enables students to trace the development of drama as it fits into world history. Students will read plays from the canon of dramatic literature, starting with drama's Golden Age of Greece, and continue exploring changes and developments in the literature through to the present day. 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, Sp

### 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. Sp

### DRM 167— Acting II (IAI: TA915) (3,4)

*Prerequisite: DRM 157 or permission of instructor*

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 (IAI: TA918) (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. F, Sp

## 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. (Available as a telecourse) 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. (Available as a telecourse) F, Sp, S

## Education

### EDU 110— Foundations of American Education (IAI: EED 901) (IAI: SPE911) (3,3) (IAI: SED901)

**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 Mechanical Desktop, 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: Instructors in many English 099, English 101 and English 102 classes utilize microcomputers 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-1890 (3,3) (IAI: H3914)**  
**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 earliest settlers and explorers through the 1850's. Also offered as Honors. F, Sp, S

**ENG 104— Introduction to American Literature II, 1890 to Present (3,3) (IAI: H3915)**  
**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. F

**ENG 106— 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. Sp

**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 (IAI:H910D) (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. F,S

**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

**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

## Equine Operations

**EQO 100— Introduction to Equine Management (1,1)**

This course provides an overview of equine operations and introduces students to the various career fields available in the area. F, Sp

**EQO 110— Equine Training and Handling I (2,3)***Prerequisite: EQO 100 or by consent of instructor*

Equine psychology emphasizing handling and training techniques with horses of all ages and temperaments. Includes practical application of the above techniques and safety of both horse and handler. Fee. S

**EQO 115— Horse Health (3,4)***Prerequisite: Recommend EQO 100 or by consent of instructor*

Fundamentals of care and health management of horses with emphasis on standardbreds. Discussion of preventative medicine, health maintenance, and equine first-aid. Fee. F

**EQO 120— Conformation (3,3)***Prerequisite: Recommend EQO 100 or by consent of instructor*

Elements of structure and function of the equine body, with emphasis on bones, tendons, ligaments, articular structures, the circulatory and digestive system. The study of normal and abnormal conformation, dental characteristics, common unsoundness, and results of parasitic and traumatic injury, will be emphasized. F, Sp

**EQO 200— Horse Management Internship (3, arranged)***Prerequisite: EQO 110*

To learn and develop proficiency in daily management practices associated with the operation of a training barn. Activities include grooming, basic health care, feeding, mucking out and exercise. Fee. S

**EQO 210— Feeding and Nutrition (3,3)***Prerequisite: Recommend EQO 100 or by consent of instructor*

Fundamental principles of equine nutrition with emphasis on practical feeding of horses, determining balanced rations, economic considerations and understanding new developments. Comprehensive study concerning the nutrient value, composition, properties and use of important feedstuffs. F, Sp

**EQO 215— Farriering (2,3)***Prerequisite: Recommend EQO 100 or by consent of instructor*

Study of the structures of the hoof, lower leg anatomy and proper hoof care. Includes analysis of locomotion, relationship of conformation and gait, and assessment of shoeing. Proper restraint and safety techniques will be analyzed. Fee. S

**EQO 220— Breeding and Selection (3,4)***Prerequisite: Recommend EQO 100*

Practical principles of breeding, selection and management of breeding stock. Analysis and appraisal of studs and mares for health, conformation, and lineage. Study of reproductive anatomy and physiology, breeding procedures, and artificial insemination. Fee. Sp

**EQO 299— Topics in Equine Operations (Variable,1-8)**

This course addresses the rapid changes in the Equine Operations field (EQO) by presenting leading edge subjects. The subject matter or topics will vary depending in changes in the industry.

## 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

# Fitness Professional

## **FIT 101— Exercise Physiology I (3,3)**

*Prerequisite: BIO 115 recommended or BIO 101 or BIO 102*

This course is designed to focus on exercise and how it alters the structure and functions of the human body during acute and chronic timeframes. Content includes pure physiology, applied physiology, physiologic systems, and physiologic changes based on training.

## **FIT 102— Biomechanics of Human Motion (3,3)**

*Prerequisite: BIO 115 recommended or BIO 101 or BIO 102*

This course is designed to analyze the human biomechanics in relationship to anatomical and mechanical consideration. Special emphasis has been placed on the inclusion of examples that span all ages and address clinical and daily living issues, as well as sport applications.

## **FIT 103— Basic Water Rescue (1,2)**

*Prerequisite: Swimming Proficiency*

This course provides individuals with the information and skills necessary to prevent, recognize and respond to aquatic emergencies according to the American Red Cross guidelines. (Leads to certifications by the American Red Cross).

## **FIT 104— Introduction to Leisure Studies (3,3)**

This course details leisure as a significant aspect of human life from the beginnings of free time in prehistory to the present. The concept of leisure will be addressed in terms of its historical importance, social context, political implications, economic impacts, and trends.

## **FIT 201— Exercise Physiology II (3,3)**

*Prerequisite: FIT 101*

This course builds on the knowledge, skills, and values gained in FIT 101. The focus of this course is on exercise and how it alters the structure and functions of the human body during acute and chronic timeframes.

## **FIT 202— Aquatic Fitness (1,1)**

This course is designed to train the trainer in developing warm up and cool down activities, and establishing workout zones within the training programs based on individual needs. This course will also address aquatic activities for all age groups. F, Sp

## **FIT 203— Recreational Sport Management (3,3)**

*Prerequisite: BUS 105, BUS 123 are strongly recommended but are not required*

This course is designed to provide comprehensive skills in sport facility management to include physical education, athletics, recreation, health, fitness, and aquatics. Some overriding issues such as affirmative action, gender equity, and American Disabilities Act are addressed. F, Sp

## **FIT 204— Fitness Assessment Techniques (3,3)**

*Prerequisite: FIT 101, FIT 102, FIT 201 and BIO 115 recommended or BIO 101 or BIO 102*

This course is designed to utilize research-based approach techniques to determine results in exercise science. Fitness and laboratory concepts are combined to correspond and complement lecture material. This will give the student knowledge of exercise science to practical "real life" situations. F, Sp

## **FIT 205— Fitness Professional Internship I (3,3)**

*Prerequisite: Consent of instructor*

The internship will provide an opportunity to apply advanced and theoretical concepts. Working with the instructor and the fitness director (as the student's on-site mentor), the student will gain on-the-job training for acquiring practical skills related to the student's career objectives. Specialized seminars are held one hour weekly in conjunction with the course. F, Sp

## **FIT 206— Personal Trainer (3,3)**

*FIT 101, FIT 102, FIT 201 and BIO 115 recommended or BIO 101 or BIO 102*

This course is designed for a health or fitness professional that coaches individuals one-on-one in enhancing his/her client's health and wellness through education, exercise, weight management and specific behavior modifications to enhance the client's life-style. F, Sp, S

## **FIT 207— Fitness for Diverse Populations (3,3)**

Emphasis will be on safe and effective fitness programming by addressing physiological differences based on age and gender. Techniques and tools for motivating special populations are applied. F, Sp, S

## **FIT 208— Fitness Professional Internship II (3,5)**

*Prerequisites: FIT 205 and consent of instructor*

This intermediate internship will provide an opportunity to apply advanced and theoretical concepts. Working with the instructor and the Fitness Director (as the student's on-site mentor), the student will gain on-the-job training for acquiring practical skills related to the student's career objectives. Specialized seminars are held weekly for one hour in conjunction with the course. F, Sp, S

## **FIT 299— Special Topics In Fitness (Variable,1-5)**

*Prerequisite: Consent of instructor*

A 3rd or 4th semester course to meet the needs of advanced students. This course addresses concepts in health and wellness through education, exercise, weight management, and specific behavior modifications.

# Forensic Science Technology

## **Pending ICCB Approval**

### **FOS 101 — Forensic Orientation**

*Prerequisites: RDG 082 Open to all interested students*

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 110 — Forensic Photography**

*Prerequisites: RDG 082, Admission to Forensic Program or Coordinator's Approval*

This course provides students with knowledge and hand-on experience with digital imaging enhancement in the field of Forensic Photography. Through a series of lectures and computer lab sessions, student will learn how to take photographs, film, videotapes and other evidentiary material through the digital process. Students must have their own digital camera.

### **FOS 120 — Death Investigation**

*Prerequisites: RDG 082, BIO 105, CHM 113, Coordinator's Approval*

Students will learn about the identification and appearance of corpses in violent and natural death. Relationship to the scene of death is emphasized, as are features of wounds on external examination. This course outlines the interdisciplinary approach to death investigation by highlighting the roles of the coroner (medical examiner), pathologist, and forensic scientists.

### **FOS 205 — Forensic Biology/DNA**

*Prerequisites: BIO 105, or Coordinator's Approval*

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**

*Prerequisites: 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.

### **FOS 230 — Forensic Internship**

*Prerequisites: Approval of Program Coordinator*

The purpose of this internship is two-fold: 1) to give students practical experience in the field of forensic science, 2) to allow prospective employers to become aware of student's abilities as forensic technicians. This internship requires 256 total contact hours.

## French

Native speakers or bilinguals generally do not receive credit for French. Students who have completed two years of high school French with a grade of "C" or above within the last four years must enroll in French 102.

### **FRE 101— Elementary French I (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

Conversational approach, reading of short stories, grammar. French culture, life emphasized. On demand.

### **FRE 102— Elementary French II (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: FRE 101 or equivalent*

Continuation of FRE 101. Additional conversational practice, reading. On demand.

### **FRE 203— Intermediate French I (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: FRE 102 or equivalent*

Conversation, review of grammar. Reading of selected classical, modern authors. On demand.

### **FRE 204— Intermediate French II (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: FRE 203 or equivalent*

Introduction to literature, with selected poems, short stories from Villon to Sartre. Composition and conversation. On demand.

## 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**

## German

Native speakers or bilinguals generally do not receive credit for German. Students who have completed two years of high school German with a grade of "C" or above within the last four years must enroll in German 102.

### **GER 101— Elementary German I (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

Conversational approach, reading of short stories, grammar. German culture, life emphasized. On demand.

### **GER 102— Elementary German II (4,5)**

**A college transfer course; consult the Transfer Center for more details.**

A continuation of German 101. Additional conversational practice, reading, grammar and introduction to German cultural life. On demand.

### **GER 203— Intermediate German I (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: GER 102 or equivalent*

Conversational practice, review of grammar and extensive reading of present historical and contemporary aspects of the culture of German-speaking countries. On demand.

### **GER 204— Intermediate German II (4,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite: GER 203 or equivalent*

Continuation of German 203 with readings from German authors of the 20th century. Composition, grammar and conversation. On demand.

## Health and Wellness

### **HLT 101— Health and Wellness (IAI: ECE 901) (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. (Available as a telecourse) 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) (3,3)**

**(IAI: S2903)**

**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. (Available as a telecourse)  
 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. (Available as a telecourse)  
 F, Sp, S

**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 WebCT 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 WebCT 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. Sp, 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

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## Humanities & Fine Art

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**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**

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## Magnetic Resonance Imaging

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**MRI 201— MRI Principles I** (2,2)*Prerequisites:* Admission to the program. 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:* Admission to the program. 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. 78% failing grade.

**MRI 203— MRI Principles II** (2,2)*Prerequisites:* MRI 201, MRI 202, RAD 237. Concurrent with MRI 204, MRI 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 201, MRI 202, RAD 237. Concurrent with MRI 203, MRI 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 201, MRI 202, RAD 237. Concurrent with MRI 203, MRI 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. Pass/Fail grading option.

**MRI 206— Clinical Education III** (3,16)

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) will be advanced clinical experience in assigned MRI department. Clinical assignment is by Program Coordinator. Pass/Fail grading option. 78% failing grade.

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## Management Information Systems

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**MIS 101— Computer Literacy and Applications (IAI: CS 910)** (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 Vista 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 181— Novell Network Administration (3,4)***Prerequisite: MIS 110 or equivalent*

This course will lay the foundation for the majority of the Certified Network Administrator (CNA) requirements. The student who completes this course will have a full utility belt of resources with which to tackle everyday networking administration problems. This course will not include a Novell Certification Exam. The course will provide a strong foundation for taking the CNA exam from Novell. Fee. 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 Vista Workstation (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— Visual BASIC Programming (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— Management Information System (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.

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## Massage Therapy

**THM 101— Introduction to Massage Therapy (2,3)***Prerequisite: CPR Certification*

The student will receive an introduction to the field of therapeutic massage. Basic principles are presented along with the various application techniques of Swedish massage. Movement, breathing, and relaxation strategies are discussed along with guidelines for a whole-body massage. Gross anatomical structures of bones and major muscle groups are integrated with technique instructions as well as an introduction to the importance of massage ethics, sanitary concerns, and the contraindications of massage. Fee.

**THM 102— Massage Theory and Techniques I (3,5)***Prerequisites: THM 101 with a grade of "C" or better. BIO 115 with a grade of "C" or better or concurrent enrollment.*

This course is a first in a series of three courses in therapeutic massage techniques. Students learn the history and benefits of massage therapy. Massage is taught within an allied health context. Its relationship to wellness is a focal issue. Infection control and client safety procedures are emphasized. Massage techniques are demonstrated in relationship to specific anatomical regions, and after all body areas have been covered, integrated into a full body massage with therapeutic intentional tissue manipulation. Ethics of massage and communication with the client are an important part of this course. Fee.

**THM 110— Therapeutic Assessment (2,3)***Prerequisites: THM 101, THM 112 with a grade of "C" or better*

The subject matter studied in this course consists of various conditions that affect the client's ability to receive a massage with a therapist's ability to give a massage treatment. Various methods of assessment will be studied and incorporated into the treatment plan.

**THM 112— Massage Techniques II (3,5)***Prerequisites: THM 101, THM 112 with a grade of "C" or better*

A continuation of basic techniques learned in THM 102. The range of techniques used is expanded to include more body movement and stretching as it pertains to helping muscle recover tone. Aids to massage will be covered such as cryotherapy and hydrotherapy and the use of the hydroclator. Sports massage and self-care exercises are major elements of the course. A variety of integrative modalities will be studied. Fee.

**THM 113— Massage Therapy Practicum I (3,5)***Prerequisite: THM 112 with a grade of "C" or better*

The practicum gives the student an opportunity to work on applying the techniques learned in THM 112. Documentation of both the initial interview and the session itself is required. Proper technique must be demonstrated. A twenty hour clinical assignment is required. Assigned by the program coordinator. Fee.

**THM 122— Massage Therapy and Techniques III (3,5)***Prerequisites: THM 101, THM 102, THM 112, THM 113 with a grade of "C" or better*

Students learn and apply assessment skills to isolate areas of need and then apply a specific therapeutic technique to facilitate a tissue recovery. The ability to use both specific and general applied techniques in a massage therapy session is emphasized. Fee.

**THM 123— Massage Therapy Practicum II (3,5)***Prerequisites: THM 112, THM 113, THM 122 (with a grade of "C" or better)*

This course will require the student to integrate planning, safety, clinical assessment, treatment, follow-up and documentation skills. Specific strokes related to assessment/palpation skills are integrated with over-all massage technique. Focus is on therapeutic progression and effectiveness. A look at different massage settings and populations finishes the course of instruction. A twenty hour clinical assignment is required. Assignment by program coordinator. Fee.

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## 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 (3, 3)**

This course is designed for students whose background is insufficient for General Mathematics. Topics include basic operations with whole numbers, place value and rounding, order of operations, prime and composite numbers, prime factorization, and applications. F, Sp

**MTH 091— General Mathematics (3,3)**

This course is designed for students with little mathematics background. Review of basic operations with whole numbers, fractions, decimals, percent, ratio and proportion and the metric system. Solving word problems is emphasized. Informal geometry and an introduction to statistics will be covered if time permits. This course is available online. 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*

Pre-algebra is a course designed to prepare students for algebra. Topics include a review of arithmetic operations and mathematical principles, signed numbers, exponents, polynomial operations, solving equations, informal geometry and elementary 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 solving linear equations and inequalities, polynomial operations and factoring, graphing linear equations, systems of equations, solving quadratic equations by factoring, and 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 better

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 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 a 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, (IAI: MTM 901) 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 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 115— General Education Mathematics, Honors (IAI: M1904) (3,3)**

See course description above.

**MTH 126— Fundamentals of Statistics (IAI: M1902) (3,4)**

**A college transfer course; consult the Transfer Center for more details.**

*Prerequisite:* MTH 100 with a grade of “C” or above or a 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. F, Sp, S

**MTH 131— Shop Mathematics I (3,3)**

*Prerequisite:* MTH 093 with a grade of “C” or above or a qualifying score on the Placement test

Review of shop arithmetic; machine shop algebra; applications of geometry; logarithms, metric system; metric conversions, and calculators. On demand.

**MTH 132— Shop Mathematics II (3,3)**

*Prerequisite:* MTH 131

Advanced machine shop mathematics calculations, handbooks, tables, trigonometry, logarithms, and calculators. On demand.

**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 a 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. An exploration into LOGO will be covered if time permits. 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 a 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. 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: M1900) (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. Graphing calculator is required, TI-83 or 84 preferred. F, Sp, S

**MTH 190— Calculus and Analytic Geometry I (IAI: M1900) (IAI: EGR 901) (IAI: MTH 901) (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 190— Calculus and Analytic Geometry I, Honors Section (5,5)****A college transfer course; consult the Transfer Center for more details.***Prerequisites: Acceptance into the Honors Program and MTH 169 with grade of "B" or above, or a qualifying score on the Placement test*

See course description above.

**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: M1900) (IAI: MTH 902)(IAI: EGR 902) (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: M1900) (IAI: MTH 903) (IAI: EGR 903) (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, Sp

**MTH 205— Differential Equations (IAI: MTH912) (IAI: EGR904) (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. F, Sp

**MTH 211— Introductory Statistics (IAI: M1902) (IAI: BUS 901) (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 a 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 BIO185/186, 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 combining 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 BIO185/186, 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 (2,3)***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 (2,3)***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 BIO185/186, 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. Fee \$15. 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. Fee \$15. 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. Fee \$15. 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. Fee. 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. Fee \$15. Sp, on demand

**MUS 131-145— Private Applied Music (2, arranged)****Some sections are intended as college transfer courses; consult the Transfer Center for more details.***Prerequisite: Music majors upon recommendation of Audition Committee*

Major instrument or voice: two half-hour lessons per week; 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. Fee. F, Sp

**MUS 146 — Private Beginning Composition (2,arranged)***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. Fee \$300. F, Sp

**MUS 151-165— Private Applied Music (1, arranged)****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; one half-hour lesson per week. 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. Fee. 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. Pass/fail option. Fee. 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 (3,3)***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 (3,3)***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. Fee. 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. Fee. 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. Fee. 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. Fee. 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. Fee. 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. Fee. 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. Fee. 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. Fee. 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. Fee. 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 187— Swing Choir (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 vocalists. Performance of a broad spectrum of vocal music with emphasis on vocal jazz. 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. Fee \$15. 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. Fee. 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. ) Fee \$20. 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. Fee \$15. Sp, on demand

**MUS 231-245— Advanced Applied Music (2, arranged)****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. Two half-hour lessons per week. Piano, 231; Voice, 233; Brass, 235; Woodwinds, 237; Strings, 239; Percussion, 241; Organ 243; Classical Guitar, 245. May be repeated once for credit. Fee. F, Sp

**MUS 246 — Private Intermediate Composition (2, arranged)***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. Fee \$300. F, Sp

**MUS 251-265— Advanced Applied Music (1, arranged)****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. Fee. F, Sp, S

**MUS 271 — Keyboard Harmony III** (3, 3)  
*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** (3, 3)  
*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 189 — Madrigal Singers** (1,3)  
**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.**  
 Open to experienced community and student vocalists. Performance of major works of the choral repertoire, especially those involving instrumental accompaniment, two concerts per semester. May be repeated three times for credit. F, Sp

**MUS 191 — Opera Workshop** (2,5)  
**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. Fee. 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.

## Nurse Assistant Training Program (CNA)

**NAS 100 — Nursing Assistant Training Program** (6,18)  
 This 8-week course is designed to prepare students to assist in caring for patients and to be effective members of the nursing team under the supervision of the registered nurse and licensed practical nurse. This course provides instruction in basic nursing skills through lecture, campus laboratory and supervised clinical experiences in a long term care facility. Upon successful completion of the program the student is eligible to take the Illinois Nursing Assistant Training Competency Exam. (Exam fee). The Basic Nursing Training Program is approved by the Illinois Department of Public Health. Students spend 18 hours per week in class, laboratory and clinical. Fee F, Sp, S

## Nursing-Associate Degree (RN)

**NUR 101 — Medication Dosage Calculations** (1,2)  
*Prerequisite:* MTH 095 with a grade of "C" or better, or a qualifying score on the Placement test beyond MTH 095

This 8-week course provides the beginning nursing student with a review of basic mathematical operations and measurement systems basic to the calculation of medication doses. This includes calculating oral and parenteral medication doses. The role of the nurse in the administration of safe calculation and preparation of drugs is discussed. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp, S

**NUR 102 — Nursing Success** (1,4)  
*Prerequisites:* Admission to the Nursing program

This 4-week course will provide entering nursing students with information and techniques to successfully complete their studies. Emphasis is placed on study skills, test taking skills, time management, and critical thinking. Resources available throughout the college will be utilized to prepare students for academic challenges. F, S

**NUR 103 — Health Assessment** (2,3)  
*Prerequisites:* Admission to the program, BIO 115 or BIO 185, NUR 101

This course focuses on a holistic approach to health and physical assessment by the nurse across the lifespan. Critical thinking skills are introduced to analyze data from a health history based on subjective findings from the systems review, and objective physical examination findings. Nursing diagnoses will be identified with data analysis. Basic interviewing techniques, physical examination skills, and documentation of data are acquired in the laboratory setting. The theory portion of this course is now offered online in addition to the traditional classroom setting. An online orientation is available. Fee. F, Sp, S

**NUR 105 — Foundations of Nursing Practice** (5,8)  
*Prerequisites:* Admission to the program, BIO 115 or 185, and taken concurrently with NUR 103 and 106. If not previously completed, ADN students must take BIO 186 and PSY 211 concurrently

Utilizing Gordon's functional health patterns and Watson's nursing philosophy, students will explore the application of the nursing process to clients across the lifespan and cultures. Basic nursing care for clients and selected functional health patterns will be emphasized. Selected health patterns include Health Perception-Health Management, Nutritional-Metabolic, Elimination, Activity-Exercise, Sleep-Rest, Cognitive-Perceptual, and Sexuality-Reproductive. This course includes a lab and clinical component. Fee. F, Sp

**Course Description Change Effective for Incoming Fall09 Students****NUR 105— Foundations of Nursing Practice (6,9)**

*Prerequisites:* Admission to the program, BIO 115 or 185, and taken concurrently with NUR 103 and 106. If not previously completed, ADN students must take BIO 186 and PSY 211 concurrently

Utilizing Gordon's functional health patterns and Watson's nursing philosophy, students will explore the application of the nursing process to clients across the lifespan and cultures. Basic nursing care for clients and selected functional health patterns will be emphasized. Selected health patterns include Health Perception-Health Management, Nutritional-Metabolic, Elimination, Activity-Exercise, Sleep-Rest, Cognitive-Perceptual and Sexuality-Reproductive. The student will also utilize critical thinking to understand the application of the nursing process to Gordon's value-belief, self-perception / self-concept, role relationship, and coping-stress tolerance patterns. This course includes a lab and clinical component. Fee. F, Sp

**NUR 106— Professional Development I (1,2)**

*Prerequisites:* Admission to the nursing program, PSY 101, concurrent with NUR 103, 105

This 8-week course provides an introduction to nursing as a profession and the legal, ethical, and cultural contexts of practice. The student will utilize critical thinking to understand the application of the nursing process to Gordon's value-belief, self-perception/self-concept, role relationship, and coping-stress tolerance. This course will provide the student with knowledge regarding significant patient care issues while promoting personal self-discovery and genuine regard for self and others. F, Sp

**Course Description Change Effective for Incoming Fall09 Students****NUR 106— Professional Development I (1,2)**

*Prerequisites:* Admission to the nursing program, PSY 101, concurrent with NUR 103, 105

This 8-week course provides an introduction to nursing as a profession and the legal, ethical, and cultural contexts of practice. The students will be introduced to the history of nursing and South Suburban College Department of nursing philosophy. Emphasis will be placed on Code of conduct, statutes of nursing practice, professional nursing roles, and educational preparations. F, Sp

**NUR 108— Nursing Pharmacology (2,2)**

*Prerequisites:* NUR 101, 103, 105, and 106

This course focuses on the major classifications of medications and their clinical effects. The student applies the nursing process, critical thinking, and knowledge of the lifespan to analyze client-based situations involving enteral, parenteral, topical and percutaneous preparations. Emphasis will be placed on medication actions, selected uses in clinical practice, adverse actions, and related nursing care considerations. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp, S

**NUR 202— Mentoring for Success (1.5,3)**

*Prerequisite:* Admission to the nursing program

This 8-week course utilizes concepts and principles to assist nursing student in meeting the requirements of the nursing program. Emphasis will be placed on goal setting, time management, stress-reduction and test-taking strategies. Critical thinking and personal and professional responsibility will be explored. This course will provide tools necessary for successful completion of the nursing program. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp, S

**ADN 110— Alterations in Body Functions I (2,2)**

*Prerequisites:* NUR101, 103, 105, 106, BIO 186, and PSY 211, concurrent with ADN 112

A holistic approach to examining altered states of health resulting in disequilibrium based on Gordon's functional health patterns is reviewed. Selected nursing diagnoses are correlated with pathology, clinical manifestations, laboratory/diagnostic data, and clinical research to recognize altered physiological equilibrium in body function throughout the lifespan. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp, S

**ADN 112— Essentials of Nursing I (6,10)**

*Prerequisites:* NUR 101, 103, 105, 106, BIO 186, and PSY 211, taken concurrently with NUR 108, and ADN 110

This course utilizes the nursing process to determine applicable nursing diagnoses for persons with actual and/or potential health problems involving selected health patterns across the life span. The patterns selected include health perception/health management, nutritional/metabolic, elimination, activity-exercise, cognitive-perceptual, and sexuality-reproductive. Critical thinking exercises and case studies are presented to enhance learning content with application to the clinical setting. Fee. F, Sp

**ADN 200— LPN Bridging to ADN (3,6)**

*Prerequisites:* Admission, NUR 103, ADN 110

This 8-week course is designed to provide the licensed LPN with an enhanced understanding of the nursing process utilizing Gordon's functional health patterns, Watson's theory of caring, and SSC Department of Nursing philosophy. This course further includes the development of skills and concepts necessary for progression into the second year of the ADN Program. This is a hybrid course with part of the theory presented online in addition to the traditional classroom setting. An online orientation is available. Fee. F, S

**Course Description Change Effective for Incoming Fall09 Students****ADN 200— LPN Bridging to ADN (3,8)**

*Prerequisites:* Admission, NUR 103, ADN 110

This 8 week hybrid course is designed to provide the licensed LPN with enhanced understanding of the nursing process, utilizing Gordon's functional health patterns, Watson's Theory of caring, and SSC Department of Nursing Philosophy. This course further includes the development of skills and concepts necessary for progression into the second year of the ADN program utilizing classroom, lab and online classroom techniques This is a hybrid course with part of the theory presented online in addition to the traditional classroom setting. An online orientation is available. Fee. F, S

**ADN 206— Professional Development II (2,2)**

*Prerequisites:* NUR 106, 108, ADN 110, 112

This course will explain 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 and spirituality in the context of professional nursing practice. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp, S

**Course Description Change Effective for Incoming Fall09 Students****ADN 206— Professional Development II (1,1.5)**

*Prerequisites:* NUR 106, 108, ADN 110, 112, 210, 212, 214

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. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp, S

**ADN 210— Alterations in Body Functions II (2,2)**

*Prerequisites:* ADN 110, 108, 112, concurrent with ADN 212, ADN 214. If not previously completed, must take SPE 108 concurrently

A holistic approach is used to examine complex altered states of health resulting in disequilibrium based on Gordon's functional health patterns. Selected nursing diagnoses are correlated with pathology, clinical manifestations, laboratory/diagnostic data, and clinical research to recognize altered physiological equilibrium in body function throughout the lifespan. This course is now offered online in addition to the traditional classroom setting. An online orientation is available. F, Sp

**ADN 212— Essentials of Nursing II (4,16)**

*Prerequisites:* NUR 108, ADN 110, SOC 101, ADN 112, BIO 224, concurrent with ADN 210

This 8-week course utilizes the nursing process to determine applicable nursing diagnoses for persons with actual and/or potential health problems involving two or more selected health patterns. Progressive medical-surgical concepts are presented with application to the clinical setting. This course is now offered online. An online orientation is available. Fee. F, Sp

**ADN 214— Essentials of Nursing III (4,16)***Prerequisites: ADN 110, 112, NUR 108, BIO 224, SOC 101*

This 8-week course utilizes the nursing process to determine applicable nursing diagnoses for persons with actual and/or potential health problems involving two or more selected health patterns. Maternal-child concepts are introduced with application to the clinical setting. This course is now offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

**Course Description Change Effective for Incoming Fall09 Students****ADN 214— Essentials of Nursing III (5,18)***Prerequisites: ADN 110, 112, NUR 108, BIO 224, SOC 101*

This 8-week course utilizes the nursing process to determine applicable nursing diagnoses for persons with actual and/or potential health problems involving two or more selected health patterns. Maternal-child concepts are introduced with application to the clinical setting. This course is offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

**ADN 216— Essentials of Nursing IV (6,16)***Prerequisites: ADN 212, 214. If not previously taken, Group II Humanities, and SPE 108 must be taken concurrently*

This 12 week course utilizes the nursing process to determine applicable nursing diagnoses for clients with actual and/or potential physiological and psychosocial health problems utilizing Gordon's health patterns. Six weeks are allotted to advanced medical surgical concepts with application to the clinical setting; and, six weeks are allotted to the introduction of mental health concepts with the application to the clinical setting. This course is now offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

**Course Description Change Effective for Incoming Fall09 Students****ADN 216— Essentials of Nursing IV (3,16)***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 is now offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

**Course Description Addition Effective for Incoming Fall09 Students****ADN 217— Essentials of Nursing V (3,16)***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 is now offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

**ADN 218— Role Synthesis (3,28)***Prerequisites: ADN 216*

This 4-week 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. Successful completion of a comprehensive exit examination is a course requirement. This course is now offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

**Course Description Change Effective for Incoming Fall09 Students****ADN 218— Role Synthesis (2,28)***Prerequisites: ADN 216*

This 4-week 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. Successful completion of a comprehensive exit examination is a course requirement. This course is now offered online in addition to the traditional classroom. An online orientation is available. Fee. F, Sp

## Nursing-Practical Nursing Certificate (LPN)

**NUR 101, NUR 103, NUR 105, NUR 106, NUR 108 are required for this program. See NURSING-ASSOCIATE DEGREE (RN) for course descriptions.**

**PNU 107— Professional Development II (1,2)***Prerequisites: NUR 103, 105, 106, concurrent with NUR 108, PNU 109*

This 8-week course will present content essential to practical nurses including communications, health care delivery systems, issues and trends. Student will explore caring, assertiveness, teamwork, and leadership. Fee. Sp

**PNU 109— Essentials for Nursing I (7,25)***Prerequisite: PSY 101, NUR 101, NUR 103, NUR 105, and NUR 106 and concurrent with NUR 108 and PNU 107*

This 8-week course focuses on health perception-health management pattern, nutritional-metabolic pattern, sleep-rest pattern, cognitive-perceptual pattern and self perception-self concept pattern. The student will utilize critical thinking to address a selected nursing diagnosis within a functional health pattern as it relates to a diverse population across the lifespan. This course includes a clinical component. Fee. Sp

**PNU 111— Essentials of Nursing II (7,25)***Prerequisites: PNU 109, concurrent with NUR 108*

This 8-week course focuses on the elimination pattern and activity-exercise pattern. The student is expected to utilize critical thinking to address two or more functional health patterns as they occur within a diverse population across the lifespan. This course includes a clinical component. Fee. Sp

**PNU 113— Essentials of Nursing III (6,26)***Prerequisites: NUR 108, PNU 107,109 and PNU 111, concurrent with PNU 115*

The 8-week course provides an overview of perinatal and pediatric nursing care. This course also focuses on the role-relationship pattern, sexuality-reproductive pattern, coping-stress tolerance pattern, and value-belief pattern. The student is expected to utilize critical thinking to address multiple functional health patterns as they occur within a diverse population across the lifespan. This course includes a clinical component. Fee. S

**PNU 115— Role Synthesis (2,32)***Prerequisite: concurrent with PNU 113*

This 8-week course provides the student the opportunity to utilize communication, networking skills, and management concepts in a clinically intense practicum. The student will discover how diverse organizational structures, agency policies, state practice acts, and communication lines can affect their role in variety of prospective employment environments. Fee. S

## 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)

*Prerequisites: BIO 185 and 186, OTA 101*

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: BIO 185 and 186, OTA 101*

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)

*Prerequisites: Approval of coordinator: OTA 102 & 103 taken concurrently*

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: SPE 108, HSA 101 or PSY 101 or MIS 101*

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)

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)

*Prerequisites: PSY 206, and 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: Art 110 or ART 112*

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*

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*

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 2007 (3,4)**

*Prerequisite: 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 2007 (3,4)**

*Prerequisite: 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)**

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 2007 (3,4)**

*Prerequisite: 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 2007 (3,4)**

*Prerequisite: 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 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. F

**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 2000 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 with a grade of "C" or better*

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 2007. 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 102— Law Office Organization (3,3)

*Prerequisite: PLA 101*

An introduction to the organization and management of a law office including the role of the paralegal, systems and procedures, personnel administration, space utilization and use of the office equipment. This course is designed to give the student both theoretical and practical knowledge in the field of Law Office Management. Consequently, the assessment of the student will be based on 50% practical application and 50% theoretical knowledge. F

### 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 and PLA 101*

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, Sp

### PLA 204— Paralegal/Legal Assistant Internship (3,11)

*Prerequisites: Completion of PLA 101, BLW 201, 202, SPE 108, OAT 172, 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 two semesters of the program. Students gain on-the-job training in coordinator approved or current employment approved business and/or law establishments in initial sites related to their career objective, working a minimum of 15 hours weekly (30 hours during the summer.) F, Sp, S online.

### 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; with a review of discovery tools and techniques; examining constitutional and statutory laws as precedent; researching administrative, executive, secondary and other resources; preparing a trial court memorandum of law; computer-aided and CD-ROM research; and the structure of the appellate court brief. F, Sp

### PLA 206— Paralegal/Legal Assistant Internship (3,11)

*Prerequisite: PLA 204 and approval of internship site by instructor*

For students in the paralegal/legal assistant program. Required for students during their last two semesters of the program. Students gain on-the-job training in coordinator approved business and/or law establishments in initial jobs related to their career objectives, working a minimum of 15 hours weekly (30 hours in the summer.) F, Sp, S online.

### 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, or consent of the instructor*

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 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. F

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## Pharmacy Technician

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**PHT 100— Pharmacy Technician Orientation (3,3)***Prerequisite: Open to all students*

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*

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. Fee.

**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.

**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, RDG 082*

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: RDG 082 or previous qualifying score on Placement test, 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.

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## Philosophy

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**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

**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. Sp

## Phlebotomy

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**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. F, Sp

**Photography— See Art 140 & 141**

## Physical Education

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**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 202— Bowling (1,2)****A college transfer course; consult the Transfer Center for more details.**

The basic four step approach is taught to beginners and assistance is given to students who know how to improve themselves. Team competition and scoring. Fee. F

**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

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**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

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**PHY 101— Mechanics and Heat (IAI: P1900L) (4,6)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: MTH 165*

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)**  
**(IAI: MTM 902L)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: PHY 101*

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*

An introductory level course in topics in physics for non-transfer students.

**PHY 210— University Physics I (4,6)****(IAI: P2 900L) (IAI: MTH 921) (IAI: BIO 903) (IAI: EGR 911)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: Credit or concurrent registration in MTH 203*

Mechanics. Designed for students intending to transfer in engineering, mathematics, physical sciences. Laboratory included. Fee. F

**PHY 211— University Physics II (IAI: BIO 904) (IAI: EGR 912) (4,6)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: PHY 210 and credit or concurrent registration in MTH 204*

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 914) (4,5)****A college transfer course; consult the Transfer Center for more details.***Prerequisite: PHY 211*

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. (Available as a telecourse) 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. (Available as a telecourse) F, Sp, S

**PSC 105— United States and Illinois Constitutions (1,1)**

Study of U.S., Illinois formal governmental structures. F, Sp, S

**PSC 108— Contemporary Political Problems (3,3)****A college transfer course; consult the Transfer Center for more details.**

This is a telecourse dealing with public policy and ethics. The course focuses on some of the important issues of the day which confront policy makers and will show men and women actively involved in politics, law, and journalism discussing these issues and being placed in situations where they must make hard choices on the issues. The guide for this telecourse is the series "The Constitution: That Delicate Balance." 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.

## Professional Golf Management

**PGM 101— Orientation to Professional Golf (3,3)**

An introduction to Professional Golf Management. The educational and certification requirements in the PGM industry are discussed. Career opportunities are explored.

**PGM 105— The Teaching Method of Golf (3,4)***Prerequisite: PGM 101*

This course identifies factors and processes used in curriculum planning, instructional design and development used in teaching the "golf swing". Content includes motivational theories and learning styles of adult learners, selection of instructional technology and construction of assessment tools. Analysis of teaching approaches of prominent golf instructors is included.

**PGM 106— Golf Turfgrass Management (3,4)***Prerequisite: PGM 101*

Principles and methods of establishing and maintaining turfgrass for golf courses. Identification of basic plant and soil materials, maintenance requirements and management concepts of turfgrasses in various environments.

**PGM 210— Internship I, Basic Golf Management (3,4)***Prerequisites: PGM 101, PGM 105, PGM 106 or consent of Instructor*

This internship will provide an opportunity to apply many of the skills and theoretical concepts learned to date. Working with the instructor, a PGA professional (as the student's on-site mentor), the student will gain on-the-job training for acquiring practical skills relevant to the student's career objectives. Specialized seminars are held one hour weekly in conjunction with the course.

**PGM 212— Internship II, Intermediate Golf Management (3,4)***Prerequisite: PGM 210 or consent of Instructor*

This intermediate internship will provide an opportunity to apply many of the advanced skills and theoretical concepts learned to date. Working with the instructor, a PGA professional (as the student's on-site mentor), the student will gain on-the-job training for acquiring practical skills related to the student's career objectives. Specialized seminars are held one hour weekly in conjunction with the course.

**PGM 225— Golf Operations (3,4)***Prerequisite: PGM 210*

This course focuses on knowledge of golf products, the ProShop, Junior programs, the restaurant, tournament set-up and management, golf course design and construction.

**PGM 299— Topics in Professional Golf Management (Variable,1-8)**

This course addresses the rapid changes in the Professional Golf Management (PGM) field by presenting leading edge subjects. The subject matter of topics will vary depending on changes in the industry.

## Psychology

**PSY 101— Introduction to Psychology (IAI: S6900) (IAI: SPE 912) (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. (Available as a telecourse) 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 (IAI: SED 902) (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: S8900) (IAI: PSY 908) (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) (3,3)****(IAI: S6902) (IAI: EED 903) (IAI: SPE 913) (IAI: SED 903)****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.

**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.

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## 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)***Prerequisites: RDG 080 or Placement test; concurrent with SSK 100*

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: RDG 081 or Placement test*

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: College reading level*

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**

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## 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. (Available as a telecourse) 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, Honors (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 upon the patterns of racial and ethnic relations. F, Sp

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## 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

**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

**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.**

Combines communication theory with the practice of oral communication skills. Develops awareness of the communication process and models. Provides basic principles of speech composition and delivery, including organizational and expressive strategies. Promotes the understanding and adaptation of communication contexts. Emphasizes critical skills in listening, reading, thinking, and writing. At least three major speeches required, including informative and persuasive styles. Also offered as Honors. 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.

## 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**

## Total Quality Management

**TQM 101— Total Quality Management (TQM) (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

**Typing— See Office Administration And Technology**

# Transportation Warehouse Logistics

## **TWL 100— Transportation and Physical Distribution (3,3)**

Transportation and Physical Distribution studies the fundamental roles and importance of transportation in companies and the society. The course evaluates the complex environment in which transportation services is provided and discusses how to adapt to a fast-paced and rapidly changing industry. Specific topics include: overview of transportation, supply chain, the economy, traditional modes of transportation, special carriers, global transportation, economic and operating characteristics of each mode, costing, pricing, carrier strategy and information management. F online

## **TWL 110— Supply Chain Management (3,3)**

This course covers the basics of supply chain management, which includes all activities in the flow of materials from the supplier to the consumer. Such activities include the supply chain concept, inventory and warehouse management, physical distribution, order management, materials handling, capacity management, just-in-time manufacturing and total quality management. Sp Online

## **TWL 120— Introduction to Import/Export (3,3)**

This course focuses on the concerns of the practicing international trade professional worldwide. It has been designed to form a sound foundation and understanding of the major factors affecting the global marketplace. It is designed to build exporting and importing skills and an understanding of the methods and procedures of importing and exporting products. All of the major concepts and terminology of international trade are addressed in the hands-on activities and topic papers that form the basis of this course. Emphasis will be placed on the practical details with actual case histories studied. F Online

## **TWL 130— Principles of Operation Management (3,3)**

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping cost as low as possible. This course provides detailed operations management study. The major areas covered included integrate product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning. Sp Online

## **TWL 140— Transportation and Cargo Security (2,2)**

This course examines relevant facets of maritime, land, pipeline, and air transportation security related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation. S Online

# 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

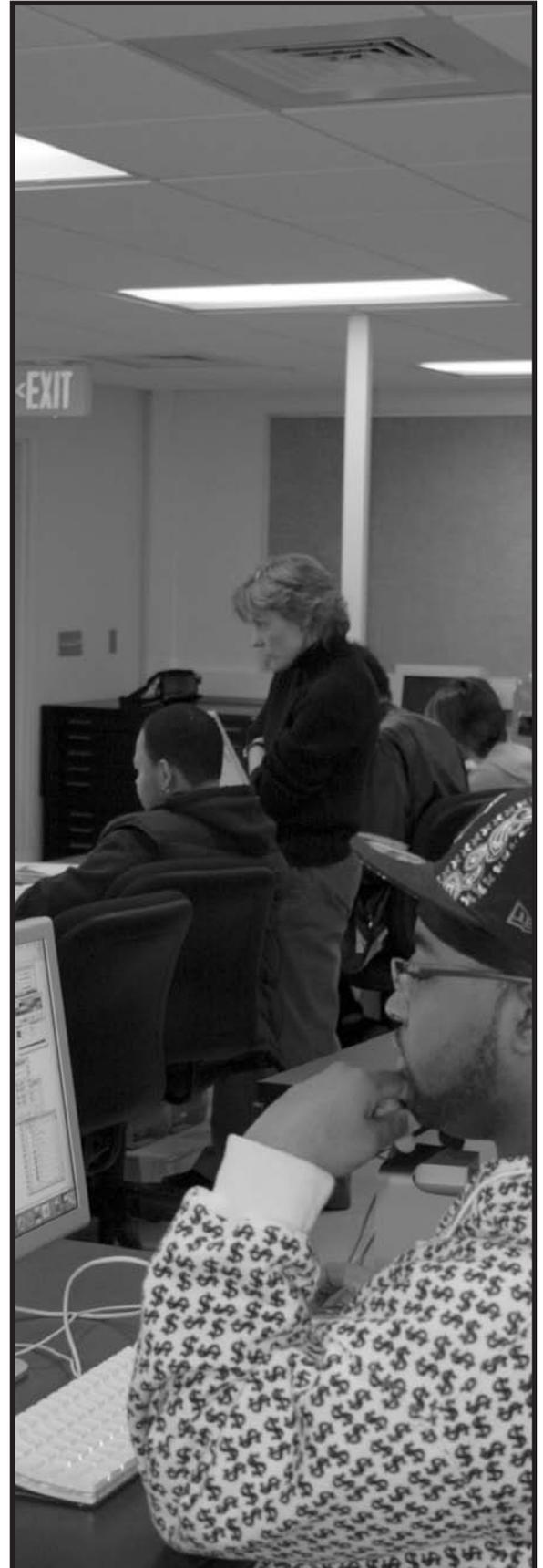
Scholarships

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 at the Office of Financial Aid.

## 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.southsuburbancollege.edu](http://www.southsuburbancollege.edu) or visit the Foundation Office in Room 1245.

### 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 to cover the costs of in-district tuition.

**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 have earned at least 12 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.

**Illinois Veterans Scholarship**- An honorably discharged veteran may qualify for a State Military Scholarship, which pays in-district tuition 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**- Veterans may receive special assistance in applying for G.I. Bill benefits. 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.

### 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 And 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 year. 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 year, 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. Students in programs of less than two years will have their progress checked at the conclusion of each semester.

## 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.

## 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

*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*  
*Student Help Center*  
*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.
- 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

The AAC, located in Room 2264, is open from 8 a.m. to 8 p.m., Monday through Thursday, from 8 a.m. to 2 p.m., Friday and from 10 a.m. to 1 p.m., Saturday during the regular school term. 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., Mondays through Thursdays, from 7:30 a.m. to 5 p.m., Fridays, and from 7:30 a.m. to 10 p.m., Mondays through Thursdays, during the summer semester. The Center is staffed by a manager, teachers, 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.

### 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.

**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. 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.

## **Galleries**

**Dorothea Thiel Gallery:** The Thiel Gallery is located 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 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 Friday, 9:00 a.m. to 4:00 p.m. and Monday through Thursday, 6:00 to 8:00 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: Dorothea Thiel and Photo-Four Galleries, Joseph Rejholec, 708-596-2000, ext. 2300; Dulgar Gallery, Jack Kirkpatrick, 708-596-2000, ext. 2445.

## **Library**

The Library, located just off the Atrium, is an information center that provides resources from books, magazines and newspapers, videocassettes and CD-ROM information sources using the latest information technology. Library users have access to a CD-ROM catalog of materials that covers not only the South Suburban College Library, but 72 other Suburban Library System libraries. Students and faculty can obtain resource materials including books and magazine articles from these libraries. The Academic Computer Information Local Area Network (ACILAN) provides access to CD-ROM resources including 130 magazines, the Chicago Tribune and 15 other reference sources. Workstations are located in the Library, Academic Assistance Center, Great Hall of Study and other campus locations. In addition, the Library provides access to the Internet, American Online and Compuserv.

The Library provides comprehensive services including: information skills instruction so that students can find, use and analyze information; reference services and help using the Library; a collection of textbooks for classes that are being offered by the College; copy machines; and an enlarger for the visually impaired.

In order to take advantages of these services, students and faculty must have a Library card. This card can be obtained at the Circulation Desk in the Library. The Library card is to be used as long as the student is enrolled at South Suburban College.

The Library is open from 8:00 a.m. to 9:00 p.m., Monday through Thursday, from 8:00 am to 4:30 pm on Friday and from 8:00 a.m. to 3:00 p.m. on Saturday. Summer hours are posted outside the Library entrance.

Because of the spiraling costs of materials and large number of students using the materials, fines will be imposed for late and lost materials. Grades may be withheld if a student does not return materials and/or pay fines by end of the semester.

## **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 and from 8 a.m. to 1 p.m., Saturdays. Also, all of our classroom computers are available for open lab use. These times change each semester and are posted in each lab.

## **Student Help Center**

All new students start here! The Student Help Center offers support in the application and registration process, as well as support for new and returning adults. All students with questions should call or stop by. The Student Help Center is located in 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**

The Office of Services for Students with Disabilities offers assistive support to students with special needs. Services encompass the provision of technological devices, note-takers, interpreters, and tutoring. 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.

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. 2338.

## 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. 2241 or 2311.

# Affirmative Action

## 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, handicap, 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 Services 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 Services 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 Services, 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 Services, 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 4. 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 may be directed to:**

**Affirmative Action Officer**

**South Suburban College**

**15800 S. State Street, South Holland, IL 60473**

**708-596-2000, ext. 5709**

# General Information



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## Equal Education Opportunity

South Suburban College must ensure 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 on the basis of sex, age, color, race, creed, religion, national, regional origin or disability. 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 academically qualified person with disabilities shall be excluded from or denied the benefits of any program or activity provided he/she has the "ability to benefit" as defined by Federal Statutes and Regulations. South Suburban College through its policies and programs has implemented programs which 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, ext. 5709**

## 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: [www.1stagency.com](http://www.1stagency.com)

By clicking on "programs," then "short term medical," students can get information and purchase insurance on line.

## 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 Dean 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**

## 2009-2010 Academic &amp; Student Services Calendar

**Summer Semester, 2009**

<b>January 26</b>	Summer 2009 Online Schedule Open for Browsing/Late start Classes begin/Add & drop Late Start Classes begin/Begin late fees/drop fees
<b>February 16</b>	Presidents Day Observed, No Classes, College Closed
<b>February 20</b>	Fall 2009 Online Schedule Open for Browsing
<b>March 3</b>	Summer 2009 Credit Class Online Registration Begins at 2 am
<b>March 6</b>	Pulaski Day Observed, No Classes, College Closed
<b>March 9-14</b>	Spring 2009 Mid-Term Break, No Classes, Registration Services Open Monday-Friday, 8 am-4 pm
<b>March 31</b>	In-Person Summer 2009 Credit Class Registration Begins at 8 am
<b>April 10</b>	Spring Day, College Closed, No Classes
<b>April 14</b>	Fall 2009 Online Credit Class Registration Begins at 2 am
<b>April 24</b>	Last Day to Withdraw from Spring 2009 2nd 8-week and 16-week Credit Classes by 4 pm
<b>May 5</b>	In-Person Fall 2009 Credit Class Registration Begins at 8 am
<b>May 15</b>	Summer Purge/Students who have not made any payment arrangements will lose their Pre-registered Classes at the close of business
<b>May 17</b>	Annual Commencement Ceremony 1:30 pm
<b>May 18</b>	Summer Registration Continues/Payment Due at the time of Registration
<b>May 25</b>	Memorial Day Observed, No Classes, College Closed
<b>May 29</b>	Last In-person day of full 100% Refund for First Summer Session Classes
<b>June 1</b>	First Day 1st 2009 Summer Session Credit Classes, Late Registration 1st Summer Session Credit Classes (\$10 Late charge per Class), Schedule Change, (Add/Drop), \$25 Drop Fee per course
<b>June 1-4</b>	2nd 2009 Summer Session Credit Class Registration Continues, Payment Due at time of Registration
<b>June 4</b>	Last Day of In-person Full 100% Refund of Second Summer Session Classes
<b>June 8</b>	Last Day of Refund/Schedule Change 1st 2009 Summer Session Credit Classes
<b>June 11</b>	Last Day to Register 2009 Summer Telecourse Classes until 7 pm
<b>June 15</b>	First Day 2nd 2009 Summer Session Credit Classes, Late Registration 2nd Summer Session Credit Classes (\$10 Late charge per course), Schedule Change (Add/Drop), \$25 Drop Fee per course
<b>June 22</b>	Last Day of Refund/Schedule Change for 2nd 2009 Summer Session Credit Classes
<b>July 6</b>	Independence Day Observed, No Classes, College Closed
<b>July 9</b>	Last Day to Withdraw 1st Summer Session
<b>July 23</b>	Last Day 1st Summer Session Classes/Last Day to Withdraw 2nd Summer Session
<b>August 6</b>	Last Day 2nd Summer Session Classes

**College Closed Fridays June 5-August 7**

**Fall Semester, 2009**

<b>February 20</b>	Fall 2009 Online Schedule Open for Browsing
<b>April 9</b>	Fall 2009 Online Credit Class Registration Begins at 2 am
<b>May 5</b>	In-Person Fall 2009 Credit Class Registration Begins at 8 am
<b>July 6</b>	Independence Day Observed, No Classes, College Closed
<b>July 16</b>	1st Fall Purge/ Students who have not made any payment arrangements will lose their Pre-registered Classes at the close of business
<b>July 30</b>	Final Fall Purge/Students who have not made any payment arrangements will lose their Pre-registered Classes at the close of business
<b>August 3-19</b>	Registration Continues/Payment Due at the time of Registration
<b>August 20, 21</b>	"Last Chance" Fall 2009 Registration begins, Payment Arrangements Due at the time of Registration
<b>August 22</b>	Registration Services Open 9 am-1 pm, Payment Arrangements Due at Time of Registration/Last Day of full 100% In-person Refund for Fall 1st 8-week and 16-week Classes
<b>August 24</b>	First Day of Fall 2009 Credit Classes
<b>August 24, 25</b>	Late Registration Fall 2009 Credit Classes (\$10 extra charge per Class)
<b>August 24-31</b>	Fall 2009 Schedule Changes (Add/Drop), \$25 Drop Fee per Class
<b>August 31</b>	Last day of Refund, Schedule Changes for Fall 1st 8-week & 16-week 2009 Credit Classes
<b>September 7</b>	Labor Day, No Classes, College Closed
<b>September 8</b>	Late Start Classes Begin/Begin Late Start Late Fee and Add/Drop Fee
<b>September 15</b>	End Late Start Add/Drop/Spring 2010 Online Schedule Open for Browsing
<b>September 18</b>	Last Day to register for Fall 2009 Telecourse Classes by 4 pm
<b>October 2</b>	Last Day to Withdraw from Fall 2009 1st 8-week Credit Classes by 4 pm
<b>October 12</b>	Columbus Day, No Classes, College Closed
<b>October 17</b>	End 1st 8-week Fall 2009 Credit Classes/Last Day of 100% 2nd 8-week Refund
<b>October 19</b>	Fall 2009 Mid-term, Beginning of 2nd 8-week Fall 2009 Credit Classes, Begin charging Late fee/Drop fee for 2nd 8-week Credit Classes
<b>October 26</b>	Last day of refund, Schedule Change for Fall 2009 2nd 8-week Credit Classes
<b>November 11</b>	Veterans Day Observed, No Classes, College Closed
<b>November 25</b>	Last day to Withdraw from 2nd 8-week and 16-week Fall 2009 College Credit Classes by 4 pm
<b>Nov. 26, 27</b>	Thanksgiving Holiday, No Classes, College Closed
<b>November 28</b>	No Classes
<b>December 12</b>	Last meeting of Fall College Credit Classes
<b>Dec. 14-19</b>	Fall 2009 Final Exams (Monday-Saturday)
<b>Dec. 24-Jan. 3</b>	College Closed for Holiday Season

**Spring Semester, 2010**

<b>September 15</b>	Spring 2010 Online Schedule Open for Browsing
<b>October 27</b>	Spring 2010 Credit Class General Online Registration Opens at 2 am
<b>November 11</b>	Veterans Day Observed, No Classes, College Closed
<b>November 17</b>	In-Person Spring 2010 Credit Class Registration Begins at 8 am
<b>Nov. 26, 27</b>	Thanksgiving Holiday, No Classes, College Closed
<b>November 28</b>	No Classes
<b>December 4</b>	1st Spring Purge/Students who have not as yet made payment arrangements will lose Spring Pre-registered Classes at the close of business
<b>Dec. 16-19</b>	Registration Services Open 8 am-4 pm
<b>December 18</b>	2nd Spring Purge/Students who have not made payment arrangements will lose Pre-registered Spring Classes at the close of business
<b>Dec. 21- 23</b>	Registration continues 8 am-4 pm/Payment arrangements due at time of Registration
<b>Dec. 24-Jan. 3</b>	<b>College Closed for Holiday Season</b>
<b>Jan. 4, 2010</b>	College Reopens/Registration Continues/Payment arrangements due at time of Registration
<b>January 5, 6</b>	Spring 2010 Registration Continues, Payment Arrangements Due at time of Registration
<b>January 7, 8</b>	"Last Chance" Spring 2010 Registration, Payment Due at time of Registration
<b>January 9</b>	Registration Services Open 9 am-1 pm/Last Day for In-person full 100% Refund for Spring 1st 8-week and 16-week Classes
<b>January 11</b>	Spring 2010 Credit Classes Begin
<b>January 11, 12</b>	Late Registration for Spring 2010 Credit Classes (\$10 Late charge per Class)
<b>January 11-19</b>	Spring 2010 Change in Schedule (Add & Drop), \$25 Drop Fee per Class
<b>January 18</b>	Martin Luther King Holiday, No Classes, College Closed
<b>January 19</b>	Last day of Refund, Schedule Change for Spring 1st 8-week and 16-week 2010 College Credit Classes
<b>January 25</b>	Summer 2010 Online Schedule Open for Browsing
<b>February 1</b>	End Late Start Class Add/Drop*
<b>February 5</b>	Last Day to Register for Spring 2010 Telecourse Classes by 4 pm
<b>February 15</b>	Presidents Day Observed, No Classes, College Closed
<b>February 19</b>	Last Day to Withdraw from Spring 2010 1st 8-week Credit Classes by 4 pm/Fall 2010 Online Schedule Open for Browsing
<b>March 5</b>	Pulaski Day Observed, No Classes, College Closed
<b>March 6</b>	End Spring 2010 1st 8-week Credit Classes
<b>March 8-13</b>	Spring 2010 Mid-Term Break, No Classes, Registration Services Open Monday-Friday, 8 am-4 pm
<b>March 15</b>	Begin Spring 2010 2nd 8-week Credit Classes, Begin Charging Late Fee/Drop Fee 2nd 8-week Credit Classes
<b>March 22</b>	Last day of Refund/Schedule Changes for Spring 2010 2nd 8-week Credit Classes
<b>April 2</b>	Spring Day, College Closed, No Classes
<b>April 23</b>	Last Day to Withdraw from Spring 2010 2nd 8-week and 16-week Credit Classes by 4 pm
<b>May 8</b>	Last day of Spring 2010 College Credit Classes
<b>May 10-15</b>	Spring 2010 Final Exams (Monday-Saturday)
<b>May 16</b>	Annual Commencement Ceremony 1:30 pm

**Summer Semester, 2010**

<b>January 25</b>	Summer 2010 Online Schedule Open for Browsing/Late start Classes begin/Add & drop Late Start Classes begin/Begin late fees/drop fees
<b>February 15</b>	Presidents Day Observed, No Classes, College Closed
<b>February 19</b>	Fall 2010 Online Schedule Open for Browsing
<b>March 2</b>	Summer 2010 Credit Class Online Registration Begins at 2 am
<b>March 5</b>	Pulaski Day Observed, No Classes, College Closed
<b>March 8-13</b>	Spring 2010 Mid-Term Break, No Classes, Registration Services Open Monday-Friday, 8 am-4 pm
<b>March 30</b>	In-Person Summer 2010 Credit Class Registration Begins at 8 am
<b>April 2</b>	Spring Day, College Closed, No Classes
<b>April 13</b>	Fall 2010 Online Credit Class Registration Begins at 1 am
<b>April 23</b>	Last Day to Withdraw from Spring 2010 2nd 8-week and 16-week Credit Classes by 4 pm
<b>May 4</b>	In-Person Fall 2010 Credit Class Registration Begins at 8 am
<b>May 14</b>	Summer Purge/Students who have not made any payment arrangements will lose their Pre-registered Classes at the close of business
<b>May 16</b>	Annual Commencement Ceremony 1:30 pm
<b>May 17</b>	Summer Registration Continues/Payment Due at the time of Registration
<b>May 31</b>	Memorial Day Observed, No Classes, College Closed
<b>June 3</b>	Last In-person day of full 100% Refund for First Summer Session Classes
<b>June 7</b>	First Day 1st 2010 Summer Session Credit Classes, Late Registration 1st Summer Session Credit Classes (\$10 Late charge per Class), Schedule Change, (Add/Drop), \$25 Drop Fee per course
<b>June 7-10</b>	2nd 2010 Summer Session Credit Class Registration Continues, Payment Due at time of Registration
<b>June 10</b>	Last Day of In-person Full 100% Refund of Second Summer Session Classes
<b>June 14</b>	Last Day of Refund/Schedule Change 1st 2010 Summer Session Credit Classes/First Day 2nd 2010 Summer Session Credit Classes, Late Registration 2nd Summer Session Credit Classes (\$10 Late charge per course), Schedule Change (Add/Drop), \$25 Drop Fee per course
<b>June 17</b>	Last Day to Register 2010 Summer Telecourse Classes until 7 pm
<b>June 21</b>	Last Day of Refund/Schedule Change for 2nd 2010 Summer Session Credit Classes
<b>July 5</b>	Independence Day Observed, No Classes, College Closed
<b>July 15</b>	Last Day to Withdraw 1st Summer Session
<b>July 22</b>	Last Day to Withdraw 2nd Summer Session
<b>July 29</b>	Last Day 1st Summer Session Classes
<b>August 5</b>	Last Day 2nd Summer Session Classes

**College Closed Fridays June 4-August 6**

# Administration

## President's Office

### George T. Dammer

*College President*

A.S., South Suburban College  
B.S., Calumet College  
M.S., National-Louis University

### Patrick Rush

*Director, Public Relations,  
Executive Director, SSC Foundation*  
B.A., Purdue University

### Lisa Miller

*Director, Communication Services & Media Design*  
A.A.S., South Suburban College  
B.A., Purdue University  
Ed. M., University of Illinois-Urbana-Champaign

### Kevin Riordan

*Director, Institutional Research*  
M.A., B.B.A., Loyola University of Chicago

## Administrative Services

### Donald Manning

*Vice President, Administration*  
B.A., University of Illinois-Chicago  
M.P.A., Governors State 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

### Martin Lareau

*Director, Physical Plant*  
A.S., South Suburban College  
B.A., Calumet College of St. Joseph

### John McCormack

*Director, Network Systems*  
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

### Timothy Pollert

*Treasurer/Controller*  
B.S., Valparaiso University  
M.P.A., Governors State University

### Jose Regalado

*Director, Job Training*  
B.A., Illinois State University

### John Semple

*Director, Financial Aid*  
B.A., Milliken University  
M.P.A., Indiana University

### Teresa Spruiell

*Director, Information Technology*  
A.S. Lewis & Clark College  
B.S., Southern Illinois University-Edwardsville  
M.S., Southern Illinois University-Carbondale

### Laura Vera

*Director, Publications*

## Academic Services

### Diane Ostojic

*Vice President, Academic Services*  
A.A.S., B.S., Purdue University  
M.S., D.A., University of Illinois

### E. James Coates

*Dean, Business & Technology*  
B.S., M.B.A., University of South Carolina

### Debra Hingst

*Dean, Fine Arts, English & Humanities*  
B.A. Governors State University  
M.A. Purdue University Calumet

### Ronald Kawanna, Jr.

*Dean, Legal Studies, Social and Behavioral Sciences &  
Mathematics*  
B.A., Chicago State University  
J.D., John Marshall Law School

### Marjorie Roache

*Dean, Nursing*  
B.S., Rush University  
M.S., University of Illinois-Chicago

### Jeff Waddy

*Dean, Health Professions & Sciences*  
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., University of Illinois-Urbana-Champaign  
M.A. Counseling, Governors State University

### Robin Rihacek

*Director, Enrollment Services*

## Student Development

### Songie Milhouse

*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  
C.A.D.C., Certified Alcohol and Drug Counselor

### Patrice Burton

*Associate Dean, Student Services*  
A.A., Thornton Community College  
B.B.A., Loyola University of Chicago  
M.S.Ed., Chicago State University

### Tom A. Govan, Jr.

*Director, Educational Talent Search*  
A.A., Thornton Community College  
B.A., M.S., Eastern Illinois University

### Steve Ruzich

*Director, Athletics*  
A.S., South Suburban College  
B.S., College of St. Francis  
M.S., Chicago State University

# Faculty

**Armetrice Abubakar**

*Adult Basic Education, Adult Secondary Education*

B.A., Chicago State University

**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**

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

**Miriam Anthony**

*Nursing*

A.A.S., Kennedy-King College

B.S., Governors State University

M.S., Governors State University

**Robert Bailey**

*English*

B.A., Bradley University

M.A., Bradley University

M.A., DePaul University

**Susan Banach**

*Reading*

B.A., Northeastern Illinois University

M.A., Northeastern Illinois University

M.A., Governors State University

**Linda Bathgate, C.R.C.**

*Counseling*

B.S. M.Ed., Edinboro State University

M.Ed., Penn State University

**Jennifer Bell**

*Developmental Mathematics*

B.S.E., University of Wisconsin

M.S., Chicago State University

Ed. D., Nova Southeastern University

**Joan Beno**

*Communication & Humanities, Philosophy*

B.A., M.A., DePaul University

**Marybeth Beno**

**Chairperson, Department of Mathematics and Computer Science**

*Mathematics*

B.A., Calumet College of Saint Joseph

M.S., Purdue University

**Diane M. Black, R.N.**

*Nursing*

A.A., Illinois Valley Community College

B.S., M.S., Northern Illinois University

M.A., Governors State University

**Felicia Blasingame, LMT, CIMI**

**Coordinator, Massage Therapy**

*Massage Therapy*

B.S., DePaul University

M.S., Chicago State University

Ed.D., Nova Southeastern University

**Alfred Brown**

*English*

B.A., Oakwood College

M.A., Loma Linda University

**Art Burton**

*History*

B.A., M.A., Governors State University

**Ronald Bytnar, C.P.A.**

**Coordinator, Accounting Programs**

*Accounting*

B.A., M.A., Governors State University

**Christine Calhoun**

*Life Science*

B.S., M.S., Chicago State University

Ed.S., Northern Illinois University

**Godwin Chou**

*Music*

B.M., M.M., University of North Texas

M.A., Hong Kong Baptist University

D.M. American Conservatory of Music

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# Degree/Program Completion Plan

We recommend that you make a semester-by-semester plan for completing your degree or program by copying all the courses on your MAP or on your program listing onto the lines below.

Be sure that you sequence your courses so that you meet required prerequisites, and be sure to plan courses for times they are actually offered (see course listings). For assistance, see a counselor.

Fall 20	Spring 20	Summer 20
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fall 20	Spring 20	Summer 20
_____	_____	_____
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Fall 20	Spring 20	Summer 20
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# Notes

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# 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. A former student of the college, Zuccarelli is committed to maintaining an affordable educational system for the working person while keeping local taxes at the lowest possible level.

During Frank's tenure, SSC has expanded its academic programs, initiated tuition deferments, and developed partnerships with DePaul, Governors State, Chicago State University and the University of St. Francis among other institutions.

In addition to his role at SSC, Zuccarelli has served as Thornton Township Supervisor since 1993.

*"Explore this schedule to learn more about the programs and services available at SSC. We welcome you to learn more about resources we provide to South Suburban residents and hope you will see new opportunities for you and your family."*



## **Katie Jackson Booker**

Jackson Booker, a Dixmoor resident, has served as a member of the SSC Board of Trustees since 1994. She has a strong interest in assuring that the college's programs and services are accessible to all District 510 residents who may benefit from them. Jackson Booker serves as Chairperson of the Board's Policy Committee, and is active with the SSC Disabled Students Advisory Board.

A married mother of four children, four grandchildren and Kameron, Jackson Booker is Public Relations Specialist for ACHN South Suburban Cook County. Jackson Booker is also a member of St. Mark Church Cathedral, Vice President of St. Mark's Medical Facility in Harvey, President of the Dixmoor Civic Organization, member of the West-Harvey Dixmoor Board of Education #147 where she serves as Chairperson of the Finance Committee, and Secretary-Treasurer of the National CBSBM.



## **Anthony DeFilippo**

DeFilippo, a Calumet City resident, has served on the SSC Board of Trustees since 1989. His involvement in the community is rather extensive, as he belongs to a number of civic, social, church and professional organizations. DeFilippo's Masters degree in finance allows him to focus on maintaining the financial integrity of the college.

As a registered pharmacist, DeFilippo works to bring healthcare services to underserved residents in the Metro Chicagoland area. He works in the public healthcare sector, serves as a local health commissioner, and is an adjunct faculty member to a number of local universities. DeFilippo is also an advocate of the college's health science programs.



## **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. As Vice-Chair of the Board, Daly leads SSC's ongoing efforts to improve services while maintaining a stable or reduced tax rate.

Married with five children, Daly is the Village Administrator for Orland Hills. In addition to his role at SSC, Daly continues to serve as Chairman of the South Suburban Mayors and Managers Association's Management & Finance Committee since 1996. He is the past Chairman of the Chicago Southland Convention and Visitor's Bureau and a member of the Southwest Conference of Mayors. Daly also has been a member of the Selective Service Local Review Board since 1991.



## **Jacqueline Martin**

Martin is in her second term as a member of the SSC Board of Trustees, and serves as Chairperson for the Board's Architectural Committee. Employed as a legislative assistant, Jacque also serves on the Advisory Board for Disabled Students and as a Director on the SSC Foundation Board. Martin is an active member of the Lansing Junior Women's Club, where she is the former president and current vice-president of the organization. She was voted Junior of the Year for 1997-98 and 2000-01. Jacque, a married mother of two, is also a member of the Parent Teacher Association for School District 215, a Room Parent of School District 158, and coach for the Lansing Lions Widget Cheerleading Squad.



## **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. Terry's goals include working with local high schools to inform them about the wealth of programs and support services available at SSC, and increasing student enrollment.

Married with two children, Wells is employed as a history teacher at Thornton High School. He also serves as President of the Village of Phoenix, a position he has held since 1993. In addition to his other roles, Wells is a member of the South Suburban Mayor and Managers Association.



## **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. Joseph has been a mentor to countless youth in the community for the past 24 years.

Married with four children, Whittington is employed by P.A.C.E. Institute, located within the Cook County Department of Corrections in Chicago. Over the past 30 years, he has worked his way up to the esteemed position of Senior Facilitator. Whittington has also served as the 2nd Ward Alderman of Harvey since 2003, where he has initiated programs to revitalize the 2nd Ward.

Our Mission Is to **S**erve our **S**tudents and the **C**ommunity  
Through Lifelong Learning.

South Suburban College serves the residents of District  
510 which includes all or portions of these communities:

- Blue Island
- Burnham
- Calumet City
- Country Club Hills
- Dixmoor
- Dolton
- East Hazel Crest
- Harvey
- Hazel Crest
- Homewood
- Lansing
- Lynwood
- Markham
- Midlothian
- Oak Forest
- Phoenix
- Posen
- Riverdale
- South Holland
- Thornton
- Tinley Park

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